

# **Mayor and Council Work Session March 18, 2025 Agenda**

*"The City of Hagerstown will inspire an inclusive, business-friendly, and sustainable community with clean, safe, and vibrant neighborhoods."*

*"The City of Hagerstown shall be a community focused municipality"*

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The agenda and meeting packet is available at [www.hagerstownmd.org/government/agenda](http://www.hagerstownmd.org/government/agenda)

*"Spring is a lovely reminder of how beautiful change can be" ~ Unknown Author*

## **4:00 PM WORK SESSION**

- 4:00 PM** 1. Proclamation: Red Cross Month
- 4:05 PM** 2. Preliminary Agenda Review
- 4:15 PM** 3. City Transportation Priorities for Maryland Department of Transportation - *Jim Bender, City Engineer*
- 4:25 PM** 4. Pavement Preservation Program FY26-FY28 - *Jim Bender, City Engineer*
- 4:35 PM** 5. Quit Claim Request - Washington County Transit - Alley 1-35 - *Jim Bender, City Engineer*
- 4:40 PM** 6. Habitat for Humanity - Pedestrian Easement - *Jim Bender, City Engineer*
- 4:50 PM** 7. Vacancy Determination - *Paul W. Fulk, Neighborhood Services Manager and Emily McFarland, Neighborhood Services Programs Coordinator*
- 5:05 PM** 8. Recommended Grants Management Portal for City Incentive Programs -- *Chris Siemerling, Economic Development Specialist*
- 5:10 PM** 9. Project Update and Deadlines - 25-31 W. Church Street - MarketPlace, LLC. -- *Chris Siemerling, Economic Development Specialist*
- 5:20 PM** 10. Wastewater Deduct Meter for 45 W Oak Ridge - *Nancy Hausrath, Director of Utilities*

## **CITY ADMINISTRATOR'S COMMENTS**

## **MAYOR AND COUNCIL COMMENTS**

## **ADJOURN**

**REQUIRED MOTION  
MAYOR AND CITY COUNCIL  
HAGERSTOWN, MARYLAND**

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**Topic:**

Proclamation: Red Cross Month

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**REQUIRED MOTION  
MAYOR AND CITY COUNCIL  
HAGERSTOWN, MARYLAND**

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**Topic:**

Preliminary Agenda Review

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**REQUIRED MOTION  
MAYOR AND CITY COUNCIL  
HAGERSTOWN, MARYLAND**

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**Topic:**

City Transportation Priorities for Maryland Department of Transportation - *Jim Bender, City Engineer*

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

**File Name**

MC\_2025\_Transportation\_Priorities\_memo.pdf

**Description**

Memo - Transportation  
Priorities





# CITY OF HAGERSTOWN, MARYLAND

Engineering Department

March 18, 2025

TO: Scott Nicewarner, City Administrator  
FROM: Jim Bender, City Engineer JMB  
RE: City Transportation Priorities for MDOT

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Background:

Every year, the Maryland Department of Transportation (MDOT) prepares a Consolidated Transportation Plan (CTP) that identifies transportation projects and initiatives that are of importance to the State, and lays out a plan to fund those projects. As part of the development of the CTP, the MDOT Secretary requests lists of priority projects from counties and municipalities; these local priorities are then woven into the overall statewide CTP.

Mayor & Council Action Requested:

Review the proposed list of priorities prepared by staff. If the Council is in agreement, staff will prepare a letter for the Mayor's signature to submit to MDOT. Staff will be present at the work session to discuss.

Discussion:

Staff's list of priorities for FY 26 are essentially the same as those presented in FY 25, and are as follows:

1. I-81 Widening. This corridor, as a major freight route, is crucial to the economy of our area. The frequent accidents on I-81, and resulting spillover onto the City street network, have both physical and perceived negative impacts on Hagerstown. We were encouraged to hear that the funding for the Phase 2 design and construction has been restored in the CTP, and we will advocate for the completion of the widening for the full length of I-81 in Maryland.
2. Highway User Revenue. The City uses Highway User Revenue (HUR) funding to pave streets and alleys, along with other transportation-related projects. We are concerned that a leveling-off or even a reduction in HUR funding was considered during the recent General Assembly session, and we will advocate for the Department's efforts to restore the Highway User Revenue (HUR) funds to previous levels.
3. BPPA Study Implementation. In February of 2020, SHA funded and completed a *Bicycle and Pedestrian Priority Area* (BPPA) study of the downtown and Bester elementary walkshed to improve connectivity, increase safety and improve pedestrian and bicycle user comfort. The study included several recommendations for Route 40 including

countdown pedestrian lights, improved crosswalk markings, and speed management on Washington Street east of Cannon Avenue. We have been informed that the design of some of these pedestrian improvements is underway, and may actually be implemented in FY 26. We are currently using a Safe Routes to School grant to design and reconstruct the traffic signal at Potomac Street and Baltimore Street as recommended by the BPPA study, and hope to go to construction in FY 25.

4. Park Circle Railroad Crossing Upgrades. We continue to work with the rail coordinators in the Office of Traffic and Safety to upgrade the three crossings (Virginia Avenue, Walnut Street, and Summit Avenue) that are badly in need of repair, especially Walnut Street. The State agreed to fund these improvements in December of 2015 but the improvements are still not complete, mainly due to difficulties in gaining approval from CSX Transportation.
5. Eastern Boulevard Corridor Improvements. We support this Washington County led, multi-phase project to improve the Eastern Boulevard transportation corridor connecting US Route 40, Maryland Route 64, and Maryland Route 60. Specifically, we support the capacity-enhancing improvements to Maryland Route 64/Eastern Boulevard intersection that the State and County will commence in the near future. We also support Phases 3&4 of the project that will complete Professional Boulevard between Eastern Boulevard and Robinwood Drive, which will provide needed relief to the Eastern Boulevard, Dual Highway, and Robinwood Drive corridors.
6. US Route 40 (Dual Highway) Pedestrian Issues. Our Engineering, Planning, and Police staff previously endorsed the “*Pedestrian Safety Study and Audit*” for US 40 between Cannon Avenue and Redwood Circle as prepared by HEPMPO in 2015. We are grateful for the excellent progress SHA has made in the implementation of sidewalks and crosswalk improvements that were recommended in that report, and we are excited by SHA’s current construction project to construct/extend sidewalks along Dual Highway from Eastern Blvd. to All Star Court. SHA has also completed the installation of adaptive traffic signals on part of the Dual Highway corridor, and is monitoring their performance.
7. We will strongly support and ask for continued funding from the “alternative” transportation funding programs including:
  - Safe Routes to School Program: We also appreciate that we have benefitted from nine grants that we were fortunate enough to obtain through this program and they have significantly improved accessibility around our many educational institutions;
  - Bikeways Grants: Following our *2016 Bicycle Master Plan*, we obtained grants that allow us to create our award-winning bicycle infrastructure;
  - Transportation Alternatives Program: The may apply for grant funds from this program to help fund the design and construction of the Marsh Run Trail in future years.

The list of Washington County's 2025 transportation priorities is also attached for your review; while their FY 26 priorities won't be approved by the County Commissioners until April, staff do not expect that there will be any significant changes from their FY 25 list.

attachment:   FY 25 Washington County Transportation Priority letter  
                  Draft City Transportation Priorities letter





April 16, 2024

The Honorable Secretary Paul J. Wiedefeld  
Secretary of Transportation  
Maryland Department of Transportation  
7201 Corporate Center Drive  
Hanover, Maryland 21076

RE: 2024 MDOT Tour Meeting / Consolidated Transportation Program (CTP)  
Board of County Commissioners Transportation Priorities

Dear Secretary Wiedefeld:

The Washington County Board of County Commissioners, County Administrator, and staff look forward to your 2024 MDOT CTP Tour Meeting with us and the City of Hagerstown. Please consider these priorities in the upcoming six-year CTP budget for transportation projects.

**Interstate 81 Widening:** Thank you for including I-81 Phase 2 in the State's Long Range Transportation Plan, "The Playbook", but please reinstate recently pulled construction funding as soon as possible. For more than 20 years, the I-81 widening project has been the number one transportation priority for Washington County. Safety is a major concern as traffic volumes increase, and truck-related crashes on I-81 continue to be significantly higher than statewide averages. Please allocate preliminary engineering funding for Phases 3/4 in the next CTP to finish widening I-81 to the Pennsylvania line, and we ask that MDOT staff plans for construction funding for the remainder of this 12-mile interstate highway. In the meantime, we ask MDOT to consider lowering the speed limit and expanding Transportation Systems Management and Operations (TSMO) until the roadway improvements can be completed.

**Interstate 70 and Maryland 65 Interchange Improvements:** Construction has been completed on the bridges, and the CTP only has planning funding for the future interchange improvement. Please consider including design/engineering of the proposed cloverleaf in the next CTP. The interchange currently serves the Premium Outlets to the north and several other new developments to the south. These interchange improvements, as well as coordination by MDOT for much-needed traffic signal synchronization along Maryland 65 in this area, continue to be important to local businesses, citizens, and commuters.

747 Northern Avenue | Hagerstown, MD 21742-2723 | P 240.313.2460 | TDD: 711

[WWW.WASHCO-MD.NET](http://WWW.WASHCO-MD.NET)



Highway User Revenue (HUR). The County was pleased that proposed cuts were restored with a one-time funding allocation in FY25. It seems, despite recent progress to restore some funding to the counties, this vital funding source is consistently targeted for reduction, and the County's HUR revenue share continues to remain well below historical rates. This funding supports the operations associated with maintaining approximately 900 miles of road, and under any reasonable metric, the County's share is less than other recipients. The County applauds efforts and recommendations of the Maryland Commission on Transportation Revenue and Infrastructure Needs (the TRAIN Commission) to pursue sustainable transportation revenue sources that more accurately reflect the users' impact; however, whatever revenue strategies are implemented must be shared in an equitable manner relative to the collection method and each owners' highway maintenance costs.

Aviation Program: The Hagerstown Regional Airport (HGR) is grateful for the continued generous and reliable financial support from the state Office of Regional Aviation Assistance (RAA). In order to maintain safety and service, HGR is looking to undertake the following by 2029: runway and airfield rehabilitation and lighting and marking upgrades; passenger boarding bridge upgrades, terminal parking lot and entrance roadway improvements, adjacent property acquisition, fuel farm facility relocation, construction of a new salt/materials storage building, security fence and camera upgrades, ARFF vehicle F3 foam transition, Wildlife Hazard Plan update, snow removal equipment building expansion, replacement of aging T-Hangar structures and airport vehicles, and completion of a 4,800-square feet addition to the landside terminal. HGR hopes to complete an Airport Master Planning process (including Terminal Study) in 2029 after our BIL programs are concluded. We note that proposed cuts have limited the RAA's funding to as little as \$1.3 million to cover the needs of some 16 non-MAA-owned airports. HGR respectfully requests the restoration of RAA past funding levels, providing that office with the necessary resources for state-matching funds to cover "soft costs" such as design, bidding, and construction phase services. Ideally, increasing to an annual \$5 million would better serve our state's airport system needs and maximize access to federal grants awarded to Maryland's non-MAA administered airports. ATCT Update: With assistance from Maryland's Congressional Delegation, HGR is in communication with the FAA to inquire as to HGR's status within the FAA Air Traffic Organization (ATO)'s internal list of scheduled ATCT replacements. Finally, HGR recommends development of a Routine Airport Maintenance Program (RAMP) grant program similar to what is administered by the State of Texas ([https://ftp.dot.state.tx.us/pub/txdot-info/avn/ramp\\_grants.pdf](https://ftp.dot.state.tx.us/pub/txdot-info/avn/ramp_grants.pdf)).

Transit Program: With new business development in the County driving increased public demand, Washington County Transit (WCT) ridership has continued to recover, surpassing pre-Covid numbers. Creative recruitment practices have helped WCT to fulfill the transit system's needs during the recent national driver shortage. Each year, WCT logs over 500,000 service miles in and around Hagerstown, Maryland. Formula-based FTA and State operational funds are critical to expanding public transit throughout Washington County in accordance with the most recent Transportation Development Plan. Federal operating fund allocations continue to remain flat for WCT, and increased program costs over the last several years have outpaced State revenues (grant funding matches and SSTAP) thus impacting local authority contributions of both federal match dollars and over-match dollars to cover

expenses. In FY25, local County over-match dollars will again increase by approximately \$300,000. WCT is requesting an increase in Federal and State formula-based funds to bridge this gap in funding and allow for the needed expansion of demand response, paratransit service for individuals with disabilities, staffing at the Transit Transfer Center in downtown Hagerstown and expansion of transit services to connect communities in rural areas of the County. In FY25, the Hagerstown/Eastern Panhandle Metropolitan Planning Organization (HEPMPO) will be undertaking a study regarding a Facilities Expansion Plan for Washington County Transit, which moved into a former car dealership in 1972. The current facility is inadequate for the administrative, maintenance and bus storage space needed for ongoing transit service and operations. Regarding Intercity Transit Connections, the County is concerned about the uncertain funding status of the MTA Commuter Bus program and the general lack of alternative affordable intercity connections with Washington County. The County supports right sizing intercity delivery models and operations so that Washington County residents and businesses can continue to connect to the larger metropolitan communities and thrive. Recent population and economic growth trends show western migration, changing travel patterns, and mode preference should be considered when developing a statewide transit plan, rather than doubling down on existing systems that may prove to be a long-term financial drain on the state transportation system.

**Pedestrian Safety:** The County appreciates your continued support of Transportation Alternatives Programs (TAP) that enhance infrastructure and pedestrian safety in the County as well as the City of Hagerstown. We are pleased that the Dual Highway Sidewalk project (Eastern Boulevard to All Star Court) is moving forward this year. In FY25, HEPMPPO will be undertaking a corridor safety study of US11/Virginia Avenue, which is identified in MDOT's Vulnerable Road User Safety Assessment and Pedestrian Safety Action Plan.

**Railroad Crossings/Study:** There are three operating rail systems in Washington County (CSX Transportation, Norfolk Southern Corporation, Winchester & Western Railroad Company) including 37 at-grade crossings with County roads. The County has been working with the MDOT SHA Rail Coordinator on developing a plan for safety improvements at a CSX railroad crossing and several Norfolk Southern railroad crossings. For the CSX crossing at Wright Road, construction of new gates and lights will commence this summer. For the Norfolk Southern crossings, safety improvement design is anticipated to begin later this year with construction to follow in 2025. Also, the MARC Brunswick Line Expansion Study Technical Report was published in 2023 and explores up to four railroad alignment options to extend the Brunswick Line service into Western Maryland. The MDOT Maryland Transit Administration (MTA) had a public involvement process in 2023, and the County awaits updated reports.

**State Bridges in County Municipalities:** MDOT completed a Planning & Environment Linkages (PEL) preliminary study for the Town of Williamsport regarding the Route 11 bridge in Williamsport and plans on completing a final study by early 2024. The final study is anticipated to include potential concepts that could be investigated further, recommendations about the next steps in the project development process, and strategies to develop and implement improvements, such as interim improvements. Thank you for the work completed thus far, but please provide an update on the progress of this study as the


The Honorable Secretary Paul J. Wiedefeld  
April 16, 2024  
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Town still awaits the final study. Similarly, the County requests a planning and environmental study of the US 522 bridges in the Town of Hancock, which were built in the 1930s and nearing the end of their useful service life. MDOT resurfaced the US 522 bridge over the Potomac River in 2015.

Appalachian Regional Commission and County-State Coordinated Projects: The County has enjoyed collaborating with your staff on projects that involve State/Federal funding, including the recently completed Professional Boulevard Bridge/Phase 2; Halfway Boulevard Extended and the Eastern Boulevard at Maryland 64 intersection improvements, both with anticipated construction this year; and the Wright Road project, currently in design.

Washington County urges you to take further action on I-81 as outlined above and thanks you for the continued support on the other projects mentioned herein to improve local transportation and pedestrian safety. If you have any questions or need additional information, please contact me at (240) 313-2407 or [shobbs@washco-md.net](mailto:shobbs@washco-md.net).

Sincerely,



Scott Hobbs  
Director of Engineering

cc: Board of County Commissioners  
Michelle Gordon, County Administrator  
Washington County Delegation Members  
Senator Benjamin Cardin  
Senator Christopher Van Hollen  
Congressman David Trone  
Linda Puffenbarger, SHA District Engineer  
Jim Bender, City Engineer  
Matthew Mullenax, HEPMPO Executive Director  
Andrew Eshleman, Public Works Director  
Neil Doran, Airport Director  
Kevin Cerrone, Transit Director



March 26, 2025

The Honorable Secretary Paul J. Wiedefeld  
Secretary of Transportation  
Maryland Department of Transportation  
7201 Corporate Center Drive  
Hanover, MD 21076 - 0548

**RE: HAGERSTOWN MAYOR & COUNCIL TRANSPORTATION PRIORITIES  
2025 MDOT CONSOLIDATED TRANSPORTATION PLAN (CTP)**

Dear Secretary Wiedefeld:

The City wishes to thank you and the Department for being such a strong supporter of our community. The funding and support that the Department provides to the City is vital to the basic infrastructure that our residents rely upon.

As you prepare the Consolidated Transportation Plan, I am pleased to submit to you the Hagerstown Mayor & Council's list of priority transportation items based on the discussion at our March 18, 2025 Work Session:

1. **I-81 Widening.** This corridor, as a major freight route, is crucial to the economy of our area. The frequent accidents on I-81, and resulting spillover onto the City street network, have both physical and perceived negative impacts on Hagerstown. We were pleased that funding for Phase II of the project was restored in the CTP. We will strongly advocate in every way possible to complete widening the entire length of I-81 in Maryland to the Pennsylvania state line.
2. **Highway User Revenue.** The City is grateful for continued Highway User Revenue (HUR) funding. Every penny of the HUR funds we receive is used to pave streets and alleys, and is critical to maintaining our transportation infrastructure. We are concerned that a leveling-off or even a reduction in HUR funding was considered during the recent General Assembly session, and we strongly support the Department's efforts to restore the Highway User Revenue (HUR) funds to previous levels.
3. **BPPA Study Implementation.** In February of 2020, SHA funded and completed a *Bicycle and Pedestrian Priority Area* (BPPA) study of the downtown and Bester elementary walkshed to improve connectivity, increase safety and improve pedestrian and bicycle user comfort. The study included several recommendations for Route 40 including countdown pedestrian lights, improved crosswalk markings, and speed management on Washington Street east of Cannon Avenue. The City recognizes that implementation of these recommendations was delayed by the COVID pandemic, but we request these that SHA implement the recommendations when possible. We received a Safe Routes to School grant to reconstruct the traffic signal at Potomac Street and Baltimore Street as recommended by the BPPA study, and will be proceeding to construction in FY 26.
4. **Park Circle Railroad Crossing Upgrades.** We continue to work with the rail coordinators in the Office of Traffic and Safety to upgrade the three crossings (Virginia Avenue, Walnut Street, and Summit Avenue) that are badly in need of repair, especially Walnut Street. The State agreed to fund these improvements in December of 2015 but the improvements are still not complete, mainly due to difficulties in gaining approval from CSX Transportation.

5. **Eastern Boulevard Corridor Improvements.** We support this Washington County led, multi-phase project to improve the Eastern Boulevard transportation corridor connecting US Route 40, Maryland Route 64, and Maryland Route 60. Specifically, we support the capacity-enhancing improvements to Maryland Route 64/Eastern Boulevard intersection that the State and County will commence in the near future. We also support the next phase of the project to extend Professional Boulevard to Robinwood Drive. Once complete, Professional Boulevard will provide needed relief to the Eastern Boulevard, Dual Highway, and Robinwood Drive corridors.
6. **US Route 40 (Dual Highway) Pedestrian Issues.** Our Engineering, Planning, and Police staff previously endorsed the "*Pedestrian Safety Study and Audit*" for US 40 between Cannon Avenue and Redwood Circle as prepared by HEPMPO in 2015. We are grateful for the excellent progress SHA has made in the implementation of sidewalk and crosswalk improvements that were recommended in that report, and we are pleased by SHA's current project to construct/extend sidewalks along Dual Highway from Eastern Blvd. to All Star Court. Those improvements will (hopefully) go a long way toward addressing pedestrian safety and ADA accessibility. We also appreciate SHA's implementation of adaptive traffic signal management along the Dual Highway corridor.
7. We strongly support and ask for continued funding from the "alternative" transportation funding programs including:
  - **Safe Routes to School Program:** We also appreciate that we have benefitted from nine grants that we were fortunate enough to obtain through this program and they have significantly improved accessibility around our many educational institutions;
  - **Bikeways Grants:** Following our *2016 Bicycle Master Plan*, we obtained grants that allow us to create our award-winning bicycle infrastructure;

On behalf of the City Council and myself, I would like to express our sincere appreciation for your consideration of our priorities and for the work that MDOT is already doing to improve transportation in our community.

The Honorable Paul J. Wiedefeld  
March 26, 2025  
Page 3

If you have any questions or need additional information before the tour meeting date, please do not hesitate to contact our City Engineer, Jim Bender, at 301-739-8577 Extension 124, or [jbender@hagerstownmd.org](mailto:jbender@hagerstownmd.org)

Sincerely,

**CITY OF HAGERSTOWN**

William McIntire  
Mayor

c: Senator Angela Alsobrooks  
Senator Christopher Van Hollen  
Congresswoman April Delaney  
Washington County Delegation members  
Hagerstown City Council  
Scott Nicewarner, City of Hagerstown, City Administrator  
Jim Bender, City of Hagerstown, City Engineer  
Kathy Maher, City of Hagerstown, Director of Planning & Code Administration  
Linda Puffenbarger, District Engineer, MDSHA District 6  
Michelle Gordon, Washington County, County Administrator  
Scott Hobbs, Washington County, Director of Engineering  
Matt Mullenax, Hagerstown/Eastern Panhandle Metropolitan Planning Organization  
James F. Kercheval, Executive Director, The Greater Hagerstown Committee



**REQUIRED MOTION  
MAYOR AND CITY COUNCIL  
HAGERSTOWN, MARYLAND**

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**Topic:**

Pavement Preservation Program FY26-FY28 - *Jim Bender, City Engineer*

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

**File Name**

Pavement\_Preservation\_-\_FY26-28\_paving\_lists.pdf

**Description**

Memo - Pavement  
Preservation



# CITY OF HAGERSTOWN, MARYLAND

Engineering Department

March 18, 2025

TO: Scott Nicewarner, City Administrator

FROM: Jim Bender, City Engineer JIM

RE: FY 26 – FY 28 Pavement Preservation Program

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1. Background:

We need to finalize the FY 26 street overlay list, and to begin establishing the FY 27 and FY 28 pavement preservation lists. This will allow the utility divisions to plan and budget for any necessary main replacements, and will allow our curb and sidewalk contractor time to make any necessary repairs.

2. Mayor and Council Action Requested:

Staff requests that the Council review and approve the FY 26 overlay list at their regular session meeting on March 25<sup>th</sup>, and preliminarily approve the pavement preservation lists for FY 27 and FY 28.

3. Pavement Preservation Program:

We completed a pavement condition survey of all City streets in 2021, and are planning to update this survey in the spring of 2025. We plan to use a combination of milling/overlay, patching, and crack filling to address streets that are showing signs of deterioration.

A big factor in determining which streets will be overlaid is the condition of the existing underground utilities; we coordinate with the City utility divisions, as well as Columbia Gas, to ensure that their facilities are in good condition prior to the overlay.

4. Budget:

We typically endeavor to spend approximately \$1,300,000 on milling, paving, patching, crack filling, and pavement markings using Highway User Revenue (HUR) funds. If sufficient HUR funds are not available, we will delay paving certain streets as necessary to stay within the available funds. Based upon recent statements from the State, we expect HUR funding to, at best, stay flat for the next few fiscal years.

