

**26th Regular Session and Executive Session  
Mayor and City Council  
October 24, 2017  
Agenda**

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**6:30 p.m. EXECUTIVE SESSION - *Council Chamber, 2nd floor, City Hall***

**7:00 PM - October 24, 2017 - REGULAR SESSION -*Council Chamber, 2nd floor, City Hall***

**I. CALL TO ORDER**

Mayor Robert E. Bruchey, II

**II. INVOCATION**

Councilmember Lewis C. Metzner

**III. PLEDGE TO THE FLAG**

**IV. ANNOUNCEMENTS**

- A. Rules of Procedure – Adopted December 20, 2016
- B. Use of cell phones during meetings is restricted.
- C. All correspondence for distribution to Elected Officials should be provided to the City Clerk and should include a copy for the City Clerk for inclusion in the official record.
- D. Meeting Schedule:
  - 1. Tuesday, November 7, 2017 – Work Session at 4:00 p.m.
  - 2. Tuesday, November 14, 2017 - Work Session at 4:00 p.m.
  - 3. Tuesday, November 21, 2017 – Work Session at 4:00 p.m.
  - 4. Tuesday, November 28, 2017 – Regular Session at 7:00 p.m.

**V. APPOINTMENTS**

- A. Board of Zoning Appeals
- Historic District Commission
- Bicycle Advisory Commission

**VI. GUESTS**

Proclamation: Red Ribbon Week  
Proclamation: Economic Development Week

**VII. CITIZEN COMMENTS**

**VIII. CITY ADMINISTRATOR'S COMMENTS**

**IX. MAYOR AND COUNCIL COMMENTS**

**X. MINUTES**

September 12, 2017, September 19, 2017, and September 26, 2017

## **XI. CONSENT**

### **A. Fire**

1. Roof Replacement at Engine 3 – Bonded Applicators, Inc. (Hagerstown, MD)  
\$56,476.00

### **B. IT/Support Services**

1. Microsoft Exchange Enterprise Server Software Upgrade – Vision Business Products (Carnegie, PA) \$ 34,857.00

### **C. Police**

1. NTF Reimbursement to Washington County - \$ 310,000.00
2. Community Based Prosecutor Fees - Washington County Sheriff's Office (Hagerstown, MD) \$ 30,244.00

### **D. Public Works**

1. Bulk Road Salt - Cargill, Inc. (North Olmstead, OH) \$ 62.38/ton

### **E. Utilities**

1. Electric Division - Transformers - National Transformer Sales (Raleigh, NC) \$ 75,089.00
2. Electric Division - Vehicles 104, 109, 113 - Keystone Ford (Chambersburg, PA) \$ 84,755.00

## **XII. UNFINISHED BUSINESS**

- A. No Unfinished Business

## **XIII. NEW BUSINESS**

- A. Approval of a Resolution: Execution of a Memorandum of Understanding Agreement with Frostburg State University at USMH for a portion of the City of Hagerstown property known as BuroBox located at 60 West Washington Street, Hagerstown, MD
- B. Approval of a Resolution: Execution of a Memorandum of Understanding Agreement with SCORE Hagerstown #0539 for a portion of the City of Hagerstown property known as BuroBox located at 60 West Washington Street, Hagerstown, MD.
- C. Approval of Salt Utilization Agreement with Maryland State Highway Administration
- D. Approval of Contract Extension with The Groundskeeper, Inc.
- E. Approval of City Center Holiday Parking Program
- F. Approval of 2017-2018 After School Program at Robert W. Johnson Community Center - \$ 17,940.00
- G. Approval of Changes in the Assumptions used for the Annual Financial Reporting for the City of Hagerstown Police and Fire Employee's Retirement Plan
- H. Approval of Funding for Municipal Stadium Improvements for the 2018 Season
- I. Approval of a Memorandum of Agreement with Maryland Historical Trust and Hager 5, LLC for the property at 43-53 West Washington Street
- J. Termination of Contracts and Prohibiting Future Purchases with VanStandig Broadcasting

#### **XIV.      ADJOURN**

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

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**Topic:**

Mayor Robert E. Bruchey, II

**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:**

Councilmember Lewis C. Metzner

**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:**

- A. Rules of Procedure – Adopted December 20, 2016
- B. Use of cell phones during meetings is restricted.
- C. All correspondence for distribution to Elected Officials should be provided to the City Clerk and should include a copy for the City Clerk for inclusion in the official record.
- D. Meeting Schedule:
  - 1. Tuesday, November 7, 2017 – Work Session at 4:00 p.m.
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  - 3. Tuesday, November 21, 2017 – Work Session at 4:00 p.m.
  - 4. Tuesday, November 28, 2017 – Regular Session at 7:00 p.m.

**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:**

Board of Zoning Appeals  
Historic District Commission  
Bicycle Advisory Commission

**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:**

Proclamation: Red Ribbon Week

Proclamation: Economic Development Week

**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:**

September 12, 2017, September 19, 2017, and September 26, 2017

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

**File Name**

Motion.minutes.pdf

**Description**

Motion

## REQUIRED MOTION

### MAYOR AND CITY COUNCIL HAGERSTOWN, MARYLAND

**Date:** October 24, 2017

**TOPIC:** **Approval of Minutes**

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

**MOTION:** I hereby move for the approval of minutes, as presented, for the Mayor and Council meetings held on September 12, 2017, September 19, 2017, and September 26, 2017.

DATE OF PASSAGE: October 24, 2017

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

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**Topic:**

Roof Replacement at Engine 3 – Bonded Applicators, Inc. (Hagerstown, MD) \$56,476.00

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

**File Name**

Motion\_-\_Consent\_Agenda.pdf

Consent\_Form\_-\_Roof\_Replacement\_at\_Engine\_3.pdf

**Description**

Consent Agenda Motion and Documents

Consent Form - Roof Replacement at Engine 3

## REQUIRED MOTION

### MAYOR AND CITY COUNCIL HAGERSTOWN, MARYLAND

**Date:** October 24, 2017

**TOPIC:** Consent Agenda

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

**MOTION:** I hereby move that all the Consent Agenda be approved as presented.

*Note: If you want to discuss any one item listed on the Consent Agenda, you must first make a request to remove that item from the Consent Agenda. The item automatically is moved to the last item under New Business and may then be discussed at that time. The appropriate motion for approval then is:*

“I hereby move that the Consent Agenda, with the exception of (list item and topic) be approved.”





**City of Hagerstown  
Mayor and Council  
Purchase / Contract Information  
Meeting of *October 24, 2017***

**Do Not Complete This Section**  
Approved Consent Agenda: \_\_\_\_\_  
New Business: \_\_\_\_\_

Originating Dept.: Technology & Support Serv By: Scott Nicewarner  
Account Number: 4507200-5865 Account / Project Name: Email System Upgrade  
Budget Amt: \$40,000 *2480,000* Acct Balance: \$77,698 *322* Year 17/18 CIP Control No. 0001 *6*  
Unbudgeted \$: \$0 Source of Funds: Budgeted CIP

Quantity	Description	Value
1	Microsoft Exchange Enterprise Server Software Upgrade, including 500	\$ 34,875.00
	Seat licenses.	

**TOTAL VALUE OF PROJECT (over 5 year period):** \$34,857.00

**ABOVE TO BE USED FOR:**

Upgrade from Exchange 2007 to 2016 necessary to allow new PC's coming with the Windows 10  
Operating system pre-installed or upgrading existing PC's to Windows 10 to access email using  
Microsoft Exchange Server and the Microsoft Outlook email front-end.

**Recommended Vendor:**

Business Name: Vision Business Products  
Address: 600 Logan Street  
City, State: Carnegie, PA 15106  
Bid/Proposal/Quote No.: \_\_\_\_\_

**OTHER VENDORS:**

Firm	City/State	Total Amount
Glessner Technologies	Hagerstown, MD	\$ 38,229.00
ENNET	Frederick, MD	\$ 41,996.16

**(1) Department Manager**

Microsoft is making obsolete all Windows operating systems before the current Windows 10 product. The version of our email system running now (Exchange 2007) will not run on Windows 10 and needs to be upgraded. This upgrade will also allow other OS's, namely Apple and Android, to interact more effectively with our email server.

*David M...* 10/12/17

Signature / Date

**(2) Purchasing Agent:**

*Recommend Approval.*

*Jason T. Miller*  
10/13/2017

Signature / Date

**(3) Finance Manager:**

*Recommend approval.*

*Michelle H...*

Signature / Date

10/13/17

**(4) City Administrator's Recommendation:**

*Approval*

*Val A. ...* 10/13/17

Signature / Date

**City of Hagerstown  
Mayor and Council  
Purchase / Contract Information  
Meeting of October 24, 2017**

**Do Not Complete This Section**  
Approved Consent Agenda: \_\_\_\_\_  
New Business: \_\_\_\_\_

Originating Department: Fire Department By: Steve Lohr, Fire Chief  
Account Number: 4512001 Account / Project Name: \_\_\_\_\_  
Budget Amount: \$105,000 Account Balance: \$105,000 Year: 18 CIP Control No. C0870  
Unbudgeted \$: 0 Source of Funds: General Fund

Quantity	Description	Value
1	Engine 3 Fire Station Roof Installation	\$ 56,476.00

**TOTAL VALUE OF PROJECT:** \$56,476.00

**ABOVE TO BE USED FOR:**

Hire a contractor to install a new EPDM roofing system over the existing metal roof at the Engine 3 Fire Station at 100 Eastern Blvd. North. Project will include insulation, roofing membrane, and metal flashing. Project is needed to address leaks in the existing roofing system.