Staff will be available at the work session to discuss the pavement preservation program.

attachment: final FY 26 paving list and draft FY 27 & FY 28 lists

cc: Bill Killinger  
Austin Allman  
Eric Deike  
Brian Smoot  
Nancy Hausrath  
Tyler Puffenberger  
Troy Johnson

# City of Hagerstown

## Potential Preservation Program

### Spring 2026 (FY 26)

**DRAFT – Mill and Overlay Streets**

*Last revised 2/26/2025*

<u>Year Last Paved</u>	<u>Street (PCI)</u>	<u>Location</u>	<u>Area</u>
1985	East Howard Street: (32)	S Potomac Street to Rosehill Avenue	6,000 sy
2000	Pope Avenue: (36)	East Howard to Third Street	6,895 sy
1992	Division Avenue: (28)	Security Road to Park Road	1,029 sy
1995	Medway Road: (44)	Security Road to City line	3,083 sy
1993	Maryland Avenue: (25-32)	Howard Street to Memorial Boulevard	10,240 sy
1992	Winston Drive: (50)	Abby Lane to cul de sac	2,624 sy
2001	Garrett Street: (36)	Spruce Street to Guilford Avenue	4,070 sy
2005	Mt Aetna: (39)	Eastern Blvd to City line	3,642 sy
2005	Oxford Circle: (36)	Wakefield Road to Avon Road	2,535 sy
	Westside Avenue: (38)	W Franklin Street to W Washington Street	4,093 sy
1999	Country Club Rd: (38)	Potomac Street to The Terrace	4,110 sy
1995	Mcdowell Street: (39)	Langdon St to Salem Ave	4,670 sy
1993	Randolph Avenue: (54)	N Potomac St to Mulberry St	3,388 sy
1994	John Street (33)	Locust St to Mulberry St	1,365 sy
1998	Central Avenue (28)	Georgia Avenue to Marshall Street	1,322 sy
1992	Noland Drive (46)	Court 1 to Linwood Rd	6,360 sy
1996	W Washington Street (32)	Park Road to Wakefield Road	6,379 sy
1994	Vista Street (37)	Security Road to Jefferson Blvd	1,440 sy
1994	Vale Street (33)	Security Road to Jefferson Blvd	1,652 sy

**TOTAL**

**74,897 SY**



# City of Hagerstown

## Potential Preservation Program

### Spring 2027 (FY 27)

**DRAFT – Mill and Overlay Streets**

*Last revised 2/26/2025*

<b><u>Year Last Paved</u></b>	<b><u>Street (PCD)</u></b>	<b><u>Location</u></b>	<b><u>Area</u></b>
2002	S. Potomac Street: (49)	Railroad to City Line	9,680 sy
2003	S. Potomac Street: (49)	Antietam Street to Lee Street	6,219 sy
1996	Hammond Street: (26-46)	Linganore to Mitchell Avenue	2,195 sy
1997	Water Street (48)	Park Road to N Mont Valla Avenue	2,063 sy
1996	N. Mont Valla Avenue: (38)	W Washington Street to Water Street	2,453 sy
1985	King Street: (38)	Antietam Street to Baltimore Street	2,370 sy
1991	Maryland Avenue: (32)	Wilson Boulevard to Howard Street	7,441 sy
2009	Cannon Avenue: (28)	Franklin Street to Washington Street	1,343 sy
1995	Dewey Avenue: (39)	Mckee Avenue to Manilla Avenue	6,500 sy
2002	Fair Meadows Blvd (39)	City line to Winston Drive	5,833 sy
1996	High Street: (33)	Washington Street to Salem Avenue	3,048 sy
1995	Wakefield Road: (35-45)	Church Street to Franklin Street	3,484 sy
1996	Concord Street: (49)	Summer Street to Dead End	5,782 sy
1987	Cedarwood Drive (51)	Bramly Drive to Outer Drive	3,923 sy
2001	Woodland Way (42)	Prospect Avenue to W Irvin Ave	12,346 sy
2000	Belview (39)	May Street to Dead End	2,113 sy
1998	Outer Circle (38)	Cul-de-sac @ 1167 Outer Circle	1,148 sy

**TOTAL**

**77,941 SY**

**City of Hagerstown  
Potential Preservation Program  
Spring 2028 (FY 28)**

**DRAFT – Mill and Overlay Streets**

*Last revised 2/26/2025*

<b><u>Year Last Paved</u></b>	<b><u>Street (PCI)</u></b>	<b><u>Location</u></b>	<b><u>Area</u></b>
2001	Woodland Way (42)	W Irvin to Dead End	5,161 sy
1996	Bramly Drive (45)	Outer Drive to Outer Drive	7,640 sy
2004	Pennsylvania Avenue (49)	Hillcrest to City Line	15,781 sy
1982	Georgia Avenue (52)	Linganore Avenue to Arlington Avenue	7,022 sy
1998	Sherman Avenue (43)	Noland Drive to Elmwood	6,403 sy
1969	Armstrong Avenue (45)	City line to Dead end	2,904 sy
1998	Marion Street (49)	Noland Drive to Virginia Avenue	4,491 sy
1997	W Howard Street (44)	Virginia Avenue to Potomac Street	9,504 sy
1993	Spruce Street (44)	Garlinger to Wilson Blvd	9,567 sy
2002	Corbet Street (43)	E Howard Street to Wilson Blvd	4,227 sy
1992	Clarendon Avenue (38)	Salem Avenue to Marshall Street.	2,423 sy
1993	Liberty Street (49)	Cannon Avenue to Willard Street	5,644 sy
<b>TOTAL</b>			<b>80,767 SY</b>

**REQUIRED MOTION  
MAYOR AND CITY COUNCIL  
HAGERSTOWN, MARYLAND**

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**Topic:**

Quit Claim Request - Washington County Transit - Alley 1-35 - *Jim Bender, City Engineer*

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

**File Name**

Council\_Memo\_Mar\_18\_\_25\_-\_Alley\_1-35\_quit\_claim.pdf

**Description**

Memo - Washington County  
Transit Quit Claim



# CITY OF HAGERSTOWN, MARYLAND

Engineering Department

March 18, 2025

TO: Scott Nicewarner, City Administrator

FROM: Jim Bender, City Engineer

RE: Quit Claim request – Washington County Transit – Alley 1-35

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1. Background

In October 2024, staff presented a request from Washington County to quit-claim a portion of an alley at the Washington County Transit (WCT) facility on W. Washington Street. By eliminating a portion of the alley, WCT would be able to construct a future expansion on their property that would allow them to use that facility for the next forty years. Council reviewed the request, and had two questions: (1) how would the quit claim affect the Jehovah's Witnesses facility at the other end of the alley, and (2) what do the owners of the other two properties that adjoin the alley think of the proposed quit claim. These questions have been explored over the past four months, and staff is now ready to make a recommendation to the Council.

2. Planning Commission Action Requested

Consider the request, and determine whether or not to grant the quit claim. If the Council is in agreement, staff will work with the City Attorney to prepare an ordinance to execute the quit claim. Staff will be present at the work session to discuss.

3. Discussion

WCT has begun the process to plan for the future expansion of their facility at 1000 W. Washington Street; the goal of the expansion project is to provide sufficient space for WCT to operate at that site for the next forty (40) years. The expansion will include improvements to the current administrative offices, the bus maintenance facilities, and bus storage area. Having their facilities separated by the alley will limit WCT's ability to expand due to building setback restrictions, and will cause operational challenges for the facility.

Alley 1-35 is a paved, concrete alley with a 12'-wide right-of-way. In addition to the two WCT parcels in question, the alley touches three other properties which are owned by Jehovah's Witnesses Congregation (JWC), McTaws Limited Partnership, and the Clear Spring Limited Partnership. As requested by the City, Washington County sent letters to those three property owners to make them aware of the quit claim request, and to solicit any feedback from them. The Jehovah's Witnesses Congregation responded with a letter (attached) opposing the quit claim due to concerns about the ability of their congregants to access their property.

JWC's main concern was that the closure of part of the alley would reduce their ability to access their property. They are a growing congregation that holds multiple services, and

they felt that only being able to access their property from one direction would be a hinderance. The Council indicated that, prior to approval of the quit claim, they wanted to make sure that a solution was developed that addressed JWC's concerns.

JWC developed a new layout for their proposed parking lot expansion (attached) that would create two new driveway entrances onto Nottingham Road, and driveway loop that would serve the parking spaces. This layout actually yielded more parking spaces than JWC's original concept, and they felt that it alleviated its access concerns. Because this layout was different than the one that the City's Board of Zoning Appeals approved, it had to once again to be approved by the Board. The Board considered it at their February 13, 2025 meeting, and approved the new layout. JWC will now work on submitting a full site plan for approval by the Planning Commission.

To the Council's other point, letters from the other two property owners were obtained by the County after the October Council meeting. The letters are attached, and both property owners indicate that they have no objection to the quit claim.

The quit claim request was routed to various City departments for their feedback. The Hagerstown Police Department, the Hagerstown Fire Department, the Department of Public Works, and the City's Water and Wastewater Divisions had no objection to the request. The Hagerstown Light Department (HLD) did not object to the idea of the quit claim, but indicated that existing HLD overhead facilities would need to be relocated. The utility poles along the alley are owned by Verizon, and they were contacted regarding the request. Verizon responded that other easements may need to be provided for their facilities if the quit claim were approved and their facilities needed to be relocated, and that Point Broadband and HLD also had facilities on their poles that would need to be relocated as well.

Given the fact that Jehovah's Witnesses now have a solution that they are comfortable with, and that the other two property owners have no objection to the quit claim, staff recommends approval of the quit claim to WCT.

attachments: Quit claim request letter  
Response letter from Jehovah's Witnesses Congregation  
Photo of Alley 1-35  
Exhibits showing WCT's proposed expansion options  
Exhibit showing revised Jehovah's Witnesses site layout  
Letters from the other two adjoining property owners  
Draft ordinance

**CITY OF HAGERSTOWN, MARYLAND**

**AN ORDINANCE MAKING A DETERMINATION  
THAT CERTAIN PROPERTY IS NO LONGER  
NEEDED FOR A PUBLIC PURPOSE AND AUTHORIZING  
CONVEYANCE TO ADJOINING PROPERTY OWNER**

**RECITALS**

**WHEREAS**, the City of Hagerstown is a Municipal Corporation existing under and by virtue of the laws of the State of Maryland; and

**WHEREAS**, the City has an interest in an approximately 12-foot wide alley called Alley 1-35, which runs east-west between Devonshire Road and Nottingham Road (hereinafter the "Alley"); and

**WHEREAS**, in accordance with the provision of the Maryland Code and the Charter of the City of Hagerstown, the Mayor and Council, as the duly constituted legislative body for the City has determined that the eastern portion (which contains 2290 square feet, more or less) of the aforesaid Alley is no longer needed for a public purpose; and

**WHEREAS**, the Board of County Commissioners of Washington County, Maryland owns property located at 1000 West Washington Street, Hagerstown, Maryland (which houses the Washington County Transit's administrative offices and bus maintenance and storage operations) and adjoining the Alley and has requested that the City execute a quit claim deed vesting it with title to the eastern portion of the Alley adjacent to and adjoining its property; and

**WHEREAS**, the introduction of this Ordinance shall constitute the twenty (20)-day notice of the proposed transfer as required by law; and

**WHEREAS**, the Mayor and Council find that the property may be quit claimed and conveyed to the adjoining landowner, the Board of County Commissioners of Washington County, Maryland, as reflected on the attached Quit Claim Deed.

**NOW, THEREFORE, BE IT RESOLVED, ENACTED AND ORDAINED** as follows:

1. That the foregoing recitals be and are incorporated herein as if fully set forth.
2. That the Mayor and Council find that the eastern half of the Alley is no longer needed for a public purpose.
3. That the Mayor be and is hereby authorized to execute and deliver the Quit Claim Deed, a copy of which is attached hereto and incorporated herein by reference, vesting title of a portion of the Alley in and to the adjoining property owner, the Board of County Commissioners

of Washington County, Maryland. The description and extent of the property so conveyed is as described on Exhibit A attached to said Quit Claim Deed.

4. That the Mayor be and is hereby authorized to execute additional documentation and take all necessary steps to carry out the purpose of this Ordinance.

**BE IT FURTHER RESOLVED, ENACTED AND ORDAINED**, that this Ordinance shall become effective upon the expiration of 30 days from the date of its passage.

WITNESS AND ATTEST  
AS TO CORPORATE SEAL

MAYOR AND COUNCIL OF THE  
CITY OF HAGERSTOWN, MARYLAND

---

Donna K. Spickler  
City Clerk

---

William B. McIntire, Mayor

Date of Introduction:  
Date of Passage:  
Effective Date:

March 25, 2025  
April 29, 2025  
May 31, 2025

PREPARED BY:  
SALVATORE & MORTON  
CITY ATTORNEYS



NO TITLE EXAM

**THIS QUIT CLAIM DEED**, made this \_\_\_\_, day of \_\_\_\_\_ 2025, by and between **CITY OF HAGERSTOWN**, a municipal corporation existing under and by virtue of the Laws of the State of Maryland, party of the first part, Grantor, and the **Board of County Commissioners of Washington County, Maryland**, party of the second part, Grantee.

#### RECITALS

The **GRANTOR** has an interest in an approximately 12 foot wide alley which runs east-west between Devonshire Road and Nottingham Road, in the City of Hagerstown, Maryland, commonly known and designated as Alley 1-35.

The Mayor and Council of the City of Hagerstown, as its duly constituted legislative body, and pursuant to Section 5-204 of the Local Government Article of the Annotated Code of Maryland and the Charter of the City of Hagerstown, have determined that the eastern portion of said Alley 1-35, as hereinafter described and shown, is no longer needed for a public purpose.

**WHEREAS**, the Mayor and Council of the City of Hagerstown, Maryland, as its duly constituted legislative body on April 29, 2025 passed an ordinance declaring the hereinafter described property is not needed for a public purpose.

**WHEREAS**, The Mayor and Council of the City of Hagerstown have determined to Quit Claim any interest that it may have in the eastern portion to said alley to the Grantee herein.

The purpose of this Quit Claim Deed is to transfer ownership of all that hereinafter described property to the Board of County Commissioners of Washington County, Maryland.

**WHEREAS**, Each and every paragraph of this Recital is incorporated in the remainder of this Quit Claim Deed and constitutes a part thereof.

#### WITNESSETH:

NOW, THEREFORE, the **GRANTOR**, for no monetary consideration, but for other good and valuable consideration, does by these presents release and forever quitclaim to **GRANTEE**, all the right, title, interest, estate, claims, and demands, both at law and in equity of the **GRANTOR** in and to the hereinafter described portion of the bed of Alley 1-35, situate and lying in Election District 25, City of Hagerstown, Washington County, Maryland, with a legal description prepared by Frederick Seibert & Associates, Inc., attached hereto as Exhibit A, and incorporated by reference.

The above-described parcel is hereby conveyed subject to and together with any and all conditions, restrictions, limitations, easements and rights of way of record applicable thereto. The City specifically reserves unto itself a perpetual and permanent easement over all of said



quitclaimed property for access to the electric and communication system including all trenches, conduits, cables, poles, guy wires & anchors, and other facilities over, under, and upon said property, for the purpose of constructing, inspecting, maintaining, repairing, altering, replacing, operating and/or removing said utility lines, with the further right to install, maintain, operate and replace its facilities without responsibility for any damages caused thereby to trees, bushes and undergrowth, and other obstructions interfering with the safe and proper operation and maintenance thereof. This easement is for the benefit of the City and shall be covenant running with said lands and binding upon the Board of County Commissioners of Washington County, Maryland, its heirs, successors and assigns.

This deed has been prepared without the benefit of a title examination. All parties affirm their understanding that only a title examination will disclose the status of title, including but not limited to, the quality and quantity of title; the possibility of other persons having an interest in the property conveyed by this deed, as well as any other matters disclosed by an examination of title. Notwithstanding this disclosure and having been fully informed of the cost of accomplishing an examination of title, they elect not to have an examination of this title and release the scrivener of this deed from all and any loss, claim, damages and/or liability resulting from a condition of title which might have been disclosed by a title examination of the property conveyed by this deed.

**AFFIDAVIT OF TOTAL PAYMENT TO GRANTOR(S)**

Pursuant to the Annotated Code of Maryland, Tax General Article Section 10-912, the herein Grantor(s) hereby state under the penalties of perjury that:

- (1) It is a Resident Entity of the State of Maryland;
- (2) The purchase price of the herein described property is \$0.00, as recited herein;

The above property is conveyed subject to and together with all the conditions, restrictions, easements, and rights of way of record applicable thereto.

**IN WITNESS WHEREOF**, the Grantor has caused this instrument to be executed by its duly authorized representative, and its corporate seal to be hereunto duly affixed and attested by the City Clerk.

**WITNESS AND ATTEST  
AS TO CORPORATE SEAL:**

**CITY OF HAGERSTOWN**

\_\_\_\_\_  
**Donna K. Spickler**  
City Clerk

By: \_\_\_\_\_ (SEAL)  
**William B. McIntire**  
Mayor

**STATE OF MARYLAND, COUNTY OF WASHINGTON, to wit:**

**I HEREBY CERTIFY**, That on this \_\_\_\_\_ **day of** \_\_\_\_\_, **2025**, before me, the subscriber, a Notary Public in and for the State and County aforesaid, personally appeared William B. McIntire , who acknowledged himself to be the Mayor of the City of Hagerstown, a Maryland Municipal Corporation, and that he as such Officer being authorized so to do, executed the foregoing Quit Claim Deed for the purposes therein by signing, in my presence, the name of the City of Hagerstown, by himself as Mayor, and certified that this conveyance is not part of transaction in which there is a sale, lease exchange or other transfer or all or substantially all of the property and assets of the City of Hagerstown, Maryland.

**AS WITNESS** my hand and Notarial Seal.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**I HEREBY CERTIFY**, that the above instrument was prepared by or under the supervision of an attorney admitted to practice of law in the State of Maryland.

\_\_\_\_\_  
Jason Morton

**Mail to:** Board of County Commissioners of Washington County, Maryland  
100 West Washington Street  
Hagerstown, Maryland 21740  
**Attn: Mr. Andrew Eshleman, P.E., Director, Public Works**

Description of lands to be quit claimed by the City of Hagerstown to The County  
Commissioners of Washington County, Maryland

Situate on the north side of West Washington and along the west side of Devonshire Road in Election District No. 25, City of Hagerstown, Washington County, Maryland and being more particularly described in accordance with a survey dated October 2024 by Frederick, Seibert and Associates, Inc. as following;

Beginning at a point at the most northeastern corner of Lot 11, Section F, Wakefield Addition to Hagerstown and recorded at Plat folio 175, said point also being the intersection of the western right-of-way line of Devonshire Road with the southern right-of-way line of a 12 foot public alley, thence running along the northern boundary of Lots 9, 10 and 11 of Wakefield Addition to Hagerstown and along the southern right-of-way line of said 12 foot public alley N 76°52'23" W 192.33 feet to the most northwestern corner of Lot 9, Section F Wakefield Addition to Hagerstown, thence crossing said alley, N 36°37'19" E 13.08 feet to the most southwestern corner of Lot 220, Section C Wakefield Addition as recorded at Plat folio 255, thence running with the northern right-of-way line of said 12 foot public alley S 76°52'23" E 189.43 feet to intersect the western right-of-way line of Devonshire Road, thence across the mouth of said alley and with the western right-of-way line of Devonshire Road, S 24°02'37" W 12.22 feet to the place of beginning;

Containing 2290 square feet of land, more or less;

Said lands being that portion of a 12 foot public alley running along the north side of Lots 9,10 and 11 of Section F Wakefield Addition to Hagerstown and Washington County Plat folio 175.

FMF/vab.2024-0280 desc

**EXHIBIT A**



Looking west at Alley 1-35 from Devonshire Road

**Orchard Hills Congregation of Jehovah's Witnesses, Hagerstown, Maryland, Inc.**  
30 Nottingham Road, Hagerstown, MD 21740 | 240.751.2437

September 16, 2024

Washington County, Division of Public Works  
C/O Andrew Eshleman, P.E.  
100 West Washington Street  
Hagerstown, MD 21740

Dear Mr. Eshleman,

We would like to confirm receipt of your letter regarding the *Quit Claim Request* for the city owned **Alley No. 1-35**. Thank you for informing us of this request. We can appreciate and sympathize with Washington County Transit's (WCT) desire to expand their facility. However, we would like to take this opportunity to respectfully oppose WCT's *Quit Claim Request* for the eastern segment of Alley No. 1-35.

The Kingdom Hall of Jehovah's Witnesses, located at 30 Nottingham Road, Hagerstown, MD 21740, is currently in use by three different congregations with a combined total of over 500 members. Our facility is actively shared by these congregations seven days a week. Congregation members use the entire Alley No. 1-35, both the eastern and western segments, to access and exit our facility parking lot at 30 Nottingham Road.

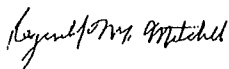
If Washington County Transit were to take over ownership of the eastern segment of Alley No. 1-35 as proposed, this will create an extreme bottleneck issue in the alley and a backup of traffic on Nottingham Road. The alley is only **one-lane** in width. So closing off the eastern segment of the alley would essentially convert the western segment into a dead-end, single-lane alley to be used for a significant amount of **two-way traffic**. You can imagine the negative impact this would have, not only on the congregation members, but also on the surrounding neighbors located on Nottingham Road.

It is for these reasons that we ask that the *Quit Claim Request* not be approved so that access to Alley No. 1-35 is maintained as is. We would appreciate a reply confirming receipt of this letter dated September 16, 2024.

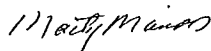
Lastly, we would like to express that the Kingdom Hall of Jehovah's Witnesses has had a presence at this location alongside Washington County Transit for several decades. We truly appreciate their history of being a friendly and cooperative neighbor.

Sincerely,

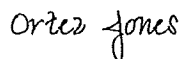
Orchard Hills Congregation of Jehovah's Witnesses, Hagerstown, Maryland, Inc.



Reginald Mitchell  
Corporation President



Marty Marion  
Vice President



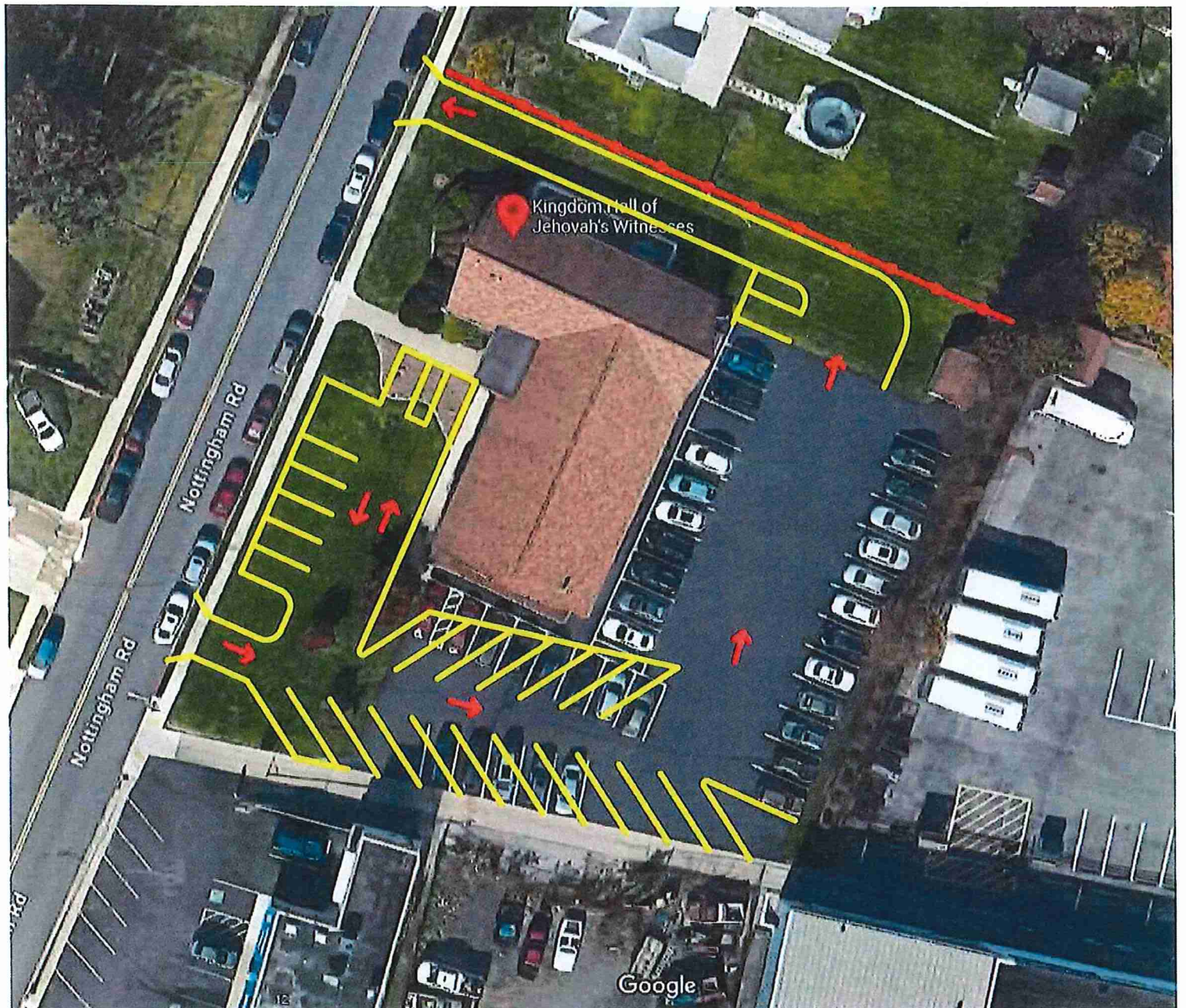
Ortez Jones  
Secretary & Resident Agent



Joseph Beason  
Treasurer

cc: Jim Bender, City Engineer  
Stephen Bockmiller, Development Planner/Zoning Administrator  
Mary Revilla, Planning/Zoning Administrative Coordinator  
Lauren Beason, Congregation Member and Regulatory Contact











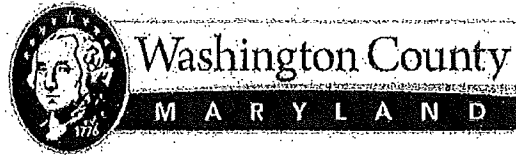
# Site Layout Option A (w/Quit Claim)

Use	Needed
Maintenance	6,882 sf
Administration	5,230 sf
Interior Bus Storage	21,300 sf
Total Building	36,570 sf
Vehicle Parking	27 spaces
Stormwater Management	~8,000 sf



GENERAL NOTES:  
 1. TOTAL STORMWATER MANAGEMENT AREA APPROXIMATELY 6,900 SF  
 2. TOTAL SITE = 75,600 SF (1.74 AC)  
 3. 37,000 SF OF 10' BY 10' ARE REQUIRED FOR COMBINED GREEN SPACES/STORMWATER TREATMENT ACCORDING TO REDEVELOPMENT REQUIREMENTS.





## DIVISION OF PUBLIC WORKS

AIRPORT | BUILDINGS, GROUNDS & FACILITIES | HIGHWAYS | PARKS & RECREATION | TRANSIT

October 30, 2024

CLEAR SPRING LIMITED PARTNERSHIP  
11949 ROBINWOOD DR  
HAGERSTOWN MD 21742-4470

MCTAWS LIMITED PARTNERSHIP  
11949 ROBINWOOD DR  
HAGERSTOWN MD 21742-4470

**Subject: Quit Claim Request for City Owned Alley No. 1-35**

To Whom it May Concern:

The Washington County Public Works Department has submitted a Quit Claim application to the City of Hagerstown for the portion of the city owned Alley No. 1-35 that divides the Washington County Transit (WCT) property (Parcel #25035194) located at 1000 W. Washington Street, Hagerstown, MD into two separate lot areas.

The purpose of the Quit Claim request is to facilitate the planned expansion of WCT's W. Washington Street transit facility that houses our administration offices, and bus maintenance and storage operations. The planned expansion will be accommodated on WCT's existing property inclusive of the proposed Quit Claim area of Alley No. 1-35.

Washington County Transit been a steadfast presence at this location for several decades, providing over 516,000 annual passenger trips. However, due to the significant increase in public transit demand over the years and our projected future mobility growth, we find our current space increasingly constrained.

The attached sketch plan exhibit illustrates WCT's property boundaries in conjunction with Alley No. 1-35. As illustrated, Alley No 1-35 extends between Devonshire Rd. and Nottingham Rd. and its eastern segment divides our property into two separate lots along our entire parcel boundary. WCT is submitting this Quit Claim request for the eastern segment of Alley No. 1-35 only.

The western segment, which is not part of WCT's Quit Claim request, serves as the primary driveway access to the Jehovah's Witnesses property located at 30 Nottingham Rd, Hagerstown,



**REQUIRED MOTION  
MAYOR AND CITY COUNCIL  
HAGERSTOWN, MARYLAND**

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**Topic:**

Habitat for Humanity - Pedestrian Easement - *Jim Bender, City Engineer*

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

**File Name**

Council\_Memo\_-\_Habitat\_for\_Humanity\_easement\_revised.pdf

**Description**

Memo - Habitat for Humanity  
Pedestrian Easement



# CITY OF HAGERSTOWN, MARYLAND

Engineering Department

March 18, 2025

TO: Scott Nicewarner, City Administrator

FROM: Jim Bender, City Engineer Jim

RE: Habitat for Humanity – pedestrian easement

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1. Background:

As part of the Hagerstown Housing Authority's McCleary Hill development on MD 144 (West Washington Street), a series of single-family lots were approved and eventually purchased by Habitat for Humanity. The original design for the development included a public sidewalk along the edge of MD 144, and lead walks connecting the single-family houses to that sidewalk. The public sidewalk was not constructed during development of McCleary Hill, and it was determined that constructing the lead walks from the dwellings to a public sidewalk along the street would be difficult to accomplish. Staff determined that a public sidewalk could be constructed across these individual properties (outside of the MD 144 right-of-way) to serve these houses, but that a pedestrian easement would need to be established over the sidewalk.

2. Mayor and Council Action Requested:

Review this information, and determine whether or not to accept a pedestrian easement from Habitat for Humanity for the public sidewalk. If the Council is in agreement to accept the easement, staff will present a resolution accepting the easement at the March 25<sup>th</sup> Regular Session meeting. Staff will be present at the work session to discuss.

3. Discussion:

The approved development plan showed a proposed sidewalk along the edge of MD 144, and lead walks connecting the houses to that sidewalk. What the plans didn't take into account was the presence of a 4' – 5' deep drainage ditch between the road and the houses. The lead walks would have to cross that ditch, which would require pipes and fill material at each dwelling to enable those connections.

After reviewing this situation with both the Housing Authority and Habitat for Humanity, staff agreed to allow the construction of the public sidewalk on the house side of the ditch, as long as a pedestrian easement was provided for the length of the sidewalk. The easement is necessary because the public sidewalk will be outside the right-of-way of MD 144. The alternative would be to require Habitat for Humanity to install a piping system and extra fill material so that they could connect their lead walks out to the roadway.

Snow and ice removal from the sidewalk will be the individual property owner's responsibility, as it is throughout the City. As the City has taken over maintenance responsibilities for curbs and sidewalks throughout the City, the City would be responsible for repairing or replacing this sidewalk in the future if it became necessary. From a maintenance standpoint, having the sidewalk farther away from the road salt that is used to keep MD 144 open in the winter will probably extend its service life.

attachments: draft easement agreement  
Exhibits showing approved and proposed conditions

cc: Marty Brubaker  
Austin Allman  
Kathy Maher  
Blaine Mowen





PROPOSED SIDEWALK AT HABITAT FOR HUMANITY HOUSES AT McCLEARY HILL



MD. RT. 144

(60 FT R/W)

PR. 4" GAS MAIN

S 86°38'37" E 1076.57' (R)

S 86°38'37" E 1076.57' (R)

EX 24" W/E

PHASE 1

PHASE 2

CALCITE DRIVE

RETAINING WALL

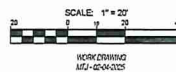
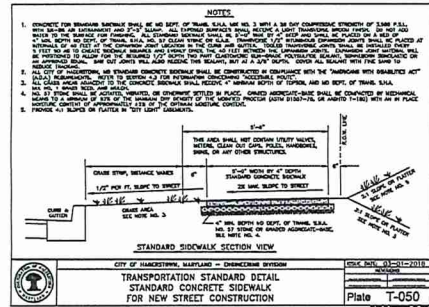
APPROVED DEVELOPMENT PLAN

Proposed public sidewalk

Lead walk from house



PLAT NORTH  
(PLAT 11127)



## PROPOSED MODIFIED SIDEWALK PLAN

 Proposed sidewalk

 Lead walk from house

[illegible][illegible]

**MCCLEARY HILL SIDEWALK RE-DESIGN**  
1152A, 1152A, 1152A, 1153A & 1153B WEST WASHINGTON STREET  
HAGERSTOWN VIRGANO 21434  
WASHINGTON COUNTY, MARYLAND - THE CITY OF HAGERSTOWN  
FOR  
PURSANT TO AN ORDER OF THE BOARD OF COUNTY INGS.  
100 CHAMBERS STREET, HAGERSTOWN MD 21440  
COUNTY ENGINEER

PROJECT NO.	
8045	
OWNER	DATE
LIJ	02-05-2005
PROJECT MANAGER: Frederick	
EMAIL: F.Fredrick@lta-inc.com	
PROPERTY ADDRESS	
XXXX	
SCALE	
1" = 20'	

## SIDEWALK RE-DESIGN

SHEET 01 OF 01



**CITY OF HAGERSTOWN, MARYLAND**

**A RESOLUTION AUTHORIZING THE EXECUTION  
OF AN EASEMENT AND MAINTENANCE AGREEMENT BETWEEN THE CITY  
OF HAGERSTOWN AND (1) HABITAT FOR HUMANITY OF  
OF WASHINGTON COUNTY, INC.; (2) ISA RAELA; AND  
(3) KIMBERLY ISRAELA,  
FOR USE OF A PORTION OF IN THEIR PROPERTY  
IN CONNECTION WITH A PUBLIC PEDESTRIAN SIDEWALK**

**RECITALS**

WHEREAS, the City of Hagerstown, Maryland is a Municipal Corporation existing under and by virtue of the laws of the State of Maryland (hereinafter the "City"); and

WHEREAS, Habitat for Humanity of Washington County, Inc. and Isa Raela and Kimberly Israela, Husband and Wife, (collectively "Grantors") own real property located in Hagerstown, Washington County, Maryland, upon which a pedestrian sidewalk shall be constructed;

WHEREAS, Grantors wish to grant an easement to the City for the purpose of maintenance of a public sidewalk. Grantee and the general public shall have full and free use of the Easement for walking, recreational purposes, gatherings, jogging and the like, subject to the conditions hereof;

WHEREAS, the Easement shall be non-exclusive, it being specifically acknowledged that Grantors own properties which abut the Easement and that Grantors shall retain access to and use of the Easement so long as not in conflict with Grantee's and the public's use of said Easement for a sidewalk as contemplated herein;

WHEREAS, after construction of the sidewalk, the City shall be solely responsible for the repair and maintenance of the Sidewalk, and may utilize the full extent of the Easement for such purpose including, but not limited to paving and surface work of the Sidewalk. Grantors shall be solely responsible for removal of snow and ice from the Sidewalk.

WHEREAS, the Mayor and Council have determined that it is in the best interests of the City to enter into the Easement and Maintenance Agreement.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the City of Hagerstown, Maryland, as its duly constituted legislative body, as follows:

1. That the Mayor and City Staff be and are hereby authorized to execute and deliver the Easement and Maintenance Agreement between the City and Habitat for Humanity of Washington County, Inc., Isa Raela and Kimberly Israela, a copy of which is attached hereto and incorporated herein by reference, and to act as signatory on behalf of the City on any other documentation necessary to effectuate the purpose of this Resolution.

**BE IT FURTHER RESOLVED**, enacted and ordained that this Resolution shall become effective immediately upon its approval.

WITNESS AND ATTEST  
AS TO CORPORATE SEAL

MAYOR AND COUNCIL OF THE  
CITY OF HAGERSTOWN, MARYLAND

\_\_\_\_\_  
Donna K. Spickler, City Clerk

By: \_\_\_\_\_  
William B. McIntire, Mayor

Date of Introduction: March 25, 2025  
Date of Passage: March 25, 2025  
Effective Date: March 25, 2025

PREPARED BY:  
SALVATORE & MORTON, LLC  
CITY ATTORNEY

**EASEMENT**  
**AND**  
**MAINTENANCE AGREEMENT**

THIS EASEMENT AND MAINTENANCE AGREEMENT ("Agreement") is made this \_\_\_\_\_ day of \_\_\_\_\_, 2025, by **HABITAT FOR HUMANITY OF WASHINGTON COUNTY, INC.**, a non-profit corporation formed under the laws of the State of Maryland (hereinafter sometimes referred to as "Habitat" or "Grantor"), **ISA RAELA** and **KIMBERLY ISARAELA**, Husband and Wife, owners of real property in Hagerstown, Washington County, Maryland (hereinafter sometimes referred to as "Grantor") and the **CITY OF HAGERSTOWN**, a Maryland municipal corporation (hereinafter sometimes referred to as "City" or "Grantee").

WITNESSETH: That for NO MONETARY CONSIDERATION, but for the mutual covenants herein contained and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the said Grantor does hereby grant and convey unto Grantee, its successors and assigns, a **non-exclusive**, perpetual easement (the "Easement") over and across a parcel of land situate in Hagerstown, Washington County, Maryland, being shown on that certain Miscellaneous Plat dated March 4, 2025, titled "McCleary Hill Sidewalk Pedestrian Easement Plat" and filed among the Land Records of Washington County, Maryland at Plat No. 1089, the Easement being further described thereon as "Proposed Pedestrian Easement over Proposed Sidewalk," and having the metes and bounds description set forth on Exhibit A, attached hereto and incorporated herein.

BEING a portion of the property conveyed by Habitat for Humanity of Washington County, Inc. to Isa Raela and Kimberly Isaraela, Husband and Wife, by deed dated November 26, 2024, and recorded at Liber 7582, folio 489, among the Land Records of Washington County, Maryland.

ALSO BEING a portion of the property conveyed by the Housing Authority of the City of Hagerstown to Habitat for Humanity of Washington County, Inc. by deed dated October 14, 2022 and recorded at Liber 7128, folio 343, among the Land Records of Washington County, Maryland.

The Easement is granted for purpose of maintenance of a public sidewalk by the Grantee. Grantee and the general public shall have full and free use of the Easement for the purposes herein named, including but not limited to walking, recreational purposes, gatherings, jogging and the like, subject to the conditions hereof. The sidewalk itself shall be constructed by Habitat for Humanity of Washington County, Inc.

**TO HAVE AND TO HOLD** the right and privilege of the Easement hereby granted to the use and benefit of the within Grantee, for so long as the property is used as a sidewalk and is properly maintained by Grantee.

And Grantors do hereby covenant that they will warrant specially the property hereby conveyed and that it will execute such other and further assurances as may be requisite.

It is understood and agreed that the Easement is granted under and subject to the following terms and conditions:

1. The Easement is non-exclusive, it being specifically acknowledged that Grantors own properties which abut the Easement and that Grantor shall retain access to and use of the Easement so long as not in conflict with Grantee's and the public's use of said Easement for a sidewalk as contemplated herein (hereinafter also referred to as "the Sidewalk").

2. Should Grantee determine to abandon or relocate the Sidewalk, it shall restore the property to its original condition at Grantee's sole cost and expense.

3. Grantee shall be solely responsible for the repair and maintenance of the Sidewalk, and may utilize the full extent of the Easement for such purpose including, but not limited to paving and surface work of the Sidewalk. Grantors shall be solely responsible for removal of snow and ice from the Sidewalk.

4. Grantee shall have the right to trim, cut, replace or remove trees, shrubbery, landscaping, plant beds, structures, or other improvements or obstructions within the Easement from time to time.

5. This Easement and Maintenance Agreement shall run with the land and shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

IN WITNESS WHEREOF, the parties herein have set their hands and seals as of the date first written above.

ATTEST:

MAYOR AND COUNCIL OF THE  
CITY OF HAGERSTOWN, MARYLAND

\_\_\_\_\_  
Donna K. Spickler, Clerk

By: \_\_\_\_\_(SEAL)  
William B. McIntire, Mayor

ATTEST:

HABITAT FOR HUMANITY OF  
WASHINGTON COUNTY, INC.

\_\_\_\_\_

By: \_\_\_\_\_(SEAL)  
Tim Fisher, Executive Director

WITNESS:

\_\_\_\_\_

\_\_\_\_\_(SEAL)  
Isa Raela

WITNESS:

\_\_\_\_\_  
Kimberly Israela (SEAL)

STATE OF MARYLAND, WASHINGTON COUNTY, to-wit:

I HEREBY CERTIFY, that on this \_\_\_\_\_ day of \_\_\_\_\_, 2025, before me, a Notary Public in and for the State and County aforesaid, personally appeared **William B. McIntire**, Mayor of the City of Hagerstown, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within Easement and Maintenance Agreement and acknowledged the foregoing instrument to be his act and deed on behalf of the Mayor and Council of the City of Hagerstown, Maryland, and did certify that he is authorized to execute this Agreement on its behalf, and that the consideration indicated is true and correct.

WITNESS my hand and Official Notarial Seal.

\_\_\_\_\_  
Notary Public  
My Commission expires: \_\_\_\_\_

STATE OF MARYLAND, WASHINGTON COUNTY, to-wit:

I HEREBY CERTIFY that on this \_\_\_\_\_ day of \_\_\_\_\_, 2025, before me, the subscriber, a Notary Public in and for the State and County aforesaid, personally appeared **Tim Fisher**, Executive Director of the Board of Habitat for Humanity of Washington County, Inc., who acknowledged the foregoing Easement and Maintenance Agreement to be the act and deed of the said corporation, that he is authorized to make this acknowledgment and that the within deed is not a transaction in which there is a sale, lease, exchange or other transfer of all or substantially all of the property and assets of Habitat for Humanity of Washington County, Inc.

WITNESS my hand and Official Notarial Seal.

\_\_\_\_\_  
Notary Public  
My Commission expires: \_\_\_\_\_

STATE OF MARYLAND, WASHINGTON COUNTY, to-wit:

STATE OF MARYLAND, WASHINGTON COUNTY, TO WIT:

I HEREBY CERTIFY, that on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, before me, the subscriber, a Notary Public in and for the State and County aforesaid, personally appeared **Isa Raela and Kimberly Israela**, husband and wife, known to me (or satisfactorily proven) to be the person whose name is subscribed to the foregoing Easement and Maintenance Agreement, who did acknowledge that she executed the same as her voluntary act and deed and for the purposes therein contained and at the same time did affirm and declare that this transaction is for the consideration stated herein and who did affirm under the penalties of perjury that she is a legal resident of the State of Maryland.

WITNESS my hand and Official Notarial Seal.

\_\_\_\_\_  
Notary Public

My Commission Expires:

I certify that the within instrument was prepared by or under the supervision of the undersigned, an attorney duly admitted to practice before the Court of Appeals of Maryland, but that the undersigned did not perform a title search, title examination or make any certification as to title.

\_\_\_\_\_  
Jason Morton

MAIL TO:  
City of Hagerstown  
City Hall  
1 E. Franklin Street  
Hagerstown, MD 21740

February 27, 2025

Description of sidewalk access easement to be granted by Habitat for Humanity of Washington County, Inc. and Isa Raela and Kimberly Isaraela to The City of Hagerstown

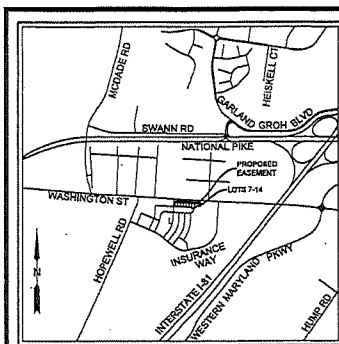
Situate along the south side of West Washington Street and along the east side of Granite Drive within the McCleary Hills Subdivision lying west of Interstate 81 in Election District No. 25 and being more particularly described as follows:

Beginning at a point along the eastern right-of-way line of Granite Drive and being approximately 25 feet south of the property line and right-of-way line for West Washington Street, thence running across the frontage of Lots 7,8 and 9, 10, 11, 12, 13 and 14 of Phases 1 and 2 of the McCleary Hill Subdivision and recorded at Plat folios 10950-10954 among the Washington County Land Records and the first line running parallel with the West Washington Street right-of-way, S 86°38'37" E 588.72 feet to a point, thence N 3°09'22" E 24.98 feet to a point intersecting the southern right-of-way line of West Washington Street, thence with said right-of-way, S 86°50'38" E 5.00 feet to a point, thence leaving said right-of-way and running S 3°9'22" W 29.99 feet to a point, thence continuing through the above mentioned lots, N 86°38'37" W 594.16 feet to intersect the eastern right-of-way line of Granite Drive, thence with said eastern right-of-way line and with a curve to the right having a radius of 30 feet, an arc length of 5.02 feet and a chord bearing and distance of N 8°09'21" E 5.02 feet to the place of beginning;

Covering 3095 square feet of land more or less;

Said easement being for the purpose of constructing and maintaining a 5 foot wide sidewalk within said easement for a public pedestrian use. Said lands being further shown on Miscellaneous Plat 1089 recorded among the Washington County Land Records.

Said easement extends over lands conveyed by Habitat for Humanity of Washington County, Inc. to Isa Raela and Kimberly Isaraela by deed dated November 26, 2024 and recorded at Liber 7582, folio 489 together with the lands conveyed by the Housing Authority of the City of Hagerstown to Habitat for Humanity of Washington County, Inc. by deed dated October 14, 2022 and recorded at Liber 7128, folio 343 all among the Land Records of Washington County, Maryland.



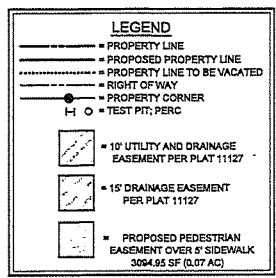
VICINITY MAP  
SCALE 1"=2000'

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
EC1	30.00'	5.02'	5.02'	N 08°09'21" E	9°35'39"

LINE	BEARING	DISTANCE
E1	S 86°38'37" E	84.50'
E2	S 86°38'37" E	85.00'
E3	S 86°38'37" E	85.00'
E4	S 86°38'37" E	85.00'
E5	S 86°38'37" E	85.00'
E6	S 86°38'37" E	85.00'
E7	S 86°38'37" E	85.00'
E8	S 86°38'37" E	134.17'
E9	N 03°09'22" E	24.80'
E10	S 86°38'37" E	85.00'
E11	S 03°09'22" W	29.89'
E12	N 86°38'37" W	136.16'
E13	N 86°38'37" W	85.00'
E14	N 86°38'37" W	85.00'
E15	N 86°38'37" W	85.00'
E16	N 86°38'37" W	85.00'
E17	N 86°38'37" W	85.00'
E18	N 86°38'37" W	85.00'
E19	N 86°38'37" W	85.00'

PEDESTRIAN EASEMENT BEARING AND DISTANCES  
3094.95 SF (0.07 AC) TOTAL EASEMENT AREA



**OWNERS DEDICATION & CERTIFICATION**

We, Habitat for Humanity of Washington County Inc., Isla Raela and Kimberly Israelais, Owners of the property shown & described herein hereby adopt this Pedestrian Easement Plan establishing the walkways, and other easements to public use, unless otherwise noted on this plat.

We, certify there are no suits, actions of law, leases, liens, mortgages, trusts, assessments, or right-of-way affecting the property included in this plan, and the requirements of the annotated code of Maryland, real property book, title 3, subtitle 1, section 3-108, as amended or amended so far as it may concern the making of this plat and the setting of monuments and markers have been complied with.

Owner: Habitat for Humanity of Washington County Inc. *[Signature]* 2/21/25 Date

Owner: Isla Raela *[Signature]* 2/21/25 Date

Owner: Kimberly Israelais *[Signature]* 2/21/25 Date

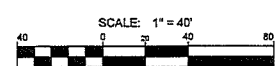
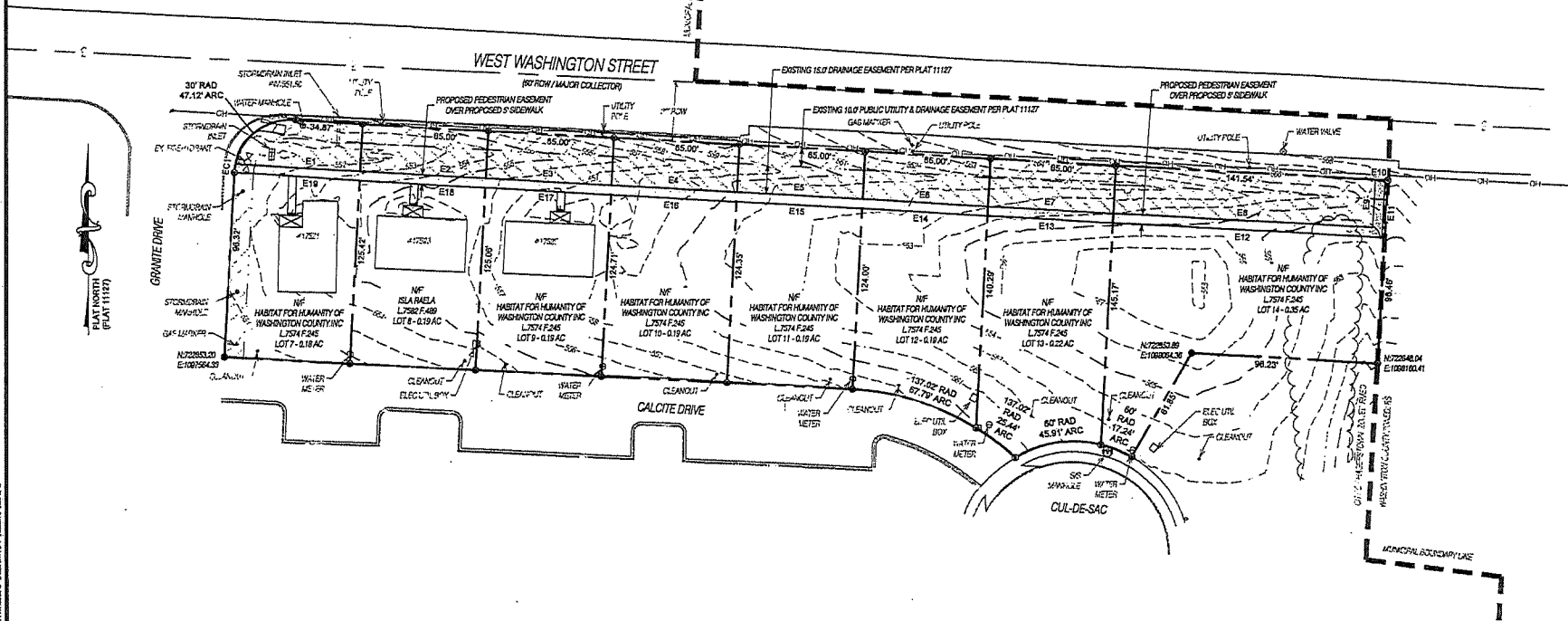
**Professional Certification**

I hereby certify that these documents were prepared by me or under my responsible charge, and that I am a duly licensed Professional Land Surveyor under the Laws of the State of Maryland, License No. 10751, Expiration Date 12/31/2024.

*[Signature]* Feb. 21, 2025 Date  
Frederick M. Frederick  
Professional Land Surveyor

**GENERAL NOTES**

1. Zoning is RMED (City of Hagerstown).
2. There are no steep slopes, streams, floodplains, or other related buffers, or habitat of threatened or endangered species identified by the U.S. Fish and Wildlife Service per 55 CFR 17 as required to be shown by Section 318 of the Washington County Subdivision Ordinance in Section 4.21 (G-2) of the Washington County Zoning Ordinance. This subdivision is not within 1000' of the Appalachian Trail.
3. This parcel does not lie within the limits of the 100-year Flood plain per FEMA Flood Insurance Rate Map Community Panel 640403C0002, dated August 15, 2011, Flood Zone X.
4. Easements based on Plat North (PF11127).
5. This plat has been reviewed and approved per the RMED Zoning District. Any development/construction shall be in accordance with the City of Hagerstown Zoning Ordinance currently being enforced.
6. Contours based on a field survey performed by FSA.
7. Soil types are as shown hereon.
8. The purpose of this plat is to create a pedestrian easement over the proposed 5' sidewalk shown hereon.



Owner:  
HABITAT FOR HUMANITY OF WASHINGTON COUNTY INC  
100 CHARLES STREET  
HAGERSTOWN MD 21740

Owner:  
ISLA RAE LA  
KIMBERLY ISRAELA  
17523 W WASHINGTON ST  
HAGERSTOWN MD 21740

MISC PLAT NO 1089  
DATE 3/4/25  
WASHINGTON COUNTY

**MCCLEARY HILL SIDEWALK  
PEDESTRIAN EASEMENT PLAT**

17523, 17525, 17527, 17529, 17531, 17533, & 17535 WEST WASHINGTON STREET  
WASHINGTON COUNTY, FOR THE CITY OF HAGERSTOWN

HABITAT FOR HUMANITY OF WASHINGTON COUNTY INC.  
100 CHARLES STREET, HAGERSTOWN MD 21740  
C/O MARTY BRUBAKER

**FSA**  
FREDERICK SEBERT & ASSOCIATES, INC.  
CIVIL ENGINEERS, SURVEYORS, LANDSCAPE ARCHITECTS & LAND PLANNERS

15 EAST HANES STREET  
HAGERSTOWN, MD 21740  
410.326.1111  
717.275.2001

1108 BELMONT DRIVE  
HAGERSTOWN, MD 21740  
301.761.4800  
717.275.1000

PROJECT NO. 8045  
DRAWN BY MTJ DATE 02-05-2025  
PROJECT MANAGER: F. Frederick  
EMAIL: F.Frederick@f-sa-inc.com

PROPERTY INFORMATION  
37-19-079  
ACCOUNT NUMBER  
25-008043 25-008047  
25-008044 25-008048  
25-008045 25-008049  
25-008046 25-008050

SCALE 1"=40'  
SHEET TITLE  
PEDESTRIAN EASEMENT PLAT  
SHEET 01 OF 01



**REQUIRED MOTION  
MAYOR AND CITY COUNCIL  
HAGERSTOWN, MARYLAND**

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**Topic:**

*Vacancy Determination - Paul W. Fulk, Neighborhood Services Manager and Emily McFarland, Neighborhood Services Programs Coordinator*

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

**File Name**

Vacancy\_Determination\_Memo\_3.12.25.pdf

**Description**

Vacancy Determination



# CITY OF HAGERSTOWN, MARYLAND

## Planning & Code Administration Department

One East Franklin Street • Hagerstown, MD 21740

E-mail: [codecompliance@hagerstownmd.org](mailto:codecompliance@hagerstownmd.org)

Telephone: 301-739-8577, ext. 103 • Website: [www.hagerstownmd.org](http://www.hagerstownmd.org)

### MEMORANDUM

**TO:** Scott Nicewarner, City Administrator

**FROM:** Paul W. Fulk, Neighborhood Services Manager *R*  
Emily McFarland, Neighborhood Services Programs Coordinator *EM*

**DATE:** March 12, 2025

**SUBJECT:** Vacancy Determination

Staff will be present at the March 18<sup>th</sup> Mayor and City Council work session to discuss how a structure is deemed vacant.