**Recommended Vendor:**

Business Name: Bonded Applicators of Maryland  
Address: 301 S. Cleveland Avenue  
City, State: Hagerstown, MD 21740  
Bid/Proposal/Quote No.: RFP-17-RR-14

**OTHER VENDORS:**

Firm	City/State	Total Amount
Summerlin Contractors, LLC	Gaithersburg, MD	\$ 58,800.00
Heidler Roofing	Hagerstown, MD	\$ 65,870.00
USA Construction Services	Beltsville, MD	\$ 143,205.00
Paneko Construction, Inc.	Bowie, MD	\$ 299,912.00



**(1) Department Manager**

Recommend award of this contract to Bonded Applicators of Maryland for \$56,476, and recommend that the Council authorize a total expenditure of \$65,000 for this project to cover any contingencies that may arise. Funding for this project is from CIP 45-C0870

\*\*Bonded Applicators did not include an acknowledgement of receipt of the Addendum for the project with their bid, but has subsequently acknowledged the Addendum and confirmed their bid."

ENGINEERING & FACILITIES HAS POSITIVE EXPERIENCES WITH THIS LOCAL VENDOR. JIM SENDER WILL SERVE AS THE PROJECT/CONTRACTS MANAGER.

*[Signature]* 10/10/17

**(2) Purchasing Agent:**

*Recommend Approval.*

*Jason L. Miller*  
10/12/17  
Signature / Date

**(3) Finance Manager:**

*Recommend approval of needed facility repair. There is funding in the FY18 approved budget for this purchase.*

*Michelle Lefler*  
10/12/17  
Signature / Date

**(4) City Administrator's Recommendation:**

*Approval*

*Valerie A. Mearns*  
10/12/17  
Signature / Date

CITY OF HAGERSTOWN  
MAYOR AND COUNCIL  
PURCHASE/CONTRACT INFORMATION  
MEETING OF \_\_\_\_\_

Do Not Complete This Section:

APPROVED FOR: \_\_\_\_\_  
CONSENT AGENDA \_\_\_\_\_  
NEW BUSINESS \_\_\_\_\_

Originating Department Police By Victor V. Brito

Account No. 1610000 5301 and 5329 G0273 Account/Project Name FY18 Safe Streets Grant

Budget Amount \$ \_\_\_\_\_ Account Balance \$ \_\_\_\_\_ Year 2018 C.I.P. Control No. \_\_\_\_\_

Unbudgeted \* \$ \_\_\_\_\_ Source of Funds \_\_\_\_\_ Grant funding 100%  
\*(See Department Manager's Comments)

QUANTITY	DESCRIPTION	VALUE
<u>1</u>	<u>Community Based Prosecutor (GOCCP)</u>	<u>\$ 21,244.00</u>
<u>1</u>	<u>Contractual Overtime Services (GOCCP)</u>	<u>9,000.00</u>
TOTAL VALUE		<u>\$ 30,244.00</u>

ABOVE TO BE USED FOR:

FY18 Safe Streets Grant for Community Based Prosecutor and Contractual Overtime paid to the Washington County

Sheriff's office.

RECOMMENDED VENDOR:

BUSINESS NAME: Washington County Sheriff's Office

ADDRESS: 35 W. Washington Street, Suite 102

CITY, STATE: Hagerstown, Maryland 21740

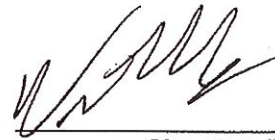
BID/PROPOSAL/QUOTE NO.: \_\_\_\_\_ (Circle one)

OTHER VENDORS:

Firm	City/State	Total Amount
<u>Sole Source</u>	_____	\$ _____
_____	_____	_____
_____	_____	_____
_____	_____	_____

COMMENTS

(1) DEPARTMENT MANAGER:

 10-10-17  
Signature/Date

(2) PURCHASING AGENT:

Recommend Approval.

 10/12/17  
Signature/Date

(3) FINANCE MANAGER:

Recommend approval. 100% grant funded.