The Planning and Code Administration Department licenses vacant residential and non-residential structures classifying them as blighted or non-blighted. Non-residential structures include vacant storefronts in the CCMU zoning district. There are currently 313 licensed vacant properties. A breakdown is in the chart below:

	Blighted	Non-blighted	Total
Residential	127	128	255
Non-residential	26	32	58
<b>Total</b>	<b>153</b>	<b>160</b>	<b>313</b>

To qualify as a vacant property, the ordinances state the structure must be vacant for 6 months, in an active foreclosure, or condemned for 30 days. There are time period exemptions from registration, which are:

- Property is listed for sale by a Maryland licensed real estate agent during the first year of vacancy;
- Have active permits to make the structure habitable;
- Vacant for up to 1 year immediately following the issuance of a Certificate of Occupancy permit for new construction; or
- Vacant for up to 6 months immediately following the issuance of a Certificate of Occupancy permit for existing construction

When the Department identifies or is notified of a vacant structure exempted from the program, we will monitor the exemption status weekly. Currently, there are 93 properties meeting one of these exemptions, not in the total number of licensed properties listed above. Once a property no longer meets an exemption, an application is mailed seeking registration.

## **Vacancy Determination**

Staff review multiple business records to determine vacancy. The Department also receives vacant structure reports from residents. An inspector visits each property to confirm vacancy. A confirmed vacancy is sent an application to license the structure. If the property qualifies as an exempt vacant, we will monitor the property until qualifying for the vacant program or occupied.

Customer Service frequently reports vacant properties to our department. The Fire Marshal Office informs us of properties they identify as vacant. HPD will also report vacant properties they identified during a call for service. An inspector will visit reported vacant properties. If a structure qualifies for the program an application is mailed. If the property does not qualify, the property will be placed in monitoring status.

## **Proposed Changes**

The licensing ordinances meet the general needs of the community by identifying vacant structures. However, the conditions of the vacant structures do not meet community needs. Vacant properties create frustrations in neighborhoods. A well-known vacant property can attract undesirable activities.

It is difficult to gain compliance from deceased owners or owners who've abandoned the property. Neighbors grow frustrated with in-action or lengthy delays to address complaints. The Department is proposing for staff to work with legal counsel on a new ordinance to address nuisance conditions at vacant structures. The ordinance would authorize staff to take corrective action by abating those conditions. We would recommend nuisance conditions include securing all structures on the premises, erecting fences to prohibit unauthorized entry to the land, removing graffiti from surfaces, and removing the utilities from the structure. The ordinance would establish correction timelines before an abatement. We are proposing thresholds of time that must pass before City would perform a particular listed abatement. Staff have taken similar emergency actions at vacant properties and these actions have minimized the impact of a vacant property.

## **Next Steps**

Authorize staff to work with legal counsel on drafting a Nuisance Vacant Structure Abatement Ordinance. Staff would present proposed ordinance at a future work session.

c: Beth Everhart, Support Services Manager  
Ryan Grove, Support Services Supervisor  
John DiBacco, Fire Chief  
Dale Fishack, Fire Marshal  
Paul Kifer, Police Chief  
Jason Morton, City Attorney

**REQUIRED MOTION  
MAYOR AND CITY COUNCIL  
HAGERSTOWN, MARYLAND**

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**Topic:**

Recommended Grants Management Portal for City Incentive Programs -- *Chris Siemerling,  
Economic Development Specialist*

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

**File Name**

031825\_WS\_GrantsManagementRFP.pdf

**Description**

Recommended Grants  
Management Portal for City  
Incentive Programs.



TO: Scott Nicewarner, City Administrator

FROM: Chris Siemerling, Economic Development Specialist

DATE: March 14, 2025

RE: Recommended Grants Management Portal for City Incentive Programs

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Staff will attend the March 18, 2025 Work Session of the Mayor and City Council to review the recommended grant management platform and chosen vendor for the establishment of a grants management portal to be used by the Department to receive and process grant applications electronically.

Staff is recommending the proposal submitted by Submittable as the chosen vendor and platform. The price proposal submitted of \$54,947 over a three-year term can be found under the attached Consent Form.

Staff recommend this vendor for the following reasons:

- Lowest cost proposal among all qualified bidders while meeting specifications, terms, and conditions outlined in the Request for Proposals (RFP);
- Streamlined application management that simplifies the process of collecting, reviewing, and managing applications for grants, funding, and Department programs;
- Customizable and scalable platform that can be tailored to Department needs, and flexibility in form creation, review processes, and reporting;
- Real-time tracking of applications, automated workflows, and team collaboration features.

For additional background, attached is the RFP for the project which outlines the scope of services expected for the project.

The Department was very fortunate to receive the amount and quality of responses to the Request for Proposals. The proposals received were evaluated using the required features specified in the RFP, price, and intuitiveness for use.

Funding for the project will come from the Department of Community & Economic Development (DCED)'s budgeted Computer Software & Supplies Line Item.

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#### Proposals Received

- 8 proposals were received
- Proposals were reviewed and narrowed to 3 for presentation interviews, review of price proposals, and review of comparable platforms developed for other communities.
- Proposals were narrowed to 1 for recommendation

#### Attachments:

1. Required Motion
2. Consent Form
3. Submittable RFP Price Proposal
4. RFP Response
5. Request for Proposals Document

c: Jill Thompson, Director of Department of Community and Economic Development  
Doug Reaser, Economic Development Manager  
Paul Fulk, Neighborhood Services Manager  
Dave Gordon, Applications and Project Manager  
Michelle Hepburn, Chief Financial Officer  
Tyler French, Procurement Administrator

**REQUIRED MOTION  
MAYOR AND CITY COUNCIL  
HAGERSTOWN, MARYLAND**

**DATE:** March 25, 2025

**TOPIC:** Award of Contract to Submittable Holdings, Inc. for the Establishment of a Grants Management Portal for City Incentive Programs

Charter Amendment	—
Code Amendment	—
Ordinance	—
Resolution	—
Other	<u>X</u>

**MOTION:**

I hereby move for the Mayor and City Council to approve a contract with Submittable Holdings, Inc. for \$54,947 over a three year period as outlined in the attached consent form.

DATE OF INTRODUCTION: 03/25/2025  
DATE OF PASSAGE: 03/25/2025  
EFFECTIVE DATE: 03/25/2025





PLEASE INDICATE WHICH FOCUS AREA OF THE MAYOR & COUNCIL'S STRATEGIC PLAN THIS PURCHASE/CONTRACT APPLIES TO		
Indicate with an X	FOCUS AREA	GOAL STATEMENT
	NEIGHBORHOODS REVITALIZATION & SUSTAINABILITY	The citizens of Hagerstown will experience a high quality of life.
	PUBLIC SAFETY	The City of Hagerstown ensures that all who live, work, and play in the City of Hagerstown will be healthy and safe.
	PUBLIC FACILITIES & INFRASTRUCTURE	The City of Hagerstown will maintain quality services and infrastructure that support residents and businesses in a cost-effective manner.
X	ECONOMIC DEVELOPMENT	The City of Hagerstown will continue to grow a diverse, business-friendly economy that supports the community's needs.
	CITIZEN-BASED GOVERNMENT	The City of Hagerstown is an ethical and financial responsible government.
	FISCAL ACCOUNTABILITY	The City of Hagerstown will strive for continuous improvement of fiscal responsible decision making.
	PARKS & RECREATION FOR ACTIVE/HEALTHY LIVING	The City of Hagerstown supports a culturally vibrant community.
	INNOVATIVE/PROGRESSIVE GOVERNMENT	The City of Hagerstown is committed to employee development, excellence in services, and adapting to meet the needs of the community and organization.
	COMMUNITY PROMOTION/PRIDE	The City of Hagerstown will improve our community image.
	ECONOMIC DEVELOPMENT THROUGH SPORTS AND TOURISM	The City of Hagerstown will be creative and diversify opportunities for economic development through non-traditional means.
	MISC. PROJECTS, GOALS AND LEGISLATIVE PRIORITIES	The City of Hagerstown takes a creative approach at finding solutions.

**REVIEWED AND APPROVED AS FOLLOWS:**

**(1) Department Director and Division Manager**

COMMENTS

Doug Reaser Digitally signed by Doug Reaser  
Date: 2025.03.06 08:53:45 -05'00'

Signature / Date

Jill F. Thompson Digitally signed by Jill F. Thompson  
Date: 2025.03.06 08:56:29 -05'00'

Signature / Date

**(2) Purchasing Agent**

COMMENTS

Approve - Vendor will need set up in Munis (TF will send forms to vendor)

Tyler French Digitally signed by Tyler French  
Date: 2025.03.10 14:54:58 -04'00'

Signature / Date

**(3) Chief Financial Officer**

COMMENTS

Approve - the software licensing costs will span multiple fiscal years. Funding is included in FY25 budget and anticipated to remain in future years' budget. *Michelle Raper* 3/11/25

Signature / Date

**(4) City Administrator**

COMMENTS

Recommend Approval

*Scott Threanow* 3/13/25

Signature / Date

**Notes:**  
- Further information and solutioning required for certain requirements. Line items denoted with \* are purely estimates based on stated assumptions.

Description	Year 1	Year 2	Year 3	Total	Notes/Clarifications
A. Licensing/Software as a Service Costs (see table C for inclusions with license)					
- Professional Plan Software Licensing Fee (List Price)	\$ 24,999	\$ 24,999	\$ 24,999	\$ 74,997	Included as standard with Submittable software license, one subscription/office
- Cloud Hosting and Back-up	\$ -	\$ -	\$ -	\$ -	Included
- Storage	\$ -	\$ -	\$ -	\$ -	Included as standard with Submittable software license
- Software Maintenance Fees	\$ -	\$ -	\$ -	\$ -	Submittable does not charge maintenance fees and platform upgrades do not cause outage or have cost implications
- New Program/Project Fees	\$ -	\$ -	\$ -	\$ -	
Total Licensing/SaaS Costs (List Price)	\$ 24,999	\$ 24,999	\$ 24,999	\$ 74,997	
Discounted Price for Hagerstown	\$ 14,999	\$ 14,999	\$ 14,999	\$ 44,997	
B. Vendor Implementation, Support, Training, and Project Management Costs (One Time Cost)					
Implementation Professional Services					
- Premium Implementation (List Price)	\$ 17,500	\$ -	\$ -	\$ 17,500	
- Project Management & Planning		\$ -	\$ -	\$ -	
- Change Management		\$ -	\$ -	\$ -	
- Training and Documentation	\$ -	\$ -	\$ -	\$ -	
- Imports/Exports from legacy systems		\$ -	\$ -	\$ -	
Support Services					
- Submittable Gold Support	\$ -	\$ -	\$ -	\$ -	Included as standard with professional plan license, 12 HR SLA
Total Vendor Implementation Costs (List Cost)	\$ 17,500	\$ -	\$ -	\$ 17,500	
Discounted Price for Hagerstown	\$ 9,950			\$ 9,950	
C. Professional License Inclusions					
Application Intake, Review, Award, and Reporting					
- Drag & Drop FormBuilder					Included as standard with professional plan license
- Custom Branded Application Portal					Included as standard with professional plan license
- SSO / MFA Functionality					Included as standard with professional plan license
- Automated Eligibility Quiz/Checks for Grant Programs					Included as standard with professional plan license
- Multi-Round, Customizable Application Review Workflow					Included as standard with professional plan license
- Grant agreement integration eSignature services					Included as standard with professional plan license
- Email and Platform messaging directly from Submittable (for both applicants as well as internal/external team members)					Included as standard with professional plan license
- Funds Tracking Dashboard					Included as standard with professional plan license
- Advanced & Impact Reporting Dashboards					Included as standard with professional plan license
- Scheduled Follow Up Forms & Project Close Out					Included as standard with professional plan license
- Realtime Application Collaboration					Included as standard with professional plan license
- 52 file type uploads (upto 10gbs/file)					Included as standard with professional plan license
- 150 backend users (reviewers & admin staff)					Included as standard with professional plan license
- 1000 annual applications					Included as standard with professional plan license
D. Integrations - Optional (Not included in total price)					
- API Access & Zapier integration access	\$ -	\$ -	\$ -	\$ -	Free access to our API and documentation with additional pre-built capabilities through Zapier marketplace
Constant Contact Integration (not included in total pricing)	\$ 15,000	\$ -	\$ -	\$ 15,000	requires additional scoping for detailed plan and timeline.
Outlook Integration	\$ -	\$ -	\$ -	\$ -	requires additional scoping for detailed plan and timeline.
F. Total Vendor Costs By Year					
	\$ 24,949	\$ 14,999	\$ 14,999	\$ 54,947	Includes totals from table A & B. Does not include optional integration fees expenses from table D.

# Submittable

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**CITY OF HAGERSTOWN**  
GRANT MANAGEMENT PORTAL  
PROPOSAL NO. P1834.25

**TJ Goble**

Enterprise Account Executive- Government

[tj@submittable.com](mailto:tj@submittable.com)

408.621.3856

# Submittable

City of Hagerstown  
Finance Department  
1 East Franklin Street, 4th Floor  
Hagerstown Md 21740  
Attn: Tyler French

Ms. French,

Submittable Holdings, Inc. (Submittable) values the opportunity to present our proposal to become the City of Hagerstown's (City) grant platform partner for the Department of Community & Economic Development (DCED).

Submittable appreciates that the City would like to implement innovative solutions to streamline and improve the outcomes of their current and future grant programs. The challenges City currently faces as outlined in the RFP with manual processes and a time consumptive approach are well known to Submittable, as many clients have faced similar challenges.

As the City recognizes, the right solution is a robust, end-to-end platform that is flexible and adaptable. Such a solution will enable the City to achieve its critical goals of improving the applicant experience, resulting in higher quality and accuracy of grant applications, as well as delivering performance efficiencies that **eliminate tedious and manual processes**, preserving staff time for mission-critical work. In addition to these critical functionalities, our solution will provide the City with **robust reporting tools** that will eliminate the need for google sheets and outdated manual processes that are costly and time-consuming.


The **Submittable platform is purpose-built** to help the City say goodbye to these frustrations and meet its program objectives.

For this response, the Submittable authorized representative will be T.J. Goble:

**T.J. Goble**, Enterprise Account Executive- Government.  
[tj@submittable.com](mailto:tj@submittable.com), 408.621.3856

As a company built on providing innovative solutions to your grantmaking processes, we are excited about the work that The City is doing for residents of Hagerstown through your economic development programs, and look forward to being an integral partner for The City.

Sincerely,

DocuSigned by:  
  
F8F85088469747B  
Thor Culverhouse



# Submittable

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## **SYSTEM REQUIREMENTS:**

**1. Experience:** While no specific minimum is specified, vendor experience in developing, installing, and supporting Grants Management software solutions will be considered in the award decision process. Upon request, vendor must provide references currently utilizing the required functionality detailed for delivery in this RFP.

**Full legal name:** Submittable Holdings, Inc.

### **Full address:**

*Seattle Office:*  
500 108th Ave NE, Suite 520  
Bellevue, WA 98004

*Missoula Office:*  
101 E. Front St. Ste 500  
Missoula, MT 59802

**Dunn and Bradstreet DUNS number:** 080273406

**EIN:** 475485414

**Year business was established:** 2010

**Number of people currently employed:** 302

### **Experience:**

Submittable is the industry leader in providing grantmaking services in the government space, with over 18,000 customers in all sizes and sectors. Our platform was developed with innovation at the forefront of our customer base, providing them with the tools they need to make grantmaking equitable, reportable, and easy to use so that their team can focus on their mission.

Submittable accelerates mission-driven work. We offer software and services to launch, manage, and measure social impact programs, creating technology that empowers changemakers and simplifies their work. We help purpose-driven organizations make better decisions and maximize their impact. Our platform makes it easy to launch, manage, and measure social impact programs, from grants and corporate social responsibility programs to relief funds, scholarships, awards, and arts and cultural programs. Based in Missoula, Montana, and Seattle, Washington, Submittable has helped organizations worldwide run 95,000 programs and collect nearly 20 million applications.

Submittable's platform is HIPAA compliant, accessible on all mobile devices and tablets, and provides users with secure storage of their sensitive data. A complete list of certifications and documentation can be provided.

# Submittable in action

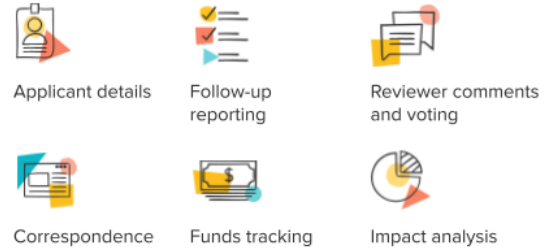
A technology transformation for speed, scale and agility

## Go from this:



- Downloading files
- Scrolling through messages
- Toggling between tabs
- Sorting paper applications
- Digging through inboxes
- Tracking spreadsheets

## To this:



**A single source of truth**



## Production-Ready System

Submittable is a turn-key grants management solution purpose-built for scalability and ease of administration. Submittable is a production-ready system that allows applicants to determine eligibility, submit an online application, and track application status. We are providing Submittable's award-winning application management software as the production-ready system for the City of Hagerstown DCED Grants. The software we provide is custom-tailored to large-scale grant programs that need to deliver a large amount of relief money to individuals, organizations, and businesses. The application is web-based, mobile device-optimized, and accessed in over 30 languages. Submittable software is hosted on both Microsoft Azure as well as Amazon Web Services cloud (AWS) in the US East (N. Virginia). We use multiple availability zones within this region to ensure durability. Data is stored using Amazon Relational Database Services (RDS). RDS provides automated backups, which are retained for 35 days to enable point-in-time restores for the previous month. Our historical product uptime is 99.9%.

## Submittable Key Differentiators:

The factors below are what sets Submittable apart from our competitors. These differentiators provide significant value to our customers and provide them with the tools they need to serve the constituents of their community with the most innovative grants platform on the market.

### Differentiator No. 1: Time to Value

- Submittable offers the fastest time to value compared with any competitors. The average Submittable government entity launches a new program in weeks compared to months.
- Submittable's intuitive interface eliminates time often wasted learning difficult new software. This saves time in your initial launch and throughout the review and decision-making process.

### Differentiator No. 2: Self-Service

- With Submittable, you'll be able to readily edit and manage programs in a self-service manner across respective grant cycles. Many other vendors require vendor or IT

personnel involvement to handle such edits. Applications are created through user-friendly drag-and-drop functionality. This will further enable you the ability to be responsive throughout your campaign.

**Differentiator No. 3: Applicant Experience**

- Submittable's ease of use relative to other options also creates a positive applicant experience for your constituents. This reflects well on you within the community.
- Further capabilities which create a positive applicant experience include automatic draft saving, the ability to request to edit, and in-app communication.
- Submittable is inclusive for applicants. It is accessible to applicants with varying ranges of abilities. It can be localized into several different languages. It is also mobile-friendly, a crucial component for those without reliable access to the internet.
- Submittable offers technical support to applicants.

**Differentiator No. 4: Capacity/Scale**

- Submittable has a proven track record of running high-volume programs, including individual programs intaking over one million applications.

**Differentiator No 5: Advanced Automation**

- Submittable can automate many pieces of your review process, including applying scores to our custom rubric and using AI models to read documents and confirm eligibility.

**Differentiator No 6: End-to-End Reporting and Compliance**

- Submittable offers a single platform's post-award reporting, audit readiness, and compliance capabilities.
- Submittable offers data import and robust integrations that meet your data needs.

## 2. Required Specifications

The following specifications are those identified by the City as crucial and necessary. Vendor responses must identify those features/specifications that are not currently available. If the vendor intends to develop any such features/specifications, expected deliverable dates and all associated costs will be listed in addition to those required features/specifications that are currently available. If any required specifications are not part of a “turnkey” application, costs for each specification will be listed.

**Response:** To ensure that the Hagerstown review team thoroughly understands how Submittable can help modernize and transform the DECD grant programs, we have provided individual responses to each of the requirements below. We can confidently state that we can meet all requirements and have many features and functionality that will greatly benefit The City as your grants management platform provider.

### **GRANTS MANAGEMENT SYSTEM:**

**A. Applicant Portal:** System will provide the ability for applicants to submit their initial application and upload supporting documents. Users will have the capability to upload additional requested information as needed. The following programs will need to be supported in the Applicant Portal: a. Invest Hagerstown: City Center Redevelopment Grant.

b. Invest Hagerstown: City-Wide Redevelopment Grant

c. Invest Hagerstown: Rental Rehabilitation Grant

d. Invest Hagerstown: Commercial Sign & Façade Grant

e. Invest Hagerstown: Homeownership Grant

f. Partners in Economic Progress (PEP): Building Rehabilitation

g. Partners in Economic Progress (PEP): Rent Relief

h. Pass-Through Funding (Community Legacy): Fire Suppression System Grant

### **Response:**

With Submittable, you will be able to create a branded applicant portal that’s mobile-friendly, easy for your applicants to use and collects exactly the information you need. You can host open grants or any application programs within the portal. On this portal, you can have branding, program information, and direct links to each open grant application. Submittable’s application can also be embedded into existing and future web pages created by the City . All this can be done self-service by your staff or Submittable can provide this service on your behalf.

Below is an example of a Grantee Portal that the state of Montana created for its Workforce Recruitment Program. You can see that applicants are first greeted with guidelines and Requirements to be eligible for the program. Then applicants can submit for the program or if you wish, first fill out an eligibility form to make sure that they meet the minimum requirements to not waste the applicant or your time.



MONTANA

Grants Application Portal

Governor's Health Care Workforce Recruitment Program - ARPA

[Guidelines ^](#)
[Submit](#)

Ends on December 31, 2022

The Governor's Health Care Workforce Recruitment Program is now accepting applications. This program is intended to help address increasing demand for services by providing relocation reimbursements as an incentive to recruit skilled health care professionals to Montana. **Health care businesses can click "Submit" next to the program information to submit an application and begin the process.**

- Total funds available for this program are \$4 million. Awards will be made on a first come, first served basis.
- Official Program Policy available at: <https://wsd.dli.mt.gov/docs/wsd-policy/gov-healthcare-workforce-recruitment-program.pdf>
- Questions? Please submit them to: [dlihcwr@mt.gov](mailto:dlihcwr@mt.gov).

\*\*\*\*\*

House Bill 632 from the 67th Regular Session of the Montana Legislature established the Economic Transformation and Stabilization and Workforce Development Advisory Commission. The Commission exists to review policies and program recommendations to be funded by the American Rescue Plan Act. The Commission convened on October 27, 2021, and recommended approval of the **Governor's Health Care Workforce Recruitment** program to attract of out-of-state health care workers to become part of the Montana health care workforce. The Program also supports health care employers whose labor forces and business models were compromised, changed, or reduced due to COVID-19.

The Program was approved by Governor Gianforte on November 8, 2021. Amendments to the policy were made effective April 29, 2022.

**Health Care jobs that qualify for reimbursement**

- Acupuncturist and Healthcare Diagnosing or Treating Practitioners, All Other
- Anesthesiologists
- Assisted Living Center Workers
- Athletic Trainers
- Audiologists
- Cardiovascular Technologists and Technicians
- Certified Nursing Assistants
- Chiropractors
- Clinical Laboratory Technologists and Technicians

Here is an example of how The City can host all grant opportunities on a single portal for grant seekers to apply.





### Industry Sectors Worker Training Grants

Ends on February 28, 2023

Guidelines ▾

Apply

### Advanced Manufacturing Technical Education Equipment Grants

Ends on December 8, 2023

Guidelines ^

Apply

The purpose of the grant is to reimburse school districts for the purchase and installation costs of technical education equipment used in vocational training and technical education in advanced manufacturing fields, including costs for equipment operation software and instructional materials to train students.

Open to Wisconsin School Districts.

**Amount:** Approximately \$700,000 is being made available for this GPA

**Grant Amount:** Grant awards will range from \$5,000 to \$50,000 per grantee

**Match:** Cash or in-kind match equal to 200% of the amount of the grant award is required (\$2 Match for each \$1 WFF award)

**Application Deadline:** Submit by 3 PM CST on Dec. 8, 2022

### Blueprint for Prosperity – Commute to Careers

Ends on March 31, 2023

Apply

**\*\* This project is not publicly viewable. It is marked as inactive. \*\***

**B. Staff Dashboard: System will provide a dashboard for internal staff to allow the interaction of submissions and data. This will include the tracking of deliverables for customized incentive agreements that are not part of the Applicant Portal.**

**Response:** Submittable offers users with prebuilt dashboards that provide an overview of their grant programs and showcases items such as applications received, awards approved, etc.

### C. Manages Deadlines: System will manage deadline dates and provide automatic reminders of items required and project completion dates.

**Response:** Submittable offers the ability for users to fully manage their grant programs, including the ability to set deadlines, send messages for reminders, and utilize automated features to update clients of pending items such as reports and submission deadlines.

### D. Workflow Process: System will utilize a process for viewing, assigning, and completing tasks by staff associated with each application submission.

**Response:** Submittable offers simple thumbs up, thumbs down voting in addition to complex reviews including scoring fields. This process can be self-service or full-service. In the self-service option, each agency will be able to create custom review forms that address each funding opportunity's merit-based criteria. Submittable review forms can be customized just like the primary form.



Below is a screenshot of the customizable review form builder:

Submittable has five permission levels that allow agencies to add evaluation team members to the platform based on the level of access. Permission levels go from level one for e.g., external representatives to level five, full access for program managers.

Administrators can assign internal and external team members to review in bulk and randomize assignments. Reviewers can be auto-assigned to specific forms when the form is submitted. Random assignments may also be set up. Concealed reviewing can be built into any form to prevent bias.

Submittable's multi-stage review allows organizations to automatically assign groups of reviewers when an application is moved to a given stage. Manual assignments to applications are also available should an ad hoc assignment be needed.