 10/12/17  
Signature/Date

(4) CITY ADMINISTRATOR'S RECOMMENDATION:

Approval

 10/12/17  
Signature/Date

**Do Not Complete This Section:**

APPROVED FOR:  
CONSENT AGENDA  
NEW BUSINESS

Originating Department Police By Victor V. Brito

Account No.	0110404 5941	Account/Project Name	NTF Expenditures
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Budget Amount \$ \_\_\_\_\_ Account Balance \$ \_\_\_\_\_ Year: 2018 / 2019 C.I.P. Control No. \_\_\_\_\_

Unbudgeted \* \$ \_\_\_\_\_ Source of Funds \_\_\_\_\_  
 \*(See Department Manager's Comments)

<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>VALUE</u>
<u>1</u>	<u>NTF reimbursement for FY18</u>	<u>\$310,000.00</u>
	TOTAL VALUE	\$310,000.00

ABOVE TO BE USED FOR:

**FY18 NTF reimbursement to Washington County**

## RECOMMENDED VENDOR:

**BUSINESS NAME:** Washington County Treasurer

**ADDRESS:** 35 W. Washington Street

CITY, STATE: Hagerstown, Maryland 21740

**BID/PROPOSAL/QUOTE NO.:** \_\_\_\_\_ **(Circle one)**

**OTHER VENDORS:**

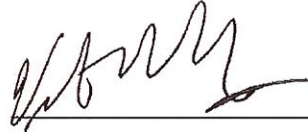
[illegible]



COMMENTS

(1) DEPARTMENT MANAGER:

This is the amount due for FY 18 to Washington County for Narcotics Task Force Expenses.

 9/27/17

Signature/Date

(2) PURCHASING AGENT:

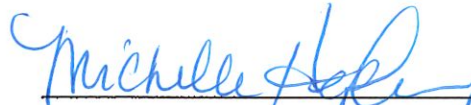
Recommend Approval.

 10/12/17

Signature/Date

(3) FINANCE MANAGER:


Recommend approval.

 10/12/17

Signature/Date

(4) CITY ADMINISTRATOR'S RECOMMENDATION:

Approval

 10/18/17

Signature/Date

**City of Hagerstown  
Mayor and Council  
Purchase / Contract Information  
Meeting of 10/24/17**

**Do Not Complete This Section**  
Approved Consent Agenda: \_\_\_\_\_  
New Business: \_\_\_\_\_

Originating Department: Public Works By: Eric B. Deike, Director  
Account Number: 0121001-5591 Account / Project Name: Snow Removal-Chemicals  
Budget Amount: \$123,000 Account Balance: \$123,000 Year: 17/18 CIP Control No. N/A  
Unbudgeted \$: \_\_\_\_\_ Source of Funds: General Fund

Quantity	Description	Value
1	Bulk Road Salt	\$62.38/ton

**TOTAL VALUE OF PROJECT:** \$62.38 per ton

**ABOVE TO BE USED FOR:**

Used to melt snow and ice from city streets and alleys.

**Recommended Vendor:**

Business Name: Cargill Inc.  
Address: 24950 Country Club Blvd. Suite #450  
City, State: North Olmstead, OH 44070 (800) 600-7258  
Bid/Proposal/Quote No.: Washington County PUR-1361

**OTHER VENDORS:**

Firm	City/State	Total Amount
Mid-Atlantic Salt, LLC	Narberth, PA	\$62.90/ton
Eastern Salt Company	Lowell, MA	\$63.00/ton
Commodities USA, Inc	Potomac, MD	\$72.00/ton
Government MLO Supplies	Bethesda, MD	\$73.00/ton
Eddie Mercer Agi-Services	Frederick, MD	\$74.95/ton
Morton Salt	Chicago, IL	\$78.23/ton
Patuxent Materials, Inc	Crofton, MD	\$99.00/ton

(1) **Department Manager:** Washington County Government bid the purchase of the bulk road salt for themselves and the City of Hagerstown to obtain a better bulk rate. The recommendation is to utilize the services of Cargill Inc. The budget amount for this fiscal year is \$123,000.

SRB 10/12/17

Signature / Date

(2) **Purchasing Agent:**

Recommend Approval.

Jaron L. Miller  
10/12/2017

Signature / Date

(3) **Finance Manager:**

Recommend approval. Pricing is based on per ton needed. While the budget includes a total of \$123K the actual spend may be more or less dependent on quantity needed & utilized.

Michelle DeRosa 10/12/17

Signature / Date

(4) **City Administrator's Recommendation:**

Approval

Valerie Menn 10/12/17

Signature / Date

BUSINESS NAME	CITY, STATE	AMOUNT
Paradoxe Corporation	Jackson, Tennessee/	Incomplete
Anixter, Inc.	New Castle, DE	Incomplete

(1) DEPARTMENT MANAGER:

Recommend blanket contract award to National Transformer Sales and order of required transformer units for supply of utility electric.



10/2/2017

SIGNATURE/DATE

(2) PURCHASING AGENT:



 10/12/17

SIGNATURE/DATE

(3) FINANCE MANAGER:



 10/12/17

SIGNATURE/DATE

(4) CITY ADMINISTRATOR:



 10/12/17

SIGNATURE/DATE





(1) DEPARTMENT MANAGER:

Cavaliers #104 & #109 and Sonoma #113 will be replaced with the F-150 for versatile utility work applications, such as material delivery, hauling, and towing by Distribution, Engineering, and Stock Room staff. The Sonoma and Cavaliers are 14 plus years in age and repair parts are becoming more difficult to find. V8 Crew will be utilized as the vehicle on call for emergency restoration services recycling the higher mileage on call vehicle into the fleet.

Pennsylvania Department of General Services Bid - COSTARS

*Nathan Lutzinger*

10/5/2017

SIGNATURE/DATE

(2) PURCHASING AGENT:

*Recommend Approval*

*Jason L. Miller 10/12/17*

SIGNATURE/DATE

(3) FINANCE MANAGER:

*Recommend approval.*

*Michelle H. Lee 10/12/17*

SIGNATURE/DATE

(4) CITY ADMINISTRATOR:

*Approval*

*Val A. Men 10/12/17*

SIGNATURE/DATE



<b>CITY OF HAGERSTOWN</b>
<b>VEHICLE/EQUIPMENT REPLACEMENT SCHEDULE</b>
<b>DISPOSAL INFORMATION/JUSTIFICATION</b>
<b>FISCAL YEAR 2017/18</b>

Department: Utilities Division: Electric (Light)

Vehicle Call #: 104 Model Yr: 2003 Serial #: 1G1JC52FX37241871

Make: Chevrolet Model: Cavalier

Vehicle Description: Sedan

Mileage/Hours: 43,241 Repair Costs to Date: \$1,923

# of Service Orders: 21 Condition: Good

Reason(s) for Replacement	
<input type="checkbox"/>	Deteriorating Condition
<input checked="" type="checkbox"/>	Undersized for Type of Work
<input checked="" type="checkbox"/>	Hours and/or Age
<input type="checkbox"/>	Other (explain in detail)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is purchase an addition to the fleet?

No

Reason for addition:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Disposition	
<input type="checkbox"/>	Addition
<input type="checkbox"/>	Transfer within City
<input checked="" type="checkbox"/>	Disposal/Auction
<input type="checkbox"/>	Junked

Salvage Value: \$1,900

Notes	
_____ _____ _____ _____ _____ _____ _____	

Prepared By: Nathan Fridinger Date: 10/5/2017





<b>CITY OF HAGERSTOWN</b>
<b>VEHICLE/EQUIPMENT REPLACEMENT SCHEDULE</b>
<b>DISPOSAL INFORMATION/JUSTIFICATION</b>
<b>FISCAL YEAR 2017/18</b>

Department: Utilities Division: Electric (Light)

Vehicle Call #: 109 Model Yr: 2003 Serial #: 1G1JC52F937242123

Make: Chevrolet Model: Cavalier

Vehicle Description: Sedan

Mileage/Hours: 38,679 Repair Costs to Date: \$2,742

# of Service Orders: 33 Condition: Good

**Reason(s) for Replacement:**

<input type="checkbox"/>	Deteriorating Condition
<input checked="" type="checkbox"/>	Undersized for Type of Work
<input checked="" type="checkbox"/>	Hours and/or Age
<input type="checkbox"/>	Other (explain in detail)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is purchase an addition to the fleet? No

Reason for addition: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Disposition:**

<input type="checkbox"/>	Addition
<input type="checkbox"/>	Transfer within City
<input checked="" type="checkbox"/>	Disposal/Auction
<input type="checkbox"/>	Junked

Salvage Value: \$1,900

**Notes:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Prepared By: Nathan Fridinger Date: 10/5/2017



CITY OF HAGERSTOWN
VEHICLE/EQUIPMENT REPLACEMENT SCHEDULE
DISPOSAL INFORMATION/JUSTIFICATION
FISCAL YEAR 2017/18

Department: Utilities Division: Electric (Light)

Vehicle Call #: 113 Model Yr: 1999 Serial #: 1GTCS14X7XK509568

Make: GMC Model: Sonoma

Vehicle Description: Pick-Up

Mileage/Hours: 68,377 Repair Costs to Date: \$12,222

# of Service Orders: 57 Condition: Good

Reason(s) for Replacement:

<input type="checkbox"/>	Deteriorating Condition
<input checked="" type="checkbox"/>	Undersized for Type of Work
<input checked="" type="checkbox"/>	Hours and/or Age
<input type="checkbox"/>	Other (explain in detail)

Is purchase an addition to the fleet?