Review Workflow

Stage Name *	Review Type *	Review Form	Auto-Assign Reviewers	
Round 1 (eligibility)	Yes/No/Maybe Voting	Not Applicable	Entire Team	 

Stage Name *	Review Type *	Review Form *	
Round 2 (semi-finalists)	Custom Review ▾	<div><div></div><div>Semi-Finalist Review Form</div></div>	<div>Done</div>

Automated Review:

Submittable's Automated Review & Automated Scoring allows clients to handle the review and scoring of applications when human scoring would be too difficult due to the volume of applications being reviewed. Automated Review and Automated Scoring can follow the same scoring rubric that a human would follow and calculate it in a matter of seconds. The capabilities of Automated Scoring & Review are:

- Review a huge volume of applications quickly: When the time demand on your staff is impossible to meet, outsourcing review to technology makes it possible to run robust programs quickly.
- Reduce fraud and human error: Technology isn't subject to natural human error, and by cross-referencing vast third-party databases, it can catch fraud with considerably heightened accuracy.
- Build in manual spot-checks for peace of mind: Incorporate redundancies, such as human validation of a subset of applications, so you can move forward confidently.
- Automate a complex process: From performing calculations to applying scores, to movement between stages, automate your workflow across a huge volume of applications.
- Avoid misappropriation of funds: By allowing you to more easily identify and reduce fraud, Automated Review can help your organization avoid the messy and often irreversible misappropriation of funds.
- Maximize impact with better decisions: Apply automated scoring based on your own business logic to let the best applications naturally filter to the top—leading to better decisions in record time.

**E. Progress Status: System will provide the ability for applicants and staff to monitor the progress of applications and determine current application workflow status such as:**

- a. “New Application”,
- b. “Supporting Documentation Needed”
- c. “Reviewed – Action Needed”
- d. “Approved – Project Pending”
- e. “Approved – Project Underway”
- f. “Complete – Receipts Under Review”
- g. “Completed”
- h. “Denied”

**Response:**

The Submittable platform offers an application tracking status that is viewable for both applicants and administrators. As the applicant's submission goes through each status, they will receive customized automated status updates emails. In the applicant's Submission list, they will have full transparency as to where their application is in the process.

Submissions are marked with the following status:

- **Received:** Your submission has been successfully sent to the organization and is in a queue or being printed and read outside the Submittable system.
- **In-Progress:** Your submission has been received and additionally handled in a review process.
- **Declined:** Your submission has been declined.
- **Accepted:** Your submission has been accepted.
- **Completed:** Your submission has been processed and is no longer being considered.
- **Note:** Some organizations prefer to use this status for situations and prefer not to "Decline" remaining submissions.
- **Withdrawn:** Your submission has been withdrawn from consideration.
- **Editable:** Your submission is open for editing. Make your edits and resubmit it.

**F. Required and Optional Fields: System will provide the ability to assign text and radio fields as “required” or “optional” to be completed by the applicant. “Required” fields will prevent an applicant from progressing if left blank.**

**Response:** Submittable provides administrators the ability to mark responses as “mandatory” which prevents an applicant from submitting a form until that form field has been completed.

**G. Conditional Logic: The system will employ conditional logic to generate additional questions, dialogue, or statements on eligibility for a program as needed.**

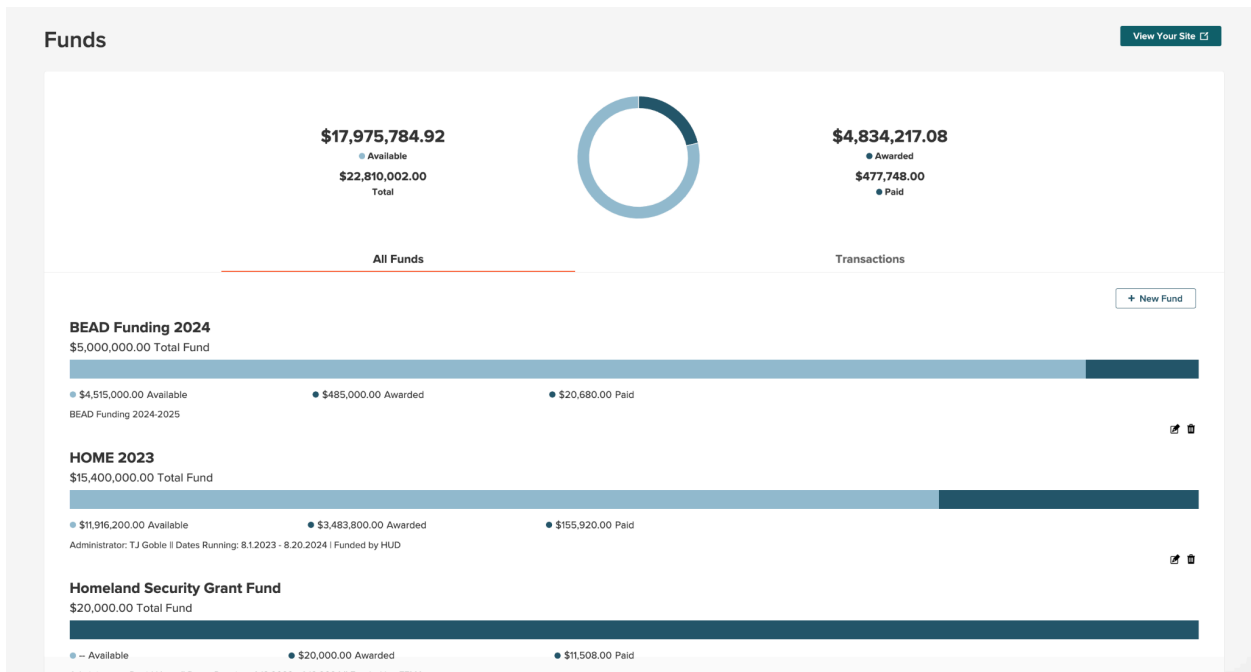
**Response:** Submittable offers conditional logic as an out of the box feature of our platform. Users simply drag and drop a question into the no-code form builder and configure conditional logic to align with program requirements.

**H. Signature Capture: Application must have a way to capture a digital signature on form/application submissions.**

**Response:** Submittable offers an out of the box integration with DocuSign for collecting digital signatures.

**I. Data Comparison: System will allow for the comparison of financial data stored in the system year over year.**

**Response:** With Submittable's budget tracking tool, level administrators can record and track your organization's fund distribution to applicants. Everything about the Funds tool is designed to make the process of awarding and distributing funds easy and transparent. You can verify the dollar amount available in a specific fund or check the giving capacity of the whole organization. In addition to the ability to track funding, all data that is displayed through the funds' dashboard can be downloaded and reported on through Submittable's built-in reporting tools and utilized to compare the year over year disbursement of each DECD program. Below is a screenshot of our funds dashboard.



**J. Search Function: System will utilize a search feature that allows for partial searches in addition to exact for individual contacts, properties, businesses, and property addresses.**

**Response:** Submittable offers an out of the box search feature that supports user querying the system.



**K. Logged Applications: System will link and log current and prior applications to a contact and property within the system.**

**Response:** Submittable's "organizational profile" feature supports the linking of applicants to an organization, and all records that are associated with that organization. Additionally the individual will be tied to each individual application.

**L. Cloud-Based Storage: System will provide cloud-based storage of active and completed applications.**

**Response:** Submittable is a cloud-hosted SaaS solution that does not limit the amount of data that The City stores on our servers. All data will be stored in alignment with Hagerstown retention policies.

#### **REQUIRED GENERAL FEATURES:**

**A. Installation and Training: An employee of the software developer or individual certified by software developer must perform installation and training.**

**Response:** Our team at Submittable understands that software is only as good as your ability to utilize it. We offer an in-house team of experts that will work alongside City staff to configure the platform, help build an initial form and train your team so that you can confidently implement the platform and easily begin transforming your grantmaking processes.

**B. Secure Web Access: The system can be accessed remotely by users and administrators via static website.**

**Response:** As a cloud hosted platform users simply need access to a modern web browser or mobile device to access the platform and can be utilized remotely by users and administrators alike. Additionally Submittable offers a mobile optimized platform and does not limit functionality when utilizing a mobile device.

**C. Activity Planning & Tracking: Tasks can be assigned and tracked on an individual basis, and/or generated automatically based on business rules.**

**D. Microsoft Office Integration: Ability to integrate with Office 365 Suite & products, including ability to import/export Excel and CSV files.**

**Response:** All data that is entered into the Submittable platform can be downloaded in Excel and .csv format. Additionally we offer an open 2-way API for automatic integrations with Microsoft products.

## **E. Ad-Hoc Reports: Ability to Create, Pull, Filter, Sort Summarize, Compare, and Share Routine and Ad Hoc Reports.**

**Response:** Submittable's robust reporting tools empower users to do more than just track program utilization—they enable leaders to craft compelling narratives that showcase the impact and efficacy of their initiatives. Whether it's demonstrating the tangible outcomes of programs to legislators or sharing success stories with constituents, Submittable equips organizations with the means to effectively communicate their achievements. In an era where accountability and transparency are paramount, our reporting options not only provide insights into program performance but also instill confidence in stakeholders that their investment is making a meaningful difference. With Submittable, your organization can harness the power of data to tell compelling stories that resonate with your audience and strengthen support for your mission.

### **Dashboard:**

Submittable's Dashboard reporting offers a comprehensive snapshot of your programs, providing valuable insights to drive informed decision-making. With visually engaging graphs showcasing the trajectory of submissions over time, organizations can easily discern patterns, trends, and areas of growth. Additionally, detailed graphs breaking down submissions by status and label offer deeper granularity, enabling users to assess the progress of individual submissions and track their journey through the review process. By offering a holistic view of program performance at a glance, the Dashboard report empowers users to identify strengths, address challenges, and optimize their workflow for maximum efficiency. Whether it's monitoring submission volume, analyzing workflow bottlenecks, or identifying areas for improvement, Submittable's Dashboard reporting provides the actionable intelligence organizations need to thrive.

### **Impact Reports:**

Submittable's Impact Report automatically aggregates qualitative and quantitative data from across all applications in a single program into graphs to give you an easy way to see the impact of your program. Graphs can be toggled to display data in a pie chart or bar chart. All graphs can be exported. Submittable also provides high-level information about the completion rate of the application form and the most skipped questions. as it allows you to create custom reports from data across one or more programs.

Impact reports

Project

Community Grant

Form

Quarterly Progress Report

Questions

8

Responses

220

Completion rate

80%

Most skipped questions

Question #8

Question #1

Answered: 210 Skipped: 10

How is your project tracking against your expectations?

Answers	Responses
Exceeding expectations	40%
Meeting expectations	30%
Falling behind expectations	30%

Category	Percentage
Exceeding expectations	40%
Meeting expectations	30%
Falling behind expectations	30%

Question #2

Answered: 200 Skipped: 20

Please describe successes over the past quarter.

Community Art Center - Stevie Taylor

Our major accomplishment over the last quarter was our spring workshop series. Local artists taught a total of five two-hour ...

[See more](#)

Bikes 4 Kids - Michael Johnson

Bikes 4 Kids kicked off the quarter with a new cohort of 12 children (75% BIPOC) registering to learn how to build their own bikes through our ...

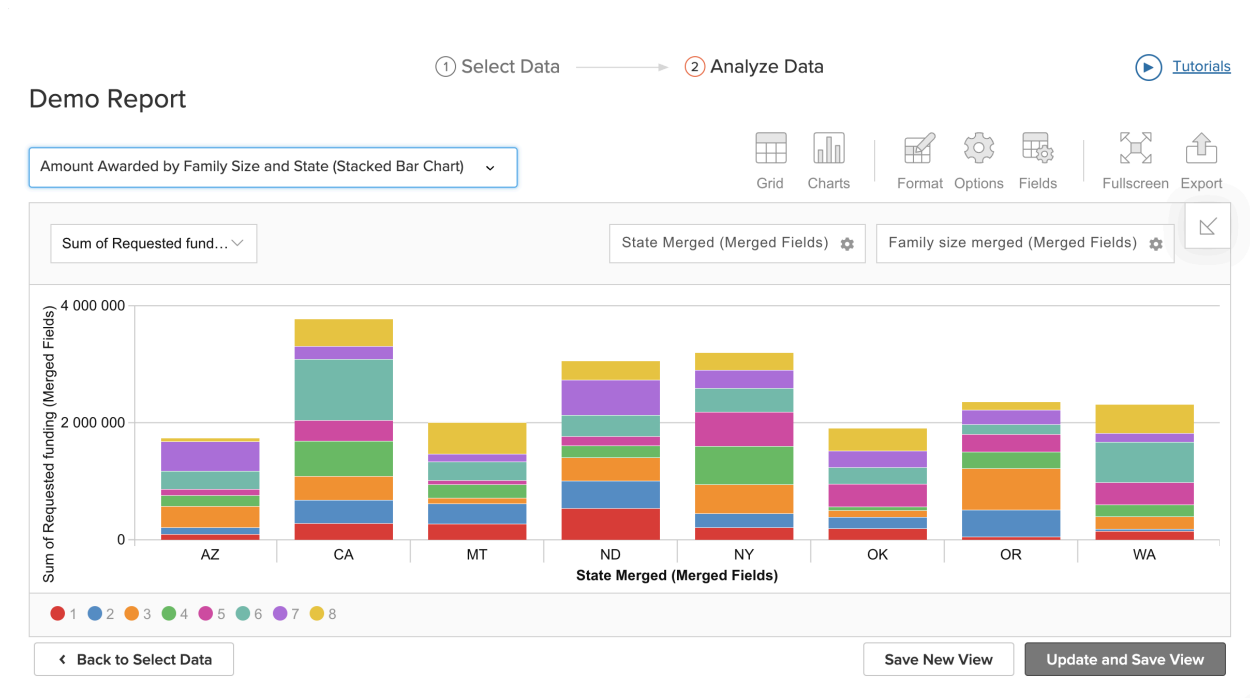
[See more](#)

Advanced Reports:

Dive deeper than ever with Submittable's advanced reporting. Craft custom reports that go beyond pre-built options, utilizing pivot tables, dynamic graphs, and built-in calculations for nuanced analysis. Uncover hidden trends across multiple programs, answer unique questions, and save reports for ongoing monitoring. With flexible data export options, seamlessly integrate your findings with preferred tools for even deeper exploration. Submittable's advanced reporting empowers you to become a data detective, unlocking powerful insights to optimize your programs and maximize impact. Reports can be exported in many formats including .pdf, .xls, and .csv. Reports can be named and saved in Submittable.

Data Export:

There are multiple ways to export data out of Submittable. Our data export tools allow you to export all data from a selected submission or you can customize the report to only include specific data from across your program, including application data and review data. Data can be exported in Excel, .csv and PDF format and can be saved in the platform.



**F. Standard Reports: Application must provide standard tailorable property and evidence-based management reports to include a minimum of the following report types:**

- **Contact Report Lists all of the records located at each location specified in the report.**
  - Contact Interaction Report**
    - Lists all interactions made within a specific timeframe.
- **Query Report Reports on the specific selection of records returned as a result of a query or a search.**
- **Audit Report Shows the audit trail for all applications by progress status and lists every project address, developer name, incentive program name, and the date & time the application was last changed.**
- **Balance Report Shows the total amount of funds committed, disbursed, and/or uncommitted for each incentive program.**
  - **Fiscal Year Summary Report**
    - Lists all active/completed projects during a given fiscal year. Pulls data pertaining to: 1) Program Name, 2) Project Name, 3) Developer Name, 4) Address, 5) Deadline, 6) Investment, 7) Jobs Created, 8) Apartments Created, 9) Apartments Renovated, 10) Grant Awarded, 11) Grant Forfeited, 12) Amount Disbursed, 13) Amount Undisbursed, 14) Notes
- **Wait List Report Lists the items that are flagged with a pending action, e.g., all items that have an action or are on a waiting list.**

**Response:** Submittable supports all requests in this section. Please review our answer in “E” for additional reporting information.

**G. Password Security:** Application must require a valid User ID and Password in order to log into the application. System must also lock an account after a defined number of failed log-in attempts using that User ID. Security maintenance must allow for the ability to grant or deny permission to certain functionality within the system to individual users.

**Response:** Submittable meets all of these password requirements and is a secure platform that has never encountered a data breach.

**H. Importing:** The application must have an import utility that allows records to be imported from one or more different outside data sources. It must also allow for the updating of current records within the application. The import utility must also provide field data type validation, duplicated record validation, and data validation. An error log with date and time stamp must also be kept by the system each time an import is run. Any and all data must be able to be exported from the system database and made available for import into any third-party application that has import capabilities.

**Response:** Submittable does not offer an import utility but provides data migration as a professional service. This allows for data cleansing and ensuring that your new platform is set up as though you have always been using Submittable.

**I. Exporting:** The application must have an export utility that allows users to create, save, and run any number of export routines. Any and all data must be able to be exported from the system database and made available for import into any third-party application that has import capabilities.

**Response:** All data that is entered into the Submittable platform can be exported in Excel, .csv and PDF format.

**J. Access to Data.** In addition to the records to be stored / maintained by Contractor, all records that are possessed by Contractor in its service to the City of Hagerstown to perform a governmental function are public records of the City of Hagerstown pursuant to the Maryland Freedom of Information Act (FOIA), unless the records are exempt under the Act. FOIA requires that the City produce records in a very short period of time. If the Contractor receives a request from the City to produce records, the Contractor shall do so within five (5) business days of the notice.

**Response:** Submittable acknowledges and agrees with this request. The platform provides users the ability to easily export any data that has been entered into the platform. Should additional requests be needed from the platform The City will be provided with a dedicated account manager that can help facilitate this request in a quick and efficient manner.



### **3. Desired but not Required Specifications:**

The following specifications are those identified by the City as desirable, but not required. Vendor responses must identify those features/specifications that are not currently available. If the vendor intends to develop any such features/specifications, expected deliverable dates and all associated costs will be listed in addition to those required features/specifications that are currently available. If any required specifications are not part of a “turnkey” application, costs for each specification will be listed.

**A. Forms and Letters: The system may, but is not required to, provide the ability to automate the generation and timing of Forms and Letters that the department currently produces manually and electronically. System includes configurable letters and agreements.**

**Response:** Submittable offers this out of the box utilizing our integration with DocuSign.

**B. Constant Contact Integration: The system may, but is not required to, integrate with Constant Contact to assist with the management of businesses and email campaigns.**

**Response:** Submittable offers an open 2-way API that can integrate with Constant Contact. Additional scoping would be required to understand the needs of the City.

**C. Electronic Correspondence Logging: Interactions are recorded and automatically logged as associated with the relevant contact/application.**

**Response:** Submittable offers a built in messaging feature that supports communications with both applicants and administrators, and attached all communications with the corresponding application. Additionally, all activity within the platform is logged and auditable.

**D. Example Documents: System may provide the ability to provide example documents/forms to be displayed for each incentive program application to be used as a reference by applicants.**

**Response:** Yes, example documents can be linked at the top of each grant program in the description field.

**4. Hardware: Application must support open-source hardware; however, vendor should provide pricing for any/all hardware components the vendor offers.**

**Response:** As a cloud-based solution there are no hardware requirements to utilize the Submittable platform.

**5. Warrantees: The vendor will supply pricing for all warrantee options.**

**Response:** Warrantees are included in our pricing.

**6. Licensing and Maintenance: Vendor will provide licensing and maintenance costs for the first year. The vendor will also provide licensing and maintenance pricing for the four subsequent years.**

**Response:** Please see the attached pricing sheet.

**7. Operating System & Database: Software must be compatible with Microsoft Windows Server and Microsoft SQL Server.**

**Response:** Submittable is compatible with Microsoft Windows Server and Microsoft SQL Server. Additionally Submittable is a Microsoft managed partner with a deep understanding of the Microsoft suite of software.

**Conclusion:** In conclusion, Submittable is excited about the opportunity to partner with the City of Hagerstown to modernize and streamline the grant management process for the Department of Community & Economic Development. Our purpose-built platform is designed to address the unique challenges outlined in the City's RFP, offering an intuitive, end-to-end solution that will not only reduce manual administrative burdens but also enhance the overall applicant experience. With our industry-leading technology, rapid implementation capabilities, and dedicated support team, Submittable will ensure a smooth and effective transition to a digital grant management system that supports the City's goals for both current and future programs.

We are confident that Submittable's platform offers the flexibility, scale, and advanced automation needed to meet Hagerstown's grant management needs while delivering long-term value. Our commitment to customer success, coupled with a robust reporting and compliance framework, makes us the ideal partner for managing the City's diverse economic and community development programs.

We look forward to further discussions and the chance to demonstrate how our solution can empower Hagerstown to achieve its vision and mission for economic growth and community support.

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## REFERENCES

Proposal No. P1834.25

Grants Management Portal

This page must be submitted with price proposal

The following information is required as part of your response to this solicitation.

**REFERENCES:** The bidder must have the capability and capacity in all respects to fully satisfy all of the contractual requirements. Please list below three (3) references for which you have performed work similar to those specified in this Bid within the past 4 years.

1. Project Name: City of Toledo, OH

Client Name: City of Toledo, OH

Client Phone Number: Lauren Schulze, Lauren.Schulze@toledo.oh.gov

Description of Work Performed:

City of Toledo, OH utilizes Submittable for their annual Youth Programing grant.  
They chose Submittable because of the extensive features that are provided by our  
out of the box solution and the ability to configure the platform without needing to contact  
customer support.

Total Project Cost: \$39,000.00

Date of Project: 12/22-Current.

2. Project Name: City of Durham

Client Name: City of Durham.

Client Phone Number: Victoria Samayoa, Victoria.Samayoa@durhamnc.gov

Description of Work Performed:

The City of Durham has been a customer of Submittable  
since 2021, utilizing the platfrom to administer a variety of community based  
grant programs. Most recently they used the platform to administr and report on  
ARPA funding, recognizing that Submittable offers unmatched eae of use while  
maintaining security and tracking to withstand a federal audit.

Total Project Cost: \$53,000.00

Date of Project: 10/21-Current.

Proposal No. P1834.25

Grants Management Portal

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**REFERNCES (Cont'd)**

3. Project Name: State of Montana, Governor's Office

Client Name: State of Montana

Client Phone Number: Angie Nelson

Description of Work Performed: \_\_\_\_\_

The State of Montana has utilized to administer relief programs designed to support small businesses throuhgout the state. They chose Submittable because of our platforms accesibility and ability to deliver robust programs, matched with expert trainings, to support communities thoroughout the state.

Total Project Cost: \$110,000.00

Date of Project: 6/20-Current.



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## PRICING



Proprietary and Confidential. No disclosure to a third party is permitted without Submittable's prior written consent.

Notes:  
- Further information and solutioning required for certain requirements. Line items denoted with \* are purely estimates based on stated assumptions.

Description	Year 1	Year 2	Total	Notes/Clarifications
A. Licensing/Software as a Service Costs (see table C for inclusions with license)				
- Professional Plan Software Licensing Fee (List Price)	\$ 24,999	\$ 24,999	\$ 49,998	Included as standard with Submittable software license, one subscription/office
- Cloud Hosting and Back-up	\$ -	\$ -	\$ -	Included
- Storage	\$ -	\$ -	\$ -	Included as standard with Submittable software license
- Software Maintenance Fees	\$ -	\$ -	\$ -	Submittable does not charge maintenance fees and platform upgrades do not cause outage or have cost implications
- New Program/Project Fees	\$ -	\$ -		
Total Licensing/SaaS Costs (List Price)	\$ 24,999	\$ 24,999	\$ 49,998	
Discounted Price for Hagerstown	\$ 14,999	\$ 14,999	\$ 29,998	
B. Vendor Implementation, Support, Training, and Project Management Costs (One Time Cost)				
Implementation Professional Services				
- Premium Implementation (List Price)	\$ 17,500	\$ -	\$ 17,500	
- Project Management & Planning		\$ -	\$ -	
- Change Management		\$ -	\$ -	
- Training and Documentation	\$ -	\$ -	\$ -	
- Imports/Exports from legacy systems		\$ -	\$ -	
Support Services				
- Submittable Gold Support	\$ -	\$ -	\$ -	Included as standard with professional plan license, 12 HR SLA
Total Vendor Implementation Costs (List Cost)	\$ 17,500	\$ -	\$ 17,500	
Discounted Price for Hagerstown	\$ 9,950		\$ 9,950	
C. Professional License Inclusions				
Application Intake, Review, Award, and Reporting				
- Drag & Drop FormBuilder				Included as standard with professional plan license
- Custom Branded Application Portal				Included as standard with professional plan license
- SSO / MFA Functionality				Included as standard with professional plan license
- Automated Eligibility Quiz/Checks for Grant Programs				Included as standard with professional plan license
- Multi-Round, Customizable Application Review Workflow				Included as standard with professional plan license
- Grant agreement integration eSignature services				Included as standard with professional plan license
- Email and Platform messaging directly from Submittable (for both applicants as well as internal/external team members)				Included as standard with professional plan license
- Funds Tracking Dashboard				Included as standard with professional plan license
- Advanced & Impact Reporting Dashboards				Included as standard with professional plan license
- Scheduled Follow Up Forms & Project Close Out				Included as standard with professional plan license
- Realtime Application Collaboration				Included as standard with professional plan license
- 52 file type uploads (upto 10gbs/file)				Included as standard with professional plan license
- 150 backend users (reviewers & admin staff)				Included as standard with professional plan license
- 1000 annual applications				Included as standard with professional plan license
D. Integrations - Optional (Not included in total price)				
- API Access & Zapier integration access		\$ -		Free access to our API and documentation with additional pre-built capabilities through Zapier marketplace
Constant Contact Integration (not included in total pricing)	\$ 15,000		\$ 15,000	requires additional scoping for detailed plan and timeline.
Outlook Integration	\$ -		\$ -	requires additional scoping for detailed plan and timeline.
F. Total Vendor Costs By Year				
	Year 1	Year 2	Total	Includes totals from table A & B. Does not include optional integration fees expenses from table D.
	\$ 24,949	\$ 14,999	\$ 39,948	

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**Notes:**  
- Further information and solutioning required for certain requirements. Line items denoted with \* are purely estimates based on stated assumptions.

Description	Year 1	Year 2	Year 3	Total	Notes/Clarifications
A. Licensing/Software as a Service Costs (see table C for inclusions with license)					
- Professional Plan Software Licensing Fee (List Price)	\$ 24,999	\$ 24,999	\$ 24,999	\$ 74,997	Included as standard with Submittable software license, one subscription/office
- Cloud Hosting and Back-up	\$ -	\$ -	\$ -	\$ -	Included
- Storage	\$ -	\$ -	\$ -	\$ -	Included as standard with Submittable software license
- Software Maintenance Fees	\$ -	\$ -	\$ -	\$ -	Submittable does not charge maintenance fees and platform upgrades do not cause outage or have cost implications
- New Program/Project Fees	\$ -	\$ -	\$ -	\$ -	
Total Licensing/SaaS Costs (List Price)	\$ 24,999	\$ 24,999	\$ 24,999	\$ 74,997	
Discounted Price for Hagerstown	\$ 14,999	\$ 14,999	\$ 14,999	\$ 44,997	
B. Vendor Implementation, Support, Training, and Project Management Costs (One Time Cost)					
Implementation Professional Services					
- Premium Implementation (List Price)	\$ 17,500	\$ -	\$ -	\$ 17,500	
- Project Management & Planning		\$ -	\$ -	\$ -	
- Change Management		\$ -	\$ -	\$ -	
- Training and Documentation	\$ -	\$ -	\$ -	\$ -	
- Imports/Exports from legacy systems		\$ -	\$ -	\$ -	
Support Services					
- Submittable Gold Support	\$ -	\$ -	\$ -	\$ -	Included as standard with professional plan license, 12 HR SLA
Total Vendor Implementation Costs (List Cost)	\$ 17,500	\$ -	\$ -	\$ 17,500	
Discounted Price for Hagerstown	\$ 9,950			\$ 9,950	
C. Professional License Inclusions					
Application Intake, Review, Award, and Reporting					
- Drag & Drop FormBuilder					Included as standard with professional plan license
- Custom Branded Application Portal					Included as standard with professional plan license
- SSO / MFA Functionality					Included as standard with professional plan license
- Automated Eligibility Quiz/Checks for Grant Programs					Included as standard with professional plan license
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- Email and Platform messaging directly from Submittable (for both applicants as well as internal/external team members)					Included as standard with professional plan license
- Funds Tracking Dashboard					Included as standard with professional plan license
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D. Integrations - Optional (Not included in total price)					
- API Access & Zapier integration access	\$ -	\$ -	\$ -	\$ -	Free access to our API and documentation with additional pre-built capabilities through Zapier marketplace
Constant Contact Integration (not included in total pricing)	\$ 15,000	\$ -	\$ -	\$ 15,000	requires additional scoping for detailed plan and timeline.
Outlook Integration	\$ -	\$ -	\$ -	\$ -	requires additional scoping for detailed plan and timeline.
F. Total Vendor Costs By Year					
	\$ 24,949	\$ 14,999	\$ 14,999	\$ 54,947	Includes totals from table A & B. Does not include optional integration fees expenses from table D.

---

## **SIGNED CERTIFICATIONS AND ASSURANCES**

Proposal No. P1834.25  
Grants Management Portal  
This page must be submitted with price proposal

**BIDDER'S MUST STATE THE FOLLOWING:**

COMPANY NAME: Submittable Holdings, Inc.

CONTACT NAME: TJ Goble

TELEPHONE NUMBER: 408.621.3856

EMAIL: tj@submittable.com

ADDRESS: 101 E. Front St.

CITY: Missoula STATE: MT ZIP 59802

This form was completed and submitted by: Thor Culverhouse  
(Please print or type full name)

Title of Individual: CEO

Signature of Individual:   
F8FB5088469747B...



Proposal No. P1834.25  
Grants Management Portal  
This page must be submitted with price proposal

Submittable Holdings, Inc.  
Bidder's Company Name

SIGNATURE TO BID

NOTE: Bidders shall use this page as a cover page when submitting their bid.

Each bid must show the full business address and telephone number of the Bidder and be signed by the person legally authorized to sign contracts. All correspondence concerning the bid and contract, including notice of award, copy of contract and purchase order, will be mailed or delivered to the address shown on the bid in the absence of written instructions from the Bidder to the contrary. Bids by partnerships must be signed in the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and designation of the person signing, who shall also state the names of the individuals composing the partnership. Bids by corporations must be signed with the name of the corporation, followed by the signature and designation of the officer having authority to sign. When requested, satisfactory evidence of authority of the officer signing in behalf of the corporation shall be furnished. Anyone signing the bid as agent shall file satisfactory evidence of his/her authority to do so.

All documents, materials, or data resulting from this contract are the City's property. The City has the right to use and reproduce any documents, materials, and data, including confidential information, used in or developed as a result of this contract. The Bidder warrants that it has title to or right of use of all documents, materials, or data used or developed in connection with this contract. All erasures and/or changes shall be initialed by the individual making modifications to the Bid.

BIDDER MUST SIGN HERE AND RETURN THIS PAGE AND THE BID FORM IN ADDITION TO SUBMITTING ANY DOCUMENTS CALLED FOR BY THE GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS, SPECIFICATIONS, AND ANY OTHER DOCUMENTS HEREIN CONTAINED.

By signing here, Bidder does hereby attest that he/she has read fully the general conditions and instructions, specifications, and any other documents herein contained, and does understand them and will furnish and deliver all labor and materials in accordance with the specifications for the price as listed on the proposal form.

SIGNATURE: 

DocuSigned by:  
Thor Culverhouse  
F8FB5088469747B...

 Date: 9/26/2024

Bidder acknowledges receipt of Addenda by initialing the following. Initial next to only Addenda published by City and reviewed by Bidder. DO NOT initial all boxes unless six (6) Addenda published. Failure to initial appropriate boxes is grounds for disqualification.

Addendum No. 1	<div>PS JC</div>	Addendum No. 2	<div>PS JC</div>	Addendum No. 3	<div>PS JC</div>
Addendum No. 4	<div>PS JC</div>	Addendum No. 5		Addendum No. 6	

Proposal No. P1834.25  
Grants Management Portal  
This page must be submitted with price proposal

**AFFIRMATION REGARDING COLLUSION**

I AFFIRM THAT:

Neither I nor, to the best of my knowledge, information, and belief, the below stated business has:

- (a) Agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the accompanying bid or offer that is being submitted;
- (b) In any manner, directly or indirectly, entered into any agreement of any kind to fix the bid price or price proposal of the Bidder or of any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the accompanying bid or offer is submitted.

**AFFIRMATION REGARDING BRIBERY CONVICTIONS**

I FURTHER AFFIRM:

Neither I nor, to the best of my knowledge, information, and belief, the below business (as is defined in Section 16-101 (b) of the State Finance and Procurement Article of the Annotated Code of Maryland), or any of its officers, directors, partners, or any of its employees directly involved in obtaining or performing contracts with public bodies (as is defined in Section 16-101(f) of the State Finance and Procurement Article of the Annotated Code of Maryland), has been convicted of, or has had probation before judgment imposed pursuant to Article 27, Section 641 of the Annotated Code of Maryland, or has pleaded nolo contendere to a charge of, bribery, attempted bribery, or conspiracy to bribe in violation of Maryland law, or of the law of any other State or federal law, **except as follows** (indicate the reasons why the affirmation cannot be given and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of person(s) involved, and their current positions and responsibilities with the business):

BIDDER'S COMPANY/FIRM: Submittable Holdings, Inc.

ADDRESS: 101 E Front St, Suite 500, Missoula, MT 59802

AUTHORIZED SIGNATURE: *Thor Culverhouse*  
F8FB5088469747B...

NAME AND TITLE PRINTED: Thor Culverhouse, CEO

TELEPHONE & FAX NUMBER: (855) 467-8264

EMAIL: proposals@submittable.com

DATE: 9/26/24 FEDERAL EMPLOYER'S IDENTIFICATION NO. 475485414

**For Informational Purposes Only:** Has your company/firm been certified by the State of Maryland as a Minority Business Enterprise? (Please check below.)

       Yes   X   No

Proposal No. P1834.25  
Grants Management Portal  
This page must be submitted with price proposal

**Notice: Bid Information Subject to Inspection Under Maryland’s Public Information Act**

All bid information submitted to the City of Hagerstown is considered public record pursuant to Maryland’s Public Information Act and may be subject to inspection and copying by the public. When the required written request is filed, the City’s Communications staff will make a reasonable effort to contact your company in order to identify trade secrets and confidential commercial or financial information that may need to be redacted from the submitted bid information. Those recommendations will be reviewed by Communications staff and the City attorney before copies are produced for the requestor.

Trade secrets and confidential commercial or financial information are defined in the Public Information Act and by the numerous appellate court and Attorney General opinions interpreting the act.

The City of Hagerstown is committed to granting the people broad access to public records while protecting your company’s interests.

By signing below, you confirm that you have read and acknowledge the above notice regarding Bid information subject to Inspection under Maryland’s Public Information Act:

DocuSigned by:  
*Thor Culverhouse*  
F8FB5088469747B...

9/26/2024

SignatureDate

Submittable Holdings, Inc.

Company Name

## Grants Management System

### INTRODUCTION:

The City of Hagerstown Department of Community & Economic Development (DCED) is pleased to invite the submission of proposals to establish a portal for applicants to submit their digital Grant applications versus traditional paper and PDF applications. The goal is to replace the Department's current manual process with a more efficient, online process. DCED sees the new Grants Management Portal solution as the platform for this vision.

Our primary goal is to establish a one stop system that can reduce manual record keeping, paperwork, and duplication of effort associated with the intake, processing, and follow-up of individual and business contacts, applications for our Invest Hagerstown, Partners in Economic Progress (PEP), and other incentive programs, passthrough funding, and tracking of deliverables. To that extent we desire a complete system, including all software, network hardware, and services including installation, training, and on-going support.

### SYSTEM REQUIREMENTS:

1. **Experience:** While no specific minimum is specified, vendor experience in developing, installing, and supporting Grants Management software solutions will be considered in the award decision process. Upon request, vendor must provide references currently utilizing the required functionality detailed for delivery in this RFP.
2. **Required Specifications:** The following specifications are those identified by the City as crucial and necessary. Vendor responses must identify those features/specifications that are not currently available. If the vendor intends to develop any such features/specifications, expected deliverable dates and all associated costs will be listed in addition to those required features/specifications that are currently available. If any required specifications are not part of a "turnkey" application, costs for each specification will be listed.

### GRANTS MANAGEMENT SYSTEM:

- A. **Applicant Portal:** System will provide the ability for applicants to submit their initial application and upload supporting documents. Users will have the capability to upload additional requested information as needed. The following programs will need to be supported in the Applicant Portal:
  - a. Invest Hagerstown: City Center Redevelopment Grant
  - b. Invest Hagerstown: City-Wide Redevelopment Grant
  - c. Invest Hagerstown: Rental Rehabilitation Grant
  - d. Invest Hagerstown: Commercial Sign & Façade Grant
  - e. Invest Hagerstown: Homeownership Grant
  - f. Partners in Economic Progress (PEP): Building Rehabilitation
  - g. Partners in Economic Progress (PEP): Rent Relief
  - h. Pass Through Funding (Community Legacy): Fire Suppression System Grant
- B. **Staff Dashboard:** System will provide a dashboard for internal staff to allow the interaction of submissions and data. This will include the tracking of deliverables for customized incentive agreements that are not part of the Applicant Portal.
- C. **Manages Deadlines:** System will manage deadline dates and provide automatic reminders of items required and project completion dates.
- D. **Workflow Process:** System will utilize a process for viewing, assigning, and completing tasks by staff associated with each application submission.

- E. **Progress Status:** System will provide the ability for applicants and staff to monitor the progress of applications and determine current application workflow status such as:
  - a. "New Application",
  - b. "Supporting Documentation Needed"
  - c. "Reviewed – Action Needed"
  - d. "Approved – Project Pending"
  - e. "Approved – Project Underway"
  - f. "Complete – Receipts Under Review"
  - g. "Completed"
  - h. "Denied"
- F. **Required and Optional Fields:** System will provide the ability to assign text and radio fields as "required" or "optional" to be completed by the applicant. "Required" fields will prevent an applicant from progressing if left blank.
- G. **Conditional Logic:** The system will employ conditional logic to generate additional questions, dialogue, or statements on eligibility for a program as needed.
- H. **Signature Capture:** Application must have a way to capture a digital signature on form/application submissions.
- I. **Data Comparison:** System will allow for the comparison of financial data stored in the system year over year.
- J. **Search Function:** System will utilize a search feature that allows for partial searches in addition to exact for individual contacts, properties, businesses, and property addresses.
- K. **Logged Applications:** System will link and log current and prior applications to a contact and property within the system.
- L. **Cloud-Based Storage:** System will provide cloud-based storage of active and completed applications.

REQUIRED GENERAL FEATURES:

- A. **Installation and Training:** An employee of the software developer or individual certified by software developer must perform installation and training.
- B. **Secure Web Access:** The system can be accessed remotely by users and administrators via static website.
- C. **Activity Planning & Tracking:** Tasks can be assigned and tracked on an individual basis, and/or generated automatically based on business rules.
- D. **Microsoft Office Integration:** Ability to integrate with Office 365 Suite & products, including ability to import/export Excel and CSV files.
- E. **Ad-Hoc Reports:** Ability to Create, Pull, Filter, Sort Summarize, Compare, and Share Routine and Ad-Hoc Reports.
- F. **Standard Reports:** Application must provide standard tailorable property and evidence-based management reports to include a minimum of the following report types:



<i>Contact Report</i>	Lists all of the records located at each location specified in the report.
<i>Contact Interaction Report</i>	Lists all interactions made within a specific timeframe.
<i>Query Report</i>	Reports on the specific selection of records returned as a result of a query or a search.
<i>Audit Report</i>	Shows the audit trail for all applications by progress status and lists every project address, developer name, incentive program name, and the date & time the application was last changed.
<i>Balance Report</i>	Shows the total amount of funds committed, disbursed, and/or uncommitted for each incentive program.
<i>Fiscal Year Summary Report</i>	Lists all active/completed projects during a given fiscal year. Pulls data pertaining to: 1) Program Name, 2) Project Name, 3) Developer Name, 4) Address, 5) Deadline, 6) Investment, 7) Jobs Created, 8) Apartments Created, 9) Apartments Renovated, 10) Grant Awarded, 11) Grant Forfeited, 12) Amount Disbursed, 13) Amount Undisbursed, 14) Notes
<i>Wait List Report</i>	Lists the items that are flagged with a pending action, e.g., all items that have an action or are on a waiting list.

- G. **Password Security:** Application must require a valid User ID and Password in order to log into the application. System must also lock an account after a defined number of failed log-in attempts using that User ID. Security maintenance must allow for ability to grant or deny permission to certain functionality within the system to individual users.
- H. **Importing:** The application must have an import utility that allows records to be imported from one or more different outside data sources. It must also allow for the updating of current records within the application. The import utility must also provide field data type validation, duplicated record validation, and data validation. An error log with date and time stamp must also be kept by the system each time an import is run. Any and all data must be able to be exported from the system database and made available for import into any third-party application that has import capabilities.
- I. **Exporting:** The application must have an export utility that allows users to create, save, and run any number of export routines. Any and all data must be able to be exported from the system database and made available for import into any third-party application that has import capabilities.
- J. **Access to Data.** In addition to the records to be stored / maintained by Contractor, all records that are possessed by Contractor in its service to the City of Hagerstown to perform a governmental function are public records of the City of Hagerstown pursuant to the Maryland Freedom of Information Act (FOIA), unless the records are exempt under the Act. FOIA requires that the City produce records in a very short period of time. If the Contractor receives a request from the City to produce records, the Contractor shall do so within five (5) business days of the notice.
3. **Desired but not Required Specifications:** The following specifications are those identified by the City as desirable, but not required. Vendor responses must identify those features/specifications that are not currently available. If the vendor intends to develop any such features/specifications, expected deliverable dates and all associated costs

will be listed in addition to those required features/specifications that are currently available. If any required specifications are not part of a “turnkey” application, costs for each specification will be listed.

- A. **Forms and Letters:** The system may, but is not required to, provide the ability to automate the generation and timing of Forms and Letters that the department currently produces manually and electronically. System includes configurable letters and agreements.
  - B. **Constant Contact Integration:** The system may, but is not required to, integrate with Constant Contact to assist with the management of businesses and email campaigns.
  - C. **Electronic Correspondence Logging:** Interactions are recorded and automatically logged as associated with the relevant contact/application.
  - D. **Example Documents:** System may provide the ability to provide example documents/forms to be displayed for each incentive program application to be used as a reference by applicants.
4. **Hardware:** Application must support open-source hardware; however, vendor should provide pricing for any/all hardware components the vendor offers.
5. **Warrantees:** The vendor will supply pricing for all warrantee options.
6. **Licensing and Maintenance:** Vendor will provide licensing and maintenance costs for the first year. The vendor will also provide licensing and maintenance pricing for the four subsequent years.
7. **Operating System & Database:** Software must be compatible with Microsoft Windows Server and Microsoft SQL Server.

CRITERIA FOR REVIEW OF PROPOSALS INCLUDES:

- a. Experience in developing, installing, and supporting Grants Management software solutions.
- b. Ability for vendor to provide a complete system, including all software, network hardware, and services including installation, training, and on-going support.
- c. Vendor identification of those features/specifications that are not currently available.
- d. Quality and viability of the proposed software package for Department needs.
- e. Price point for both the initial set up and configuration, and annual cost thereafter.
- f. Ability to deliver the product in a timely manner.

DCED will work with our IT Staff to review received proposals and ensure vendor capability.

**REQUIRED MOTION  
MAYOR AND CITY COUNCIL  
HAGERSTOWN, MARYLAND**

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**Topic:**

Project Update and Deadlines - 25-31 W. Church Street - MarketPlace, LLC. -- *Chris Siemerling, Economic Development Specialist*

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

**File Name**

031825\_WS\_MarketPlace.pdf

**Description**

25-31 W. CHURCH ST -  
MARKETPLACE -  
UPDATE



# CITY OF HAGERSTOWN, MARYLAND

## Department of Community & Economic Development

14 N. Potomac Street • Suite 200A • Hagerstown, MD 21740

Email: [DCED@Hagerstownmd.org](mailto:DCED@Hagerstownmd.org)

Telephone: 301.739.8577, Ext. 111 • Website: [www.hagerstownmd.org/DCED](http://www.hagerstownmd.org/DCED)

TO: Scott Nicewarner, City Administrator

FROM: Chris Siemerling, Economic Development Specialist

DATE: March 14, 2025

RE: Project Update and Deadlines – 25-31 W. Church Street – MarketPlace, LLC

At the March 18, 2025 Work Session, staff will provide a status update on the Invest Hagerstown redevelopment project located at 25-31 W. Church Street. The City approved an Invest Hagerstown City Center Grant of \$150,000 + a Partners in Economic Progress (PEP) Agreement for the redevelopment of the property to create a craft beverage manufacturing and entertainment space.

### Dates and Extensions

Item	Application/ Request Date	Approval Date	Requested/Projected Completion Date	Review Committee/MCC Deadline
Original Application	08/19/2022	01/31/2023	July 2023	12/31/2023
First Extension by Review Committee	10/11/2023	10/27/2023	"12-16 Months"	12/31/2024
Second Extension by Review Committee	11/14/2024	12/13/2024	03/31/2025	03/31/2025
Third Extension Request	02/18/2025	Under Consideration	04/01/2026	Under Consideration

The Review Committee seeks the Mayor and City Council's decision on the approval of a Third and Final Extension Request of April 1, 2026 for the City-Center Redevelopment Grant. This will be consistent with prior Review Committee and Mayor and City Council extensions for the Invest Hagerstown programs.

Attachments:

1. Draft Motion
2. 3<sup>rd</sup> Extension Request
3. 2<sup>nd</sup> Extension Approval Letter
4. 1<sup>st</sup> Extension Approval Letter

c:      Review Committee  
         Jill Thompson, Director of Community & Economic Development

**REQUIRED MOTION  
MAYOR AND CITY COUNCIL  
HAGERSTOWN, MARYLAND**

**DATE:** March 25, 2025

**TOPIC:** **Approval of an Extension of the Invest Hagerstown: City Center  
Redevelopment Grant for 25-31 W. Church Street – MarketPlace, LLC**

Charter Amendment	—
Code Amendment	—
Ordinance	—
Resolution	—
Other	<u>X</u>

**MOTION:**

I hereby move for the Mayor and City Council to approve an extension of the Invest Hagerstown City Center Redevelopment Grant for the redevelopment project 25-31 W. Church Street to April 1, 2026. The City's original approval was on January 31, 2023, and this is the third and final extension to the date requested by the developer. If the April 1, 2026 deadline is not met, the grant shall be forfeited and staff shall send a termination letter.

DATE OF INTRODUCTION: 03/25/2025  
DATE OF PASSAGE: 03/25/2025  
EFFECTIVE DATE: 03/25/2025





# CITY OF HAGERSTOWN, MARYLAND

## Department of Community & Economic Development

14 N. Potomac Street • Suite 200A • Hagerstown, MD 21740

Email: [DCED@Hagerstownmd.org](mailto:DCED@Hagerstownmd.org)

Telephone: 301.739.8577, Ext. 111 • Website: [www.hagerstownmd.org/DCED](http://www.hagerstownmd.org/DCED)

## INVEST HAGERSTOWN/PARTNERS IN ECONOMIC PROGRESS (PEP) EXTENSION REQUEST FORM

### Incentive Program(s) Requiring Extension:

City Center Grant and Partners in Economic Progress

### Property Information:

Property Address: 25 W Church Street, Hagerstown, MD Zip: 21740

### Applicant Information:

Applicant's Name: David Blackmon

Applicant Company Name: MarketPlace LLC

Contact and Title: David Blackmon, Owner

Applicant/Company Mailing Address: 25 W Church Street Hagerstown, MD 21740

Applicant's Phone Number: 301-401-1273 Applicant's Email: davidblackmon1@aol.com

### Extension Details:

Reason for Extension: [ ] Change in Project Scope [ ] Project Complexity [ ] Supply Chain

☒ Contractor Challenges [ ] Forecasting Adjustments

☒ Other: Weather

Time Required to Complete the Project and Final Inspections: 9/30/2025

*Note: Any schedule beyond two years may require Mayor and City Council approval.*


Dates a Site Visit Can Take Place: Any date M-F between 12pm and 5pm

### List of Extenuating Circumstances:

At 13.3 inches Hagerstown has already received 72% of total snowfall it received in 2023 and 2024 (18.5 in) combined in only the first 6 weeks of 2025. This presents a huge challenge for all 3 projects left in our scope of work that all involve outdoor construction. Contractors were initially open to the idea of a winter project but as these storms have rolled in they have made it impossible to execute on. This is compounded by the fact that we only received access to the space previously occupied by the Fire Department in January, making an already tight window even more restricted. Our third extension request will give us enough of a window during warmer months to finish all projects in our grant application.

**Applicant Signature:**

*By signing below, I certify that the information above is true and correct, I agree to comply with the Invest Hagerstown/PEP program requirements and eligibility as described in the Program Guidelines, and I understand that failure to comply will result in termination of the Letter of Commitment.*



---

*Applicant's Signature*

2/18/2025

---

*Date*

**Return to:**

City of Hagerstown  
Department of Community & Economic Development  
14 N. Potomac, Suite 200A, Hagerstown, MD 21740  
Phone: 301-739-8577 ext 111 Email: [dcled@hagerstownmd.org](mailto:dcled@hagerstownmd.org)

## Chris Siemerling

---

**From:** David Blackmon <david@hubcitybrewery.com>  
**Sent:** Wednesday, March 5, 2025 2:42 PM  
**To:** Chris Siemerling  
**Subject:** Grant extention

Hello Chris,

I am writing to you to ask for an extension to the City Grant Program. I realize this is the last extension available, so we would like to request an extension until 1 April 2026. This will give us ample opportunity to finish our major projects without risk due to weather, absent contractors, etc.

Please let me know where we stand with this at your convenience. We realize that this needs to be presented to the Mayor and Council in the near future.

We are happy to provide any other information you may need.

Thanks much,  
David Blackmon  
Marketplace LLC  
Hub City Brewery  
Church Street Distilling

REVIEW COMMITTEE PROJECT CHANGE RECORD			
MarketPlace, LLC			
Programs	Invest Hagerstown City-Center Redevelopment Grant		
Record of Approvals and Extensions			
<u>Item</u>	<u>Review Committee Date</u>	<u>Requested/Projected Completion Date</u> <u>(Must be Received prior to Deadline</u> <u>Expiration)</u>	<u>Review Committee</u> <u>Deadline</u>
Original Application	9/30/2022	7/31/2023	12/31/2023
1st Extension (Request + 90 days)	10/27/2023	11/30/2024	12/1/2024
2nd Extension + Change of Scope (Request Date)	12/13/2024	3/31/2025	3/31/2025
3rd Extension (Mayor and City Council)	3/5/2025	04/01/2026	-









301-373-0815

www.hugobrew.com

18-0472

811

NO  
LOITERING

NO  
LOITERING

NO  
PARKING  
ANY  
TIME































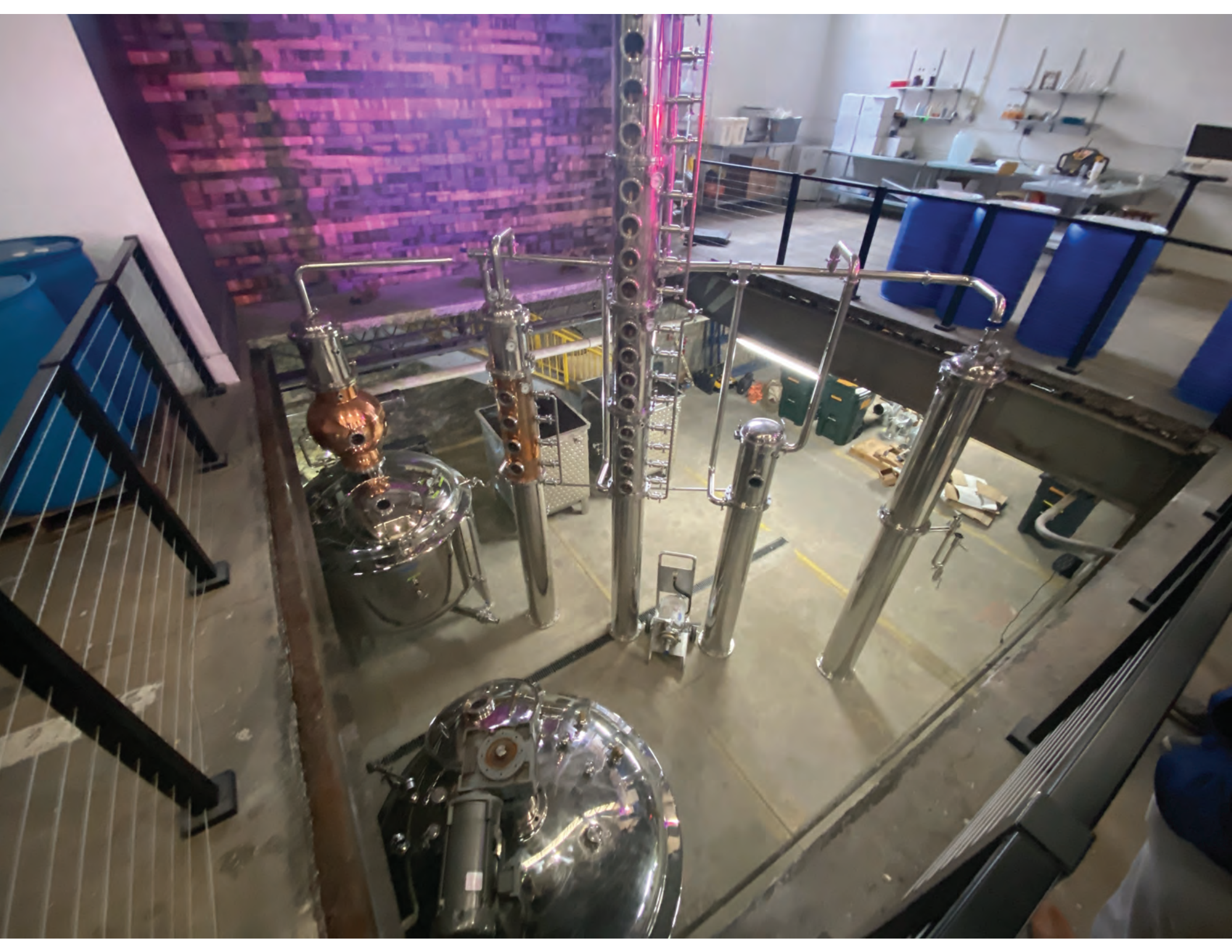
















# CITY OF HAGERSTOWN, MARYLAND

## Department of Community & Economic Development

14 N. Potomac Street • Suite 200A • Hagerstown, MD 21740

Email: [DCED@Hagerstownmd.org](mailto:DCED@Hagerstownmd.org)

Telephone: 301.739.8577, Ext. 111 • Website: [www.hagerstownmd.org/DCED](http://www.hagerstownmd.org/DCED)

01/31/2023

10/27/2023 – Extension of Completion Date Deadline

12/13/2024 – Extension of Completion Date Deadline + Scope of Work Addition

Mr. David Blackmon  
MarketPlace LLC  
PO Box 112  
Brunswick, MD 21716  
301-401-1273

### RE: Invest Hagerstown: City Center Redevelopment Grant

Dear Mr. Blackmon,

We are pleased to inform you that your application for the Invest Hagerstown City Center Redevelopment Grant has been approved, and we are pleased to provide you with this Commitment Letter.