No

Reason for addition:

Disposition:

<input type="checkbox"/>	Addition
<input type="checkbox"/>	Transfer within City
<input checked="" type="checkbox"/>	Disposal/Auction
<input type="checkbox"/>	Junked

Salvage Value: \$2,000

Notes:


Prepared By: Nathan Fridinger Date: 10/5/2017





Keystone Ford  
301 Walker Road, Chambersburg, Pennsylvania,  
172013507  
Office: 717-264-5104

**2018 F-150, SuperCrew Cab Styleside**  
4x4 SuperCrew Cab Styleside 6.5' box 157" WB  
XL(W1E)  
Price Level: 815 Quote ID: CityOfHag3

## Pricing - Single Vehicle

	MSRP
<i>Vehicle Pricing</i>	
Base Vehicle Price	\$39,685.00
Options & Colors	\$1,645.00
Upfitting	\$0.00
Destination Charge	\$1,295.00
<b>Subtotal</b>	<b>\$42,625.00</b>
<i>Pre-Tax Adjustments</i>	
<b>Description</b>	
Discount	-\$11,288.00
<b>Total</b>	<b>\$31,337.00</b>

Customer Signature

Acceptance Date

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: City Of Hagerstown  
By: Chad M Sites Date: 10/04/2017





Keystone Ford  
301 Walker Road, Chambersburg, Pennsylvania,  
172013507  
Office: 717-264-5104

**2018 F-150, SuperCab Styleside**  
4x4 SuperCab Styleside 6.5' box 145" WB  
XL(X1E)  
Price Level: 815 Quote ID: CityOfHag2

## Pricing - Single Vehicle

	MSRP
<i>Vehicle Pricing</i>	
Base Vehicle Price	\$34,895.00
Options & Colors	\$1,645.00
Upfitting	\$0.00
Destination Charge	\$1,295.00
<b>Subtotal</b>	<b>\$37,835.00</b>
<i>Pre-Tax Adjustments</i>	
<b>Description</b>	
Discount	-\$11,126.00
<b>Total</b>	<b>\$26,709.00</b>

Customer Signature

Acceptance Date

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: City Of Hagerstown  
By: Chad M Sites Date: 10/04/2017

**City of Hagerstown  
Mayor and Council  
Purchase / Contract Information  
Meeting of October 24, 2017**

**Do Not Complete This Section**  
Approved Consent Agenda: \_\_\_\_\_  
New Business: \_\_\_\_\_

Originating Department: Fire Department By: Steve Lohr, Fire Chief  
Account Number: 4512001 Account / Project Name: \_\_\_\_\_  
Budget Amount: \$105,000 Account Balance: \$105,000 Year: 18 CIP Control No. C0870  
Unbudgeted \$: 0 Source of Funds: General Fund

Quantity	Description	Value
1	Engine 3 Fire Station Roof Installation	\$ 56,476.00

**TOTAL VALUE OF PROJECT:** \$56,476.00

**ABOVE TO BE USED FOR:**

Hire a contractor to install a new EPDM roofing system over the existing metal roof at the Engine 3 Fire Station at 100 Eastern Blvd. North. Project will include insulation, roofing membrane, and metal flashing. Project is needed to address leaks in the existing roofing system.

**Recommended Vendor:**

Business Name: Bonded Applicators of Maryland  
Address: 301 S. Cleveland Avenue  
City, State: Hagerstown, MD 21740  
Bid/Proposal/Quote No.: RFP-17-RR-14

**OTHER VENDORS:**

Firm	City/State	Total Amount
Summerlin Contractors, LLC	Gaithersburg, MD	\$ 58,800.00
Heidler Roofing	Hagerstown, MD	\$ 65,870.00
USA Construction Services	Beltsville, MD	\$ 143,205.00
Paneko Construction, Inc.	Bowie, MD	\$ 299,912.00

**(1) Department Manager**

Recommend award of this contract to Bonded Applicators of Maryland for \$56,476, and recommend that the Council authorize a total expenditure of \$65,000 for this project to cover any contingencies that may arise. Funding for this project is from CIP 45-C0870

\*\*Bonded Applicators did not include an acknowledgement of receipt of the Addendum for the project with their bid, but has subsequently acknowledged the Addendum and confirmed their bid."

ENGINEERING & FACILITIES HAS POSITIVE EXPERIENCES WITH THIS LOCAL VENDOR. JIM SENDER WILL SERVE AS THE PROJECT/CONTRACT MANAGER.

*[Signature]* 10/10/17

**(2) Purchasing Agent:**

*Recommend Approval.*

*[Signature]*  
10/12/17  
Signature / Date

**(3) Finance Manager:**

*Recommend approval of needed facility repair. There is funding in the FY18 approved budget for this purchase.*

*[Signature]*  
10/12/17  
Signature / Date

**(4) City Administrator's Recommendation:**

*Approval*

*[Signature]*  
10/12/17  
Signature / Date



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

---

**Topic:**

Microsoft Exchange Enterprise Server Software Upgrade – Vision Business Products  
(Carnegie, PA) \$ 34,857.00

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

**File Name**

Consent\_Agenda\_Form\_ExchangeUpgrade\_1017.doc

**Description**

Consent Agenda Form

**City of Hagerstown  
Mayor and Council  
Purchase / Contract Information  
Meeting of June 13, 2017**

**Do Not Complete This Section**

Approved Consent Agenda: \_\_\_\_\_

New Business: \_\_\_\_\_

**Originating Dept.:** Technology & Support Serv **By:** Scott Nicewarner  
**Account Number:** 4507200-5865 **Account / Project Name:** Email System Upgrade  
**Budget Amt:** \$40,000 **Acct Balance:** \$77,698 **Year:** 17/18 **CIP Control No.** 0001  
**Unbudgeted \$:** \$0 **Source of Funds:** Budgeted CIP

Quantity	Description	Value
1	Microsoft Exchange Enterprise Server Software Upgrade, including 500	\$ 34,875.00
	Seat licenses.	

**TOTAL VALUE OF PROJECT (over 5 year period):** \$34,857.00

**ABOVE TO BE USED FOR:**

Upgrade from Exchange 2007 to 2016 necessary to allow new PC's coming with the Windows 10

Operating system pre-installed or upgrading existing PC's to Windows 10 to access email using

Microsoft Exchange Server and the Microsoft Outlook email front-end.

**Recommended Vendor:**

Business Name: Vision Business Products

Address: 600 Logan Street

City, State: Carnegie, PA 15106

Bid/Proposal/Quote No.: \_\_\_\_\_

**OTHER VENDORS:**

Firm	City/State	Total Amount
Glessner Technologies	Hagerstown, MD	\$ 38,229.00
ENNET	Frederick, MD	\$ 41,996.16

**(1) Department Manager**

Microsoft is making obsolete all Windows operating systems before the current Windows 10 product. The version of our email system running now (Exchange 2007) will not run on Windows 10 and needs to be upgraded. This upgrade will also allow other OS's, namely Apple and Android, to interact more effectively with our email server.

Signature / Date

**(2) Purchasing Agent:**

Signature / Date

**(3) Finance Manager:**

Signature / Date

**(4) City Administrator's Recommendation:**

Signature / Date



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

---

**Topic:**

NTF Reimbursement to Washington County - \$ 310,000.00

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

**File Name**

CONSENT\_AGENDA\_-\_NTF.pdf

**Description**

Consent Agenda - FY18  
NTF Reimbursement

**Do Not Complete This Section:**

APPROVED FOR:  
CONSENT AGENDA  
NEW BUSINESS

Originating Department Police By Victor V. Brito

Account No.	0110404 5941	Account/Project Name	NTF Expenditures
-------------	--------------	----------------------	------------------

Budget Amount \$ \_\_\_\_\_ Account Balance \$ \_\_\_\_\_ Year: 2018 / 2019 C.I.P. Control No. \_\_\_\_\_

Unbudgeted \* \$ \_\_\_\_\_ Source of Funds \_\_\_\_\_

**\*(See Department Manager's Comments)**

**QUANTITY**

### DESCRIPTION

**VALUE**

<u>1</u>	NTF reimbursement for FY18	\$310,000.00
----------	----------------------------	--------------

TOTAL VALUE	\$310,000.00
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ABOVE TO BE USED FOR:

**FY18 NTF reimbursement to Washington County**

**RECOMMENDED VENDOR:**

**BUSINESS NAME:** Washington County Treasurer

ADDRESS: 35 W. Washington Street

CITY, STATE: Hagerstown, Maryland 21740

**BID/PROPOSAL/QUOTE NO.:** \_\_\_\_\_ (Circle one)

**OTHER VENDORS:**

<u>Firm</u>	<u>City/State</u>	<u>Total Amount</u>
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[PAPERS](#)
[PAPERS](#)
[PAPERS](#)

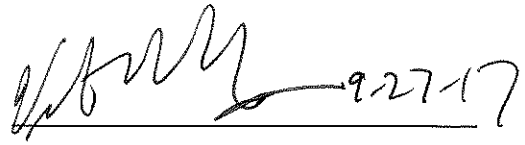
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\_\_\_\_\_

COMMENTS

(1) DEPARTMENT MANAGER:

This is the amount due for FY 18 to Washington County for Narcotics Task Force Expenses.