#### Grant Notice:

David Blackmon

MarketPlace, LLC

Property Address: 25-31 West Church Street

Grant Amount: Up to \$150,000

Minimum Required Match: Up to \$300,000

Total Grant and Minimum Required Match: Up to \$450,000 (Submitted receipts must total at least this amount.)

Total Project Costs: ~~\$446,971.85~~ **\$567,996.53**

Approval Date: 01/31/2023

Approval Status: ☐ Planned or ☒ In Progress

Receipt Date: Date on each receipt must be on or after: 11/02/2022

Completion Date/Receipt Submission Deadline Date: ~~12/31/2023~~; **Extension to 12/31/2024;**

**2<sup>nd</sup> Extension to 03/31/2025**

As a reminder, all policies and guidelines of the grant program apply, and they include the following:

1. Applicant must complete project consistent with the attached Guidelines, Application, Development Plan and Budget.
2. The applicant must complete the attached City of Hagerstown Vendor Forms. The City of Hagerstown will issue a 1099 form following grant disbursement, and the grant may be taxable.
3. Receipts must be for eligible projects costs for work listed and must equal or exceed the "Total Grant and Minimum Required Match" amount shown above. The City reserves the right to request additional receipts matching Total Project Costs.
4. A project will have an Approval Status of either "Planned" or "In Progress." For projects approved as "Planned," the date on each receipt must be after the Approval Date. For projects approved as "In Progress," the date on each receipt must be within 90 days prior to the

Approval Date. The date on all receipts submitted must be after the "Receipt Date" shown above.

5. The applicant shall purchase the product or services, then submit the paid receipts once the project is completed.
6. All work and all inspections for the full scope of work for the project must be completed by the "Completion Deadline Date/Receipt Submission Deadline Date."
7. All receipts must be submitted by the "Completion Deadline Date/Receipt Submission Deadline Date."
8. Funds will only be disbursed after staff have verified that all work in the Application and Development Plan is completed to the City's satisfaction including all required inspection approvals and that the receipts requirement has been met.
9. The applicant must remain in good standing with the City of Hagerstown and the State of Maryland.
10. All work for the project must be performed by licensed, permitted contractors and must comply with local, state, and federal codes and ordinances. All code upgrades must be performed to City Code.
11. The City has the right to terminate the grant commitment and reallocate the funds if the project does not start by the "Project must Start by" date.
12. The City has the right to terminate the grant commitment and reallocate the funds if the project is not completed by the "Completion Deadline Date" shown above.

The City of Hagerstown believes your project will support the goals of the grant program, and will contribute to the City's economic development and community development efforts.

Congratulations on your grant award, and please contact our office at (301) 739-8577 ext. 111 or [DCED@hagerstownmd.org](mailto:DCED@hagerstownmd.org) if you have any questions about this approval.

Sincerely,



Christopher J. Siemerling  
Economic Development Specialist  
Department of Community & Economic Development  
City of Hagerstown

Attachments:

- City of Hagerstown Vendor Forms
- Program Guidelines
- Project Application
- Development Plan and Budget

c: DCED Review Committee





# CITY OF HAGERSTOWN, MARYLAND

Department of Community & Economic Development

14 N. Potomac Street • Suite 200A • Hagerstown, MD 21740

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## INVEST HAGERSTOWN/PARTNERS IN ECONOMIC PROGRESS (PEP) EXTENSION REQUEST FORM

### Incentive Program(s) Requiring Extension:

City Center Grant and Partners in Economic Progress

### Property Information:

Property Address: 25 W Church Street, Hagerstown, MD Zip: 21740

### Applicant Information:

Applicant's Name: David Blackmon

Applicant Company Name: MarketPlace LLC

Contact and Title: Owner

Applicant/Company Mailing Address: 25 W Church Street, Hagerstown, MD 21740

Applicant's Phone Number: 301-401-1272 Applicant's Email: davidblackmon1@aol.com

### Extension Details:

Reason for Extension: ☒ Change in Project Scope ☒ Project Complexity [ ] Supply Chain  
[ ] Contractor Challenges [ ] Forecasting Adjustments  
[ ] Other: \_\_\_\_\_

Time Required to Complete the Project and Final Inspections: 03/31/2025

*Note: Any schedule beyond two years may require Mayor and City Council approval.*

Dates a Site Visit Can Take Place: 12/01/2024

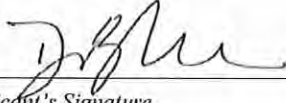
### List of Extenuating Circumstances:

Unplanned life safety improvements were presented to us during a CO pre-inspection  
causing us to prioritize these improvements ahead of opening and pushing back the  
roofing and fencing projects.

Change of scope on several quotes from contractors are attached for review.

**Applicant Signature:**

*By signing below, I certify that the information above is true and correct, I agree to comply with the Invest Hagerstown/PEP program requirements and eligibility as described in the Program Guidelines, and I understand that failure to comply will result in termination of the Letter of Commitment.*



*Applicant's Signature*

11/14/2024

*Date*

**Return to:**

City of Hagerstown

Department of Community & Economic Development

14 N. Potomac, Suite 200A, Hagerstown, MD 21740

Phone: 301-739-8577 ext 111 Email: [dcled@hagerstownmd.org](mailto:dcled@hagerstownmd.org)



REVIEW COMMITTEE PROJECT CHANGE RECORD			
MarketPlace LLC	25-31 W. Church Street		
Programs	Invest Hagerstown City Center Redevelopment Grant		
Record of Approvals and Extensions			
<u>Item</u>	<u>Review Committee Date</u>	<u>Requested/Projected Completion Date</u> <u>(Must be Received prior to Deadline</u> <u>Expiration)</u>	<u>Review Committee</u> <u>Deadline</u>
Original Application	9/30/2022	7/31/2023	12/31/2023
1st Extension (Request + 90 days)	10/27/2023	11/30/2024	12/1/2024
2nd Extension + Change of Scope (Request Date)	12/13/2024	3/31/2025	3/31/2025

## PROPOSED REVISED SCOPE OF WORK

The change of scope highlighting in this updated application for MarketPlace LLC are as follows:

- Remove concrete as needed for drains and electrical
- Build out two sections of 22ft cabinet and concrete counter tops
- Framed build out of 12 x 24 rectangle bar with concrete counter top
- Supply all fixtures, pipe, fittings for completion of the taproom bar and food service areas
- Installation of evaporator, compressor, and chiller unit for the walk in refrigerator
- Demo, removal, and disposal of concrete from previous structures including the previous office space, floor in distillery area for viewing of new still and installation of new gravel and concrete for the new foundation of the brewhouse
- Drilling of production, bathroom, bar and food service area for plumbing and electrical installation
- Installation of new concrete rebar, truss, and mortar sand
- New bathroom separating wall build, install, drywall, and installation of exterior wall wood
- Installation of distillery railing system
- Construction and installation of electrical panel isolation wall
- Brewhouse flooring installation and painting
- Walk-In Fridge wall, door, and ceiling installation
- Stage build out and installation and sound system set up
- Demo of existing bathroom
- Lighting installation for all ceiling lighting in taproom and production areas
- Build and install of distillery knee wall
- Painting of taproom and production areas
- Pilot and Main Still installation
- Restroom tiling and drywall installation
- Granite for bar installation
- Glycol system fill and install and glycol track installation for brewhouse and tap lines
- Brewhouse knee wall construction and installation
- Shelving installation for bar and taproom
- Building and repair of seats and tables for taproom
- Build and install of food service area bar
- Production area duct installation

Original Quotes/Scope of Work					
Eligible/Ineligible Breakdown - Marketplace LLC (25 W. Church Street)					
Date	Contractor Name	Service	Eligible Cost	Ineligible Cost	Notes
12/29/2021	Regional Fire Protection	Fire Suppression	\$ -	\$ 33,500.00	Previously pulled out for Fire Suppression Grant - Since Forfeited.
9/29/2022	Regional Fire Protection	Fire Suppression	\$ -	\$ 23,500.00	Previously pulled out for Fire Suppression Grant - Since Forfeited.
7/11/2022	Pro Chiller Systems	10BBL Chiller System	\$ 29,320.00	\$ -	
8/25/2022	Brown's Plumbing	Plumbing	\$ 49,900.00	\$ -	
9/1/2022	Long Fence	Fencing	\$ 48,245.00	\$ -	Average between two quotes based on material to be chosen at a later date.
9/8/2022	D.L. Gower Electric LLC	Electric	\$ 9,995.00	\$ -	
9/10/2022	MT Airy Glass & Door Service Inc.	Windows	\$ 61,560.00	\$ -	
9/12/2022	PJ's Roofing	Roofing	\$ 121,000.00	\$ -	
12/1/2022	Tommy Welsh	Concrete	\$ 34,300.00	\$ -	
12/15/2022	ACR Services, INC	HVAC	\$ 92,651.85	\$ -	
TOTAL			\$ 446,971.85	\$ 57,000.00	

New/Revised Quotes/Scope of Work					
Eligible/Ineligible Breakdown - Marketplace LLC (25 W. Church Street)					
Quote/ Invoice Date	Contractor	Service	Eligible Amount	Ineligible Amount	Notes
12/1/2022	Jon Bruley	General Labor	\$ 300.00	\$ -	
3/1/2023	Jon Bruley	General Labor	\$ 362.50	\$ -	
4/1/2023	Jon Bruley	General Labor	\$ 462.50	\$ -	
6/1/2023	Jon Bruley	General Labor	\$ 1,681.25	\$ -	
7/1/2023	Jon Bruley	General Labor	\$ 950.00	\$ -	
8/1/2023	Jon Bruley	General Labor	\$ 1,012.50	\$ -	Previously part of ARPA Restaurant Ready Grant Scope of Work - Since Forfeited.
10/1/2023	Blackmon Construction	Building of the bar area	\$ 61,710.00	\$ -	Jeff Blackmon - related to applicant.
10/1/2023	Jon Bruley	General Labor	\$ 1,481.53	\$ -	No financial interest in the project or vice-versa.
11/1/2023	Jon Bruley	General Labor	\$ 2,795.78	\$ -	
12/1/2023	Jon Bruley	General Labor	\$ 842.34	\$ -	



1/1/2024	Jon Bruley	General Labor	\$	400.00	\$	-	
2/1/2024	Jon Bruley	General Labor	\$	2,200.26	\$	-	
3/1/2024	Jon Bruley	General Labor	\$	1,787.50	\$	-	
4/1/2024	Jon Bruley	General Labor	\$	1,642.68	\$	150.00	Keg Cleaning is not an eligible expense
6/1/2024	Jon Bruley	General Labor	\$	2,675.00	\$	-	
7/1/2024	Jon Bruley	General Labor	\$	1,962.50	\$	87.50	Chair/Stool Repair is not an eligible expense
8/1/2024	Jon Bruley	General Labor	\$	1,185.56	\$	237.50	Table repair is not an eligible expense
9/1/2024	Jon Bruley	General Labor	\$	1,093.75	\$	-	
9/27/2024	ACR Services, INC	HVAC	\$	21,839.03	\$	-	Additional scope of work for walk-in cooler.
10/1/2024	Jon Bruley	General Labor	\$	2,650.00	\$	-	
11/14/2024	Brown's Plumbing	Plumbing	\$	11,990.00	\$	-	Additional plumbing scope of work for taproom bar and fixture hookups.
SUBTOTAL			\$	121,024.68	\$	475.00	

## TOTAL

Previous Total

\$ 567,996.53  
\$ 446,971.85

## Change

\$ 121,024.68

Additional work for the project.  
Developer mentioned possible cost savings in other areas and wanted to ensure these are included as the project scope.

Blackmon Construction			
131 Harrowgate Drive			
Carmel, IN 46033			
Jeff Blackmon - Owner			
505-401-4907			
		10/1/2023	
	Market Place LLC		
	25 West Church Street		
	Hagerstown, MD 21740		
	<b>Work to be preformed on Main Level</b>		
	remove concrete as needed for drains and electrical		
	add electrical and plumbing as needed		
	build out two sections of 22 feet of cabinet and concrete counter tops		
	concrete surface to be finished by owner		
	<b>Labor Total</b>	\$ 19,700.00	
	<b>Materials</b>		
	Cabinets	\$ 9,600.00	
	concrete counter tops	\$ 4,700.00	
	electrical and plumbing materials	\$ 400.00	
	counter top supplies (concrete and forms)	\$ 1,200.00	
	<b>Material Total</b>	\$ 15,900.00	
	<b>Work to be preformed</b>		
	framed build out of 12 x 24 rectangle bar with concete counter top		
	finished of counter top to be supplied by owner		
	<b>Labor Total</b>	\$ 16,400.00	
	<b>Materials</b>		
	counter top supplies (concrete and forms)	\$ 1,200.00	
	40 2X6X10	\$ 360.00	
	8 sheet 1/2 in OSB	\$ 300.00	
	box of framing nails	\$ 100.00	
	box of ring shank nails	\$ 100.00	
	2 tube of plywood adhesive	\$ 50.00	
	18 24 in cabinet base and supplies	\$ 7,200.00	
	electric and plumbing supplies	\$ 400.00	
	<b>Material Total</b>	\$ 9,710.00	
	<b>Invoice Total</b>	\$61,710.00	

11/15/24, 4:05 PM

AOL Mail - Fwd: Proposal

## Fwd: Proposal

From: FREDERIC BROWN (mbbrown8546@comcast.net)  
To: davidblackmon1@aol.com; david@smoketownbrewing.com  
Cc: triggersnap@gmail.com  
Date: Thursday, November 14, 2024 at 4:15 PM EDT

Smoketown Brewery  
[Davidblackmon1@aol.com](mailto:Davidblackmon1@aol.com)

Job  
Market place LLC  
25 west church street  
Hagerstown md 21740

### Scope of work

1. Supply all fixtures, pipe, and fittings for the completion of plumbing for the taproom bar consisting of 1 hand sink, 2 three well sinks, glass washer, water supply for taps, and 3 floor drains.
2. Supply all fixtures, pipe, and fittings for the completion of plumbing for the food serving areas including 2 three well sinks, 2 floor drains, and 2 back wall water faucets.

All the work listed above for the sum of 11990.00

### TO BE PAID AS FOLLOWS:

AT BEGINNING OF JOB	\$0.00
AT CLOSE IN:	\$0.00
AT FINAL:	\$11,990.00

SUBMITTED BY:  
Brown's Plumbing, Inc.

ACCEPTED BY:  
DATE:



ACR Services, Inc.  
4014-I Mountville Road  
Jefferson, Maryland 21755  
301-620-9400

## Estimate

Date	Estimate #
9/27/2024	8767533

Name / Address
Hub City Brewery P.O. Box 442 Hagerstown, MD 21740

Description	Qty	Rate	Total
Walk-in Cooler - 2 Systems  ACR Services proposes to install the following new equipment: (Quantity 2) TRENTON ESP+ EVAPORATOR M/T MULTIREF 115V (Quantity 2) TRENTON SCROLL CONDENSING UNIT H/T 2HP MULTIREF 208-230/3  Installation includes 5 year compressor and 1 year parts and labor warranty - Each System Compressor comes with 1 year OEM Warranty and 4-year Extended Exchange Warranty. ***The compressor exchange agreement is good for only ONE compressor exchange during the agreement period (after the OEM warranty expiration).***  Customer is responsible for any high voltage wiring that may be necessary for installation.  ***This quote does NOT include the costs of any permits that may be necessary.		21,839.03	21,839.03
Signed proposal & 50% deposit is required before equipment can be ordered.		<b>Total</b>	\$21,839.03

Discount When Paid by Check N/A

Fax #	E-mail
301-473-9035	acr4014@gmail.com

Signature

Date

*[Handwritten Signature]*  
11-6-24



Jon Bruley

3216 SIGLER RD  
JEFFERSON MD 21755

# Invoice

Work Performed Dec 2022

**Invoice for**

MarketPlace LLC  
25 W. Church Street  
Hagerstown, MD 21740

**Payable to**

Jon Bruley

**Invoice #**

2401

**Project**

MarketPlace Build Out

**Due date**

1/31/2023

Description	Qty	Unit price	Total price
12/5 Building clean out and removal of debris	12	\$25.00	\$300.00
			\$0.00
			\$0.00
			\$0.00

Notes:

Subtotal

**\$300.00**

Adjustments

**\$300.00**

Jon Bruley

3216 SIGLER RD  
JEFFERSON MD 21755

# Invoice

Work Performed March 2023

**Invoice for**

MarketPlace LLC  
25 W. Church Street  
Hagerstown, MD 21740

**Payable to**

Jon Bruley

**Invoice #**

2409

**Project**

MarketPlace Build Out

**Due date**

4/1/2023

Description		Qty	Unit price	Total price
3/16	Demo/Removal of Dead lines from previous kiosks	8	\$25.00	\$200.00
3/23	Demo/Removal of Dead lines from previous kiosks	6.5	\$25.00	\$162.50
				\$0.00
				\$0.00
				\$0.00
Notes:			Subtotal	\$362.50
			Adjustments	
				<b>\$362.50</b>

Jon Bruley

3216 SIGLER RD  
JEFFERSON MD 21755

# Invoice

Work Performed April 2023

**Invoice for**

MarketPlace LLC  
25 W. Church Street  
Hagerstown, MD 21740

**Payable to**

Jon Bruley

**Invoice #**

2411

**Project**

MarketPlace Build Out

**Due date**

5/5/2023

Description	Qty	Unit price	Total price
4/19 Ground floor demo	6.5	\$25.00	\$162.50
4/20 Removal and dump of rubble from floor demo	8	\$25.00	\$200.00
4/26 Ground floor dust and debris fine clean	4	\$25.00	\$100.00
			\$0.00
			\$0.00

Notes:

Subtotal \$462.50  
Adjustments

**\$462.50**

Jon Bruley

3216 SIGLER RD  
JEFFERSON MD 21755

# Invoice

Work Performed June 2023

**Invoice for**

MarketPlace LLC  
25 W. Church Street  
Hagerstown, MD 21740

**Payable to**

Jon Bruley

**Invoice #**

2414

**Project**

MarketPlace Build Out

**Due date**

7/1/2023

**Description**

**Qty**

**Unit price**

**Total price**

5/31	Concrete demo of east facing floor ramp	7	\$25.00	\$175.00
6/5	Concrete demo of east facing floor ramp	9.25	\$25.00	\$231.25
6/12	Gravel Pick Up	8	\$25.00	\$200.00
6/13	Gravel fill into pour site	8	\$25.00	\$200.00
6/14	East Wall Concrete Pour and Fill In	9.5	\$25.00	\$237.50
6/15	East Wall Concrete Pour and Fill In	9.5	\$25.00	\$237.50
6/19	Old Wood/Drywall Demo	8.5	\$25.00	\$212.50
6/20	Area Clean Up and Dump/Desposal Trips	7.5	\$25.00	\$187.50

\$0.00

Notes:

Subtotal

\$1,681.25

Adjustments

**\$1,681.25**



Jon Bruley

3216 SIGLER RD  
JEFFERSON MD 21755

# Invoice

Work Performed July 2023

**Invoice for**

MarketPlace LLC  
25 W. Church Street  
Hagerstown, MD 21740

**Payable to**

Jon Bruley

**Invoice #**

2415

**Project**

MarketPlace Build Out

**Due date**

8/1/2023

Description	Qty	Unit price	Total price
6/26 Office Wall Demo	7	\$25.00	\$175.00
6/30 Office Demo Clean Up	5	\$25.00	\$125.00
7/1 Demo Debris Dump/Deposal	1	\$25.00	\$25.00
7/10 Ramp Concrete Fill	7	\$25.00	\$175.00
7/11 Drilling for Electrical Install	4	\$25.00	\$100.00
7/12 Concrete Knee Wall Demo	7	\$25.00	\$175.00
7/13 Concrete Knee Wall Demo and Clean Up	7	\$25.00	\$175.00
Notes:		Subtotal	\$950.00

Adjustments

**\$950.00**

Jon Bruley

3216 SIGLER RD  
JEFFERSON MD 21755

# Invoice

Work Performed August 2023

**Invoice for**

MarketPlace LLC  
25 W. Church Street  
Hagerstown, MD 21740

**Payable to**

Jon Bruley

**Invoice #**

2417

**Project**

MarketPlace Build Out

**Due date**

9/10/2023

**Description**

**Qty**

**Unit price**

**Total price**

7/25	Rebar Install	9	\$25.00	\$225.00
8/9	Laid Truss and Mortar Sand	6	\$25.00	\$150.00
8/15	Concrete Excavation and Transport	10	\$25.00	\$250.00
8/23	New Concrete Wall Install	8	\$25.00	\$200.00
8/28	Concrete Wall Detail and Clean Up	7.5	\$25.00	\$187.50

Notes:

Subtotal

\$1,012.50

Adjustments

**\$1,012.50**

Jon Bruley

3216 SIGLER RD  
JEFFERSON MD 21755

# Invoice

Work Performed Oct 2023

**Invoice for**

MarketPlace LLC  
25 W. Church Street  
Hagerstown, MD 21740

**Payable to**

Jon Bruley

**Invoice #**

2420

**Project**

MarketPlace Build Out

**Due date**

11/1/2023

Description	Qty	Unit price	Total price
10/10 Stone Unload	5.5	\$25.00	\$137.50
10/11 Pre-Plumbing Demo	8	\$25.00	\$200.00
10/12 Pre-Plumbing Demo	8	\$25.00	\$200.00
10/13 1" Stone Lay	7	\$25.00	\$175.00
10/16 Demo Clean Up and Detail	2	\$25.00	\$50.00
10/18 Distillery Boiler Install	6.5	\$25.00	\$162.50
10/18 Material- Home Depot	1	\$73.44	\$73.44
10/19 Debris Dump/Deposal	4	\$25.00	\$100.00
10/20 Material- Ace	1	\$20.59	\$20.59
10/24 Installation of Distillery Interior Railing System	7	\$25.00	\$175.00
10/25 Installation of Distillery Interior Railing System	7.5	\$25.00	\$187.50

Notes:

Subtotal **\$1,481.53**

Adjustments

**\$1,481.53**

Jon Bruley

3216 SIGLER RD  
JEFFERSON MD 21755

# Invoice

Work Performed November 2023

**Invoice for**

MarketPlace LLC  
25 W. Church Street  
Hagerstown, MD 21740

**Payable to**

Jon Bruley

**Invoice #**

2421

**Project**

MarketPlace Build Out

**Due date**

12/10/2023

**Description**

**Qty**

**Unit price**

**Total price**

11/2	Rebar and Poly Unload	7	\$25.00	\$175.00
11/6	Taproom Speaker Install	3.5	\$25.00	\$87.50
11/7	Rebar Install	7.5	\$128.15	\$961.13
11/8	Electrical Panel Isolation Wall Framing	8.5	\$25.00	\$212.50
11/9	Electrical Panel Isolation Wall Framing	8.5	\$25.00	\$212.50
11/10	Electrical Panel Isolation Wall Drywall	4.25	\$25.00	\$106.25
11/10	Materials- Home Depot	1	\$40.90	\$40.90
11/14	Wooden Fence Install	7	\$25.00	\$175.00
11/15	Wooden Fence Install	9	\$25.00	\$225.00
11/16	Brewhouse Clean and Painting of Floors and Walls	7.5	\$25.00	\$187.50
11/30	Brewhouse Unload and Load In	7.5	\$25.00	\$187.50
12/1	Painting Existing Bathroom	8	\$25.00	\$200.00
12/2	Distillery Lamp Mount and Install	1	\$25.00	\$25.00

Notes:

Subtotal **\$2,795.78**

Adjustments

**\$2,795.78**



Jon Bruley

3216 SIGLER RD  
JEFFERSON MD 21755

# Invoice

Work Performed December 2023

**Invoice for**

MarketPlace LLC  
25 W. Church Street  
Hagerstown, MD 21740

**Payable to**

Jon Bruley

**Invoice #**

2422

**Project**

MarketPlace Build Out

**Due date**

1/1/2024

Description	Qty	Unit price	Total price
12/8 Walk-In Install	9.25	\$25.00	\$231.25
12/11 Walk-In Install	8.5	\$25.00	\$212.50
12/11 Materials- Home Depot	1	\$128.15	\$128.15
12/11 Materials- Home Depot	1	\$20.44	\$20.44
12/20 Main Distillery Still Unload	8	\$25.00	\$200.00
12/21 Walk-In Final Touches and Caulking	2	\$25.00	\$50.00

Notes:

Subtotal **\$842.34**

Adjustments

**\$842.34**

Jon Bruley

3216 SIGLER RD  
JEFFERSON MD 21755

# Invoice

Work Performed Jan 2024

**Invoice for**

MarketPlace LLC  
25 W. Church Street  
Hagerstown, MD 21740

**Payable to**

Jon Bruley

**Invoice #**

2425

**Project**

MarketPlace Build Out

**Due date**

2/10/2024

**Description**

**Qty**

**Unit price**

**Total price**

1/25 Stage Build Out and Install

9

\$25.00

\$225.00

1/26 Sound System Set Up

7

\$25.00

\$175.00

\$0.00

Notes:

Subtotal

\$400.00

Adjustments

**\$400.00**

Jon Bruley

3216 SIGLER RD  
JEFFERSON MD 21755

# Invoice

Work Performed Feb 2024

**Invoice for**

MarketPlace LLC  
25 W. Church Street  
Hagerstown, MD 21740

**Payable to**

Jon Bruley

**Invoice #**

2426

**Project**

MarketPlace Build Out

**Due date**

3/20/2024

Description	Qty	Unit price	Total price
02/01 Distillery Pre-Plumbing Demo	7	\$25.00	\$175.00
02/02 Distillery Pre-Plumbing Demo	7.5	\$25.00	\$187.50
2/12 Distillery Pre-Electrical Demo	8	\$25.00	\$200.00
2/14 Distillery Pre-Electrical Demo	5	\$25.00	\$125.00
2/16 Existing Bathroom Demo	7.5	\$25.00	\$187.50
2/19 Existing Bathroom Demo	8	\$25.00	\$200.00
2/21 Existing Bathroom Demo	6.5	\$25.00	\$162.50
2/28 Debris dump and Clean Up	9.5	\$25.00	\$237.50
2/29 Mounting Electrical Stringing	7.5	\$25.00	\$187.50
3/1 Distillery Light Fixture (Lamps) Build	6	\$25.00	\$150.00
3/5 Distillery Light Fixture (Chandelier) Build	7	\$25.00	\$175.00
3/6 Materials- Ferguson	1	\$12.76	\$12.76
3/6 Light Fixture Hanging	8	\$25.00	\$200.00

Notes:

Subtotal **\$2,200.26**

Adjustments

**\$2,200.26**

Jon Bruley

3216 SIGLER RD  
JEFFERSON MD 21755

# Invoice

Work Performed March 2024

**Invoice for**

MarketPlace LLC  
25 W. Church Street  
Hagerstown, MD 21740

**Payable to**

Jon Bruley

**Invoice #**

2428

**Project**

MarketPlace Build Out

**Due date**

4/10/2024

	Description	Qty	Unit price	Total price
3/11	Distillery Production Knee Wall Build	8.25	\$25.00	\$206.25
3/12	Distillery Knee Wall Install	6.25	\$25.00	\$156.25
3/13	Distillery Knee Wall Install	4.5	\$25.00	\$112.50
3/15	Distillery Wall Framing	5.5	\$25.00	\$137.50
3/18	Distillery Drywall Install	8	\$25.00	\$200.00
3/19	Distillery Painting	10.5	\$25.00	\$262.50
3/20	Distillery Painting	8.5	\$25.00	\$212.50
3/21	Distillery Concrete Cutting for Plumbing	7.5	\$25.00	\$187.50
3/28	Distillery Pilot Still Install	6	\$25.00	\$150.00
3/29	Internet and Printer Install	6.5	\$25.00	\$162.50
Notes:			Subtotal	\$1,787.50
			Adjustments	
				\$1,787.50



Jon Bruley

3216 SIGLER RD  
JEFFERSON MD 21755

# Invoice

Work Performed April 2024

**Invoice for**

MarketPlace LLC  
25 W. Church Street  
Hagerstown, MD 21740

**Payable to**

Jon Bruley

**Invoice #**

2429

**Project**

MarketPlace Build Out

**Due date**

5/10/2024

Description	Qty	Unit price	Total price
4/5 Keg Pick Up and Unload	7.5	\$25.00	\$187.50
4/15 Keg Washer Install	6.5	\$25.00	\$162.50
4/16 Restroom Tiling	7.5	\$25.00	\$187.50
4/17 Restroom Tiling	7.5	\$25.00	\$187.50
4/18 Materials- Home Depot	1	\$61.43	\$61.43
4/18 Restroom Framing	4.25	\$25.00	\$106.25
4/25 Restroom Framing	7.5	\$25.00	\$187.50
4/26 Restroom Drywall Install	8	\$25.00	\$200.00
4/30 Restroom Drywall Install	7	\$25.00	\$175.00
5/1 Restroom Drywall Install	7.5	\$25.00	\$187.50
5/1 Keg Cleaning	6	\$25.00	\$150.00

Notes:

Subtotal

\$1,792.68

Adjustments

**\$1,792.68**

Jon Bruley

3216 SIGLER RD  
JEFFERSON MD 21755

# Invoice

Work Performed June 2024

**Invoice for**

MarketPlace LLC  
25 W. Church Street  
Hagerstown, MD 21740

**Payable to**

Jon Bruley

**Invoice #**

2433

**Project**

MarketPlace Build Out

**Due date**

7/1/2024

Description	Qty	Unit price	Total price
5/6 Camera Mounting and Install	8.5	\$25.00	\$212.50
5/8 Bar Layout Install	8.5	\$25.00	\$212.50
5/10 Bar Layout Install	6.25	\$25.00	\$156.25
6/3 Granite Unload and Sizing	6.75	\$25.00	\$168.75
6/4 Granite Install	6.25	\$25.00	\$156.25
6/5 Granite Install	7	\$25.00	\$175.00
6/6 Glycol Unit Install and Fill	8	\$25.00	\$200.00
6/11 Glycol Track Build and Install	8	\$25.00	\$200.00
6/12 Lumber Pick Up and Sizing	7.5	\$25.00	\$187.50
6/13 Concrete Floor mounts and Molly Install	7	\$25.00	\$175.00
6/14 Production Area Knee Wall Build	7.5	\$25.00	\$187.50
6/17 Production Area Knee Wall Build	8	\$25.00	\$200.00
6/18 Knee Wall Install	8.5	\$25.00	\$212.50
6/18 Debris Dump Reimbursement	1	\$100.00	\$100.00
6/19 Knee Wall Stain and Poly Application	5.25	\$25.00	\$131.25

Notes:

Subtotal

\$2,675.00

Adjustments

**\$2,675.00**

Jon Bruley

3216 SIGLER RD  
JEFFERSON MD 21755

# Invoice

Work Performed July 2024

**Invoice for**

MarketPlace LLC  
25 W. Church Street  
Hagerstown, MD 21740

**Payable to**

Jon Bruley

**Invoice #**

2435

**Project**

MarketPlace Build Out

**Due date**

8/15/2024

Description	Qty	Unit price	Total price
7/1 Shelving Construction	7.5	\$25.00	\$187.50
7/3 Shelving Construction	5	\$25.00	\$125.00
7/11 Shelving Construction	9.5	\$25.00	\$237.50
7/12 Shelving Construction	6.75	\$25.00	\$168.75
7/17 Shelving Installation	7.25	\$25.00	\$181.25
7/18 Shelving Installation	8.5	\$25.00	\$212.50
7/29 Bar Clean Out and Final Shelving Mount	7.5	\$25.00	\$187.50
7/30 Brewhouse Unload and Placement	8	\$25.00	\$200.00
7/31 Brewhouse Mount and Seal	6	\$25.00	\$150.00
8/6 Brewhouse Temp Reader Install and Test	8.5	\$25.00	\$212.50
8/7 Chair and Stool Repair	3.5	\$25.00	\$87.50
8/9 Brewhouse Glycol Track Install	4	\$25.00	\$100.00

Notes:

Subtotal \$2,050.00

Adjustments

**\$2,050.00**

Jon Bruley

3216 SIGLER RD  
JEFFERSON MD 21755

# Invoice

Work Performed August 2024

**Invoice for**

MarketPlace LLC  
25 W. Church Street  
Hagerstown, MD 21740

**Payable to**

Jon Bruley

**Invoice #**

2436

**Project**

MarketPlace Build Out

**Due date**

9/1/2024

**Description**

**Qty**

**Unit price**

**Total price**

8/9 Materials- Lowes

1

\$150.05

\$150.05

8/9 Materials- Lowes

1

\$177.17

\$177.17

8/16 Window Install

7

\$25.00

\$175.00

8/19 Window Install

9

\$25.00

\$225.00

8/20 Window Caulking

8.25

\$25.00

\$206.25

8/20 Materials- Lowes

1

\$33.80

\$33.80

8/20 Materials- Home Depot

1

\$18.29

\$18.29

8/21 Table Repair and Repaint

9.5

\$25.00

\$237.50

8/23 Bar Tap Drilling and Mounting

8

\$25.00

\$200.00

Notes:

Subtotal

\$1,423.06

Adjustments

**\$1,423.06**



Jon Bruley

3216 SIGLER RD  
JEFFERSON MD 21755

# Invoice

Work Performed Sept 2024

**Invoice for**

MarketPlace LLC  
25 W. Church Street  
Hagerstown, MD 21740

**Payable to**

Jon Bruley

**Invoice #**

2437

**Project**

MarketPlace Build Out

**Due date**

10/1/2024

Description	Qty	Unit price	Total price
9/3 Cut concrete for kiosk plumbing/electrical	6.5	\$25.00	\$162.50
9/4 Food kiosk build	7	\$25.00	\$175.00
9/6 Food kiosk build	6.5	\$25.00	\$162.50
9/11 Food kiosk build	7	\$25.00	\$175.00
9/12 Food kiosk install	7.75	\$25.00	\$193.75
9/13 Food Kiosk Electrical Stringing From Basement	9	\$25.00	\$225.00

Notes:

Subtotal **\$1,093.75**

Adjustments

**\$1,093.75**

Jon Bruley

3216 SIGLER RD  
JEFFERSON MD 21755

# Invoice

Work Performed Oct 2024

**Invoice for**

MarketPlace LLC  
25 W. Church Street  
Hagerstown, MD 21740

**Payable to**

Jon Bruley

**Invoice #**

2438

**Project**

MarketPlace Build Out

**Due date**

11/10/2024

Date	Description	Qty	Unit price	Total price
10/02	Painting	7.5	\$25.00	\$187.50
10/03	Painting	7	\$25.00	\$175.00
10/04	Painting	6.5	\$25.00	\$162.50
10/08	Exhaust fan repair	7	\$25.00	\$175.00
10/09	Exhaust fan install	8	\$25.00	\$200.00
10/10	Window Install	7	\$25.00	\$175.00
10/17	Duct installation	8	\$25.00	\$200.00
10/18	Duct installation	6.5	\$25.00	\$162.50
10/21	Cut concrete for bar plumbing	7.25	\$25.00	\$181.25
10/22	Cut concrete for bathroom plumbing	7.25	\$25.00	\$181.25
10/23	Debris dump run	5	\$25.00	\$125.00
10/24	Constructed rail	8.5	\$25.00	\$212.50
10/28	Constructed rail	8	\$25.00	\$200.00
10/29	Ran beer lines	9.5	\$25.00	\$237.50
10/30	Ran beer lines and hooked up to taps	3	\$25.00	\$75.00
Notes:			Subtotal	\$2,650.00
			Adjustments	
				<b>\$2,650.00</b>



# CITY OF HAGERSTOWN, MARYLAND

Department of Community & Economic Development

14 N. Potomac Street • Suite 200A • Hagerstown, MD 21740

Email: [DCED@Hagerstownmd.org](mailto:DCED@Hagerstownmd.org)

Telephone: 301.739.8577, Ext. 111 • Website: [www.hagerstownmd.org/DCED](http://www.hagerstownmd.org/DCED)

01/31/2023

10/27/2023 – Extension of Completion Date Deadline

Mr. David Blackmon  
MarketPlace LLC  
PO Box 112  
Brunswick, MD 21716  
301-401-1273

**RE: Invest Hagerstown: City Center Redevelopment Grant**

Dear Mr. Blackmon,

We are pleased to inform you that your application for the Invest Hagerstown City Center Redevelopment Grant has been approved, and we are pleased to provide you this Commitment Letter.

**Grant Notice:**

David Blackmon

MarketPlace, LLC

Property Address: 25-31 West Church Street

Grant Amount: Up to \$150,000

Minimum Required Match: Up to \$300,000

Total Grant and Minimum Required Match: Up to \$450,000 (Submitted receipts must total at least this amount.)

Total Project Costs: \$446,971.85

Approval Date: 01/31/2023

Approval Status: ☐ Planned or ☒ In Progress

Receipt Date: Date on each receipt must be on or after: 11/02/2022

Completion Date/Receipt Submission Deadline Date: ~~12/31/2023~~; Extension to 12/31/2024

As a reminder, all policies and guidelines of the grant program apply, and they include the following:

1. Applicant must complete project consistent with the attached Guidelines, Application, Development Plan and Budget.
2. The applicant must complete the attached City of Hagerstown Vendor Forms. The City of Hagerstown will issue a 1099 form following grant disbursement, and the grant may be taxable.
3. Receipts must be for eligible projects costs for work listed and must equal or exceed the "Total Grant and Minimum Required Match" amount shown above. The City reserves the right to request additional receipts matching Total Project Costs.
4. A project will have an Approval Status of either "Planned" or "In Progress." For projects approved as "Planned," the date on each receipt must be after the Approval Date. For projects approved as "In Progress," the date on each receipt must be within 90 days prior to the Approval Date. The date on all receipts submitted must be after the "Receipt Date" shown above.
5. The applicant shall purchase the product or services, then submit the paid receipts once the project is completed.



6. All work and all inspections for the full scope of work for the project must be completed by the "Completion Deadline Date/Receipt Submission Deadline Date."
7. All receipts must be submitted by the "Completion Deadline Date/Receipt Submission Deadline Date."
8. Funds will only be disbursed after staff have verified that all work in the Application and Development Plan is completed to the City's satisfaction including all required inspection approvals and that the receipts requirement has been met.
9. The applicant must remain in good standing with the City of Hagerstown and the State of Maryland.
10. All work for the project must be performed by licensed, permitted contractors and must comply with local, state, and federal codes and ordinances. All code upgrades must be performed to City Code.
11. The City has the right to terminate the grant commitment and reallocate the funds if the project does not start by the "Project must Start by" date.
12. The City has the right to terminate the grant commitment and reallocate the funds if the project is not completed by the "Completion Deadline Date" shown above.

The City of Hagerstown believes your project will support the goals of the grant program, and will contribute to the City's economic development and community development efforts.

Congratulations on your grant award, and please contact our office at (301) 739-8577 ext. 111 or [DCED@hagerstownmd.org](mailto:DCED@hagerstownmd.org) if you have any questions about this approval.

Sincerely,



Christopher J. Siemerling  
Economic Development Specialist  
Department of Community & Economic Development  
City of Hagerstown

Attachments:

- City of Hagerstown Vendor Forms
- Program Guidelines
- Project Application
- Development Plan and Budget

c: DCED Review Committee





# CITY OF HAGERSTOWN, MARYLAND

Department of Community & Economic Development  
14 N. Polomac Street • Suite 200A • Hagerstown, MD 21740

Email: [DCED@Hagerstownmd.org](mailto:DCED@Hagerstownmd.org)  
Telephone: 301.739.0577, Ext. 111 • Website: [www.hagerstownmd.org/DCED](http://www.hagerstownmd.org/DCED)

## INVEST HAGERSTOWN/PARTNERS IN ECONOMIC PROGRESS (PEP) EXTENSION REQUEST FORM

### Incentive Program(s) Requiring Extension:

Invest Hagerstown City-Center Grant + Partners in Economic Progress

### Property Information:

Property Address: 25 W. Church St., Hagerstown, MD Zip: 21740

### Applicant Information:

Applicant's Name: David Blackmon

Applicant Company Name: Marketplace LLC

Contact and Title: David Blackmon Owner

Applicant/Company Mailing Address: 203 Washington St. Frederick MD 21701

Applicant's Phone Number: 301 401 1273 Applicant's Email: davidblackmon1@gmail.com

### Extension Details:

Reason for Extension: ☐ Change in Project Scope ☐ Project Complexity ☒ Supply Chain

☒ Contractor Challenges ☐ Forecasting Adjustments

☒ Other: State loan delays

Time Required to Complete the Project and Final Inspections: 12-16 months

Note: Any schedule beyond two years may require Mayor and City Council approval.

Dates a Site Visit Can Take Place: Open

### List of Extenuating Circumstances:

Contractor access is very limited.  
Neighborhood Businessworks Loan Program from the  
State of Maryland is hedging into a full year  
of process. Could take six more months to fund.

**Applicant Signature:**

*By signing below, I certify that the information above is true and correct, I agree to comply with the Invest Hagerstown/PEP program requirements and eligibility as described in the Program Guidelines, and I understand that failure to comply will result in termination of the Letter of Commitment.*

*Applicant's Signature*

*Date*

**Return to:**

City of Hagerstown

Department of Community & Economic Development

14 N. Potomac, Suite 200A, Hagerstown, MD 21740

Phone: 301-739-8577 ext 111 Email: [dcdd@hagerstownmd.org](mailto:dcdd@hagerstownmd.org)





# CITY OF HAGERSTOWN, MARYLAND

Department of Community & Economic Development

14 N. Potomac Street • Suite 200A • Hagerstown, MD 21740

Email: [DCED@Hagerstownmd.org](mailto:DCED@Hagerstownmd.org)

Telephone: 301.739.8577, Ext. 111 • Website: [www.hagerstownmd.org/DCED](http://www.hagerstownmd.org/DCED)

01/31/2023

Mr. David Blackmon  
MarketPlace LLC  
PO Box 112  
Brunswick, MD 21716  
301-401-1273

**RE: Invest Hagerstown: City Center Redevelopment Grant**

Dear Mr. Blackmon,

We are pleased to inform you that your application for the Invest Hagerstown City Center Redevelopment Grant has been approved, and we are pleased to provide you this Commitment Letter.

**Grant Notice:**

**David Blackmon**

**MarketPlace, LLC**

**Property Address: 25-31 West Church Street**

**Grant Amount: Up to \$150,000**

**Minimum Required Match: Up to \$300,000**

**Total Grant and Minimum Required Match: Up to \$450,000 (Submitted receipts must total at least this amount.)**

**Total Project Costs: \$446,971.85**

**Approval Date: 01/31/2023**

**Approval Status: ☐ Planned or ☒ In Progress**

**Receipt Date: Date on each receipt must be on or after: 11/02/2022**

**Completion Date/Receipt Submission Deadline Date: 12/31/2023**

As a reminder, the all policies and guidelines of the grant program apply, and they include the following:

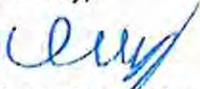
1. Applicant must complete project consistent with the attached Guidelines, Application, Development Plan and Budget.
2. The applicant must complete the attached City of Hagerstown Vendor Forms. The City of Hagerstown will issue a 1099 form following grant disbursement, and the grant may be taxable.
3. Receipts must be for eligible projects costs for work listed and must equal or exceed the "Total Grant and Minimum Required Match" amount shown above. The City reserves the right to request additional receipts matching Total Project Costs.
4. A project will have an Approval Status of either "Planned" or "In Progress." For projects approved as "Planned," the date on each receipt must be after the Approval Date. For projects approved as "In Progress," the date on each receipt must be within 90 days prior to the Approval Date. The date on all receipts submitted must be after the "Receipt Date" shown above.
5. The applicant shall purchase the product or services, then submit the paid receipts once project is completed.
6. All receipts must be submitted by the "Completion Deadline Date/Receipt Submission Deadline Date."
7. Funds will only be disbursed after staff have verified that all work in the Application and Development Plan is completed to the City's satisfaction including all required inspection approvals and that the receipts requirement has been met.
8. The applicant must remain in good standing with the City of Hagerstown.
9. All work for the project must be performed by licensed, permitted contractors and must comply with local, state, and federal codes and ordinances. All code upgrades must be performed to City Code.

10. The City has the right to terminate the grant commitment and reallocate the funds if not used by the "Completion Deadline Date" shown above.

The City of Hagerstown believes your project will support the goals of the grant program, and will contribute to the City's economic development and community development efforts.

Congratulations on your grant award, and please contact our office at (301) 739-8577 ext. 111 or [DCED@hagerstownmd.org](mailto:DCED@hagerstownmd.org) if you have any questions about this approval.

Sincerely,



Christopher J. Slernerling  
Economic Development Specialist  
Department of Community & Economic Development  
City of Hagerstown

Attachments:

- City of Hagerstown Vendor Forms
- Program Guidelines
- Project Application
- Development Plan and Budget

c: DCED Review Committee



**REQUIRED MOTION  
MAYOR AND CITY COUNCIL  
HAGERSTOWN, MARYLAND**

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**Topic:**

Wastewater Deduct Meter for 45 W Oak Ridge - *Nancy Hausrath, Director of Utilities*

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

**File Name**

MEMO\_WASTEWATER\_DEDUCT\_METER\_03252025.docx

**Description**

MEMO - WASTEWATER  
DEDUCT METER



# CITY OF HAGERSTOWN, MARYLAND

## Utilities Department

1 Clean Water Circle • Hagerstown, MD 21740

Telephone: 301-739-8577, ext. 650

Website: [www.hagerstownmd.org](http://www.hagerstownmd.org)

### Memorandum

To: Scott Nicewarner, City Administrator  
From: Nancy Hausrath, Director of Utilities  
Re: Wastewater Deduct Meter – NewCold  
(45 W. Oak Ridge Drive, Hagerstown)  
Date: March 11, 2025

City Code § 240-63.A states that the charges and rates for the use and service of the public sanitary sewer system of the City charged to the owners of every building, dwelling house or other property connected with or using such system within the corporate limits of the City of Hagerstown shall be based on the amount of water delivered to the property from a public or private water supply as determined by meter readings or established minimums in accordance with the schedule of sewer rents, rates and charges which the Mayor and Council of the City of Hagerstown shall from time to time fix, establish and adjust.

City Code does allow for exemptions for wastewater billing in Section 240-69 which states “Whenever it may be established that the entire amount of water delivered to any property through a metered line from either a public or private water supply does not and cannot enter the WPC system but is legally discharged or consumed in such a manner as not to impose on the WPC system, an exemption of the sanitary sewer service charge may be made on application of the customer, within the absolute discretion of the Mayor and Council as to such measurable water consumption which may be undelivered to the WPC system, provided that it shall first be determined by the approving authority that this is in fact existing.”

The City was approached by NEWCOLD requesting consideration for a wastewater deduct meter associated with the proposed facility to be located at 45 W Oak Ridge. Per the attached correspondence from NEWCOLD, the expected water usage is between 50,000 and 100,000 gallons per day (GPD) depending on ambient weather conditions. The chart below shows the expected water usage and the calculated wastewater discharged from the chillers in the warehouse operation. A meter will be installed on wastewater discharge piping that is billing-accurate per AWWA standards. The chart below provides estimated water usage associated with the heating and cooling months and the expected wastewater discharge.

Period (Days)		Water		Wastewater 20% Discharged	
		GPD	GPM	GPM	GPD
January	31	50,000	1,550,000	310,000	10,000
February	28	50,000	1,400,000	280,000	10,000
March	31	50,000	1,550,000	310,000	10,000
April	30	75,000	2,250,000	450,000	15,000
May	31	75,000	2,325,000	465,000	15,000
June	30	100,000	3,000,000	600,000	20,000
July	31	100,000	3,100,000	620,000	20,000
August	31	100,000	3,100,000	620,000	20,000
September	30	100,000	3,000,000	600,000	20,000
October	31	75,000	2,325,000	465,000	15,000
November	30	75,000	2,250,000	450,000	15,000
December	30	50,000	1,500,000	300,000	10,000

With Mayor and City Council approval of a wastewater flow meter for NEWCOLD, staff will issuance of a non-significant user pre-treatment permit to ensure compliance with Clean Water Act requirements and to ensure annual meter calibration for billing accuracy. Wastewater capacity needed with approval of the wastewater deduct meter is approximately 15,000 GPD. The wastewater treatment capacity required without the approval of a wastewater deduct meter will increase to approximately 75,000 GPD. The EDU capacity retained in our wastewater system with approval of a deduct meter is approximately 60,000 GPD or 300-EDUs.



City of Hagerstown Utilities Department  
Attn: Nancy Hausrath  
Utilities Department

NewCold plans to develop a storage facility located at 45 West Oak Ridge Drive, Hagerstown, MD.

#### Potable Water and Sanitary Sewer use profile

The facility will have a 16,000 SF +/- office with the normal domestic water loads, including a few gang restrooms for employee use. During normal operations, potable water used in the office area is the only water returned to the municipality by way of the sanitary sewer system.

The majority of the 530,000 SF +/- facility is cold storage warehousing. The coldness comes from an ammonia refrigeration system. The refrigeration system rejects heat to the atmosphere by using evaporative condensers located on the roof. These condensers will evaporate potable water continuously.

By the nature of evaporation, dissolved solids that remain in the condenser sump tanks, will increase over time. The towers do not use any additives within the tank, it is pure potable water. Periodically, the sump will do a blowdown to reduce dissolved solids. The blowdown water lines will be hard connected to the condensers, and will be connected to a drain going to the sanitary sewer line.

The condensers will require monthly maintenance including a washdown with potable water. Hose bibbs will be installed near these roof-mounted evaporative condensers. A pressure washer will be used without chemical additives. The washdown water will find its way to the storm water drainage system.

#### Demand

Loads vary widely along with weather conditions at the site. The evaporative condensers are expected to use between 50,000 and 100,000 GPD.

#### Metering

The incoming potable water service entrance will be metered and protected according to the Hagerstown Utilities requirements and the Maryland Building Code. Additionally, NewCold will have secondary metering to differentiate potable water that is not returned to the municipality's sanitary sewer system. There will be an additional meter provided to measure the amount of blowdown water from the condensers introduced to the sanitary sewer line.