Signature/Date

(2) PURCHASING AGENT:

Signature/Date

(3) FINANCE MANAGER:

Signature/Date

(4) CITY ADMINISTRATOR'S RECOMMENDATION:

Signature/Date

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

---

**Topic:**

Community Based Prosecutor Fees - Washington County Sheriff's Office (Hagerstown, MD) \$ 30,244.00

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

**File Name**

CONSENT\_AGENDA\_-\_SAFE\_STREETS.pdf  
CCF10092017\_0001.pdf

**Description**

Consent Agenda -  
Community Prosecutor  
GOCCP Budget Report



CITY OF HAGERSTOWN  
MAYOR AND COUNCIL  
PURCHASE/CONTRACT INFORMATION  
MEETING OF \_\_\_\_\_

Do Not Complete This Section:

APPROVED FOR: \_\_\_\_\_  
CONSENT AGENDA \_\_\_\_\_  
NEW BUSINESS \_\_\_\_\_

Originating Department Police By Victor V. Brito

Account No. 1610000 5301 and 5329 G0273 Account/Project Name FY18 Safe Streets Grant

Budget Amount \$ \_\_\_\_\_ Account Balance \$ \_\_\_\_\_ Year 2018 C.I.P. Control No. \_\_\_\_\_

Unbudgeted \* \$ \_\_\_\_\_ Source of Funds Grant  
\*(See Department Manager's Comments)

<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>VALUE</u>
<u>1</u>	<u>Community Based Prosecutor (GOCCP)</u>	<u>\$ 21,244.00</u>
<u>1</u>	<u>Contractual Overtime Services (GOCCP)</u>	<u>9,000.00</u>
TOTAL VALUE		<u>\$ 30,244.00</u>

ABOVE TO BE USED FOR:

FY18 Safe Streets Grant for Community Based Prosecutor and Contractual Overtime paid to the Washington County

Sheriff's office.

RECOMMENDED VENDOR:

BUSINESS NAME: Washington County Sheriff's Office

ADDRESS: 35 W. Washington Street, Suite 102

CITY, STATE: Hagerstown, Maryland 21740

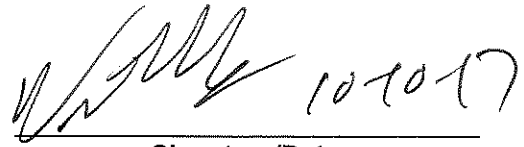
BID/PROPOSAL/QUOTE NO.: \_\_\_\_\_ (Circle one)

OTHER VENDORS:

<u>Firm</u>	<u>City/State</u>	<u>Total Amount</u>
<u>Sole Source</u>	_____	<u>\$ _____</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**COMMENTS**

**(1) DEPARTMENT MANAGER:**

Handwritten signature and date "10-10-17" in black ink.

\_\_\_\_\_  
**Signature/Date**

**(2) PURCHASING AGENT:**

\_\_\_\_\_  
**Signature/Date**

**(3) FINANCE MANAGER:**

\_\_\_\_\_  
**Signature/Date**

**(4) CITY ADMINISTRATOR'S RECOMMENDATION:**

\_\_\_\_\_  
**Signature/Date**



Governor's Office of Crime Control and Prevention

Regional Monitor:  
Fiscal Specialist:

Beasley, Lashonde  
Quinn, Laura

## Budget Notice

**Grant Award Number:** MDSS-2018-0030  
**Sub-recipient:** Hagerstown Police Department  
**Project Title:** Safe Streets  
**Implementing Agency:** Hagerstown Police Department  
**Award Period:** 07/01/2017 - 06/30/2018

CFDA: State

Funding Summary	Grant Funds	100.0 %	\$159,624.00
	Cash Match	0.0 %	\$0.00
	In-Kind Match	0.0 %	\$0.00
	Total Project Funds		\$159,624.00

### Personnel

Description of Position	Salary Type	Funding	Total Budget
Crime Analyst	Fringe	Grant Funds	\$2,123.00
Crime Analyst	Salary	Grant Funds	\$21,244.00
Safe Streets Program Coordinator	Fringe	Grant Funds	\$12,926.00
Safe Streets Program Coordinator	Salary	Grant Funds	\$43,087.00
Strategic Enforcement Operations Task Force	Overtime	Grant Funds	\$50,000.00

Personnel Total: \$129,380.00

### Contractual Services

Description	Funding	Quantity	Unit Cost	Total Budget
State's Attorney - Salary	Grant Funds	757	\$28.06	\$21,244.00
Washington County Sheriff's Office - Overtime	Grant Funds	300	\$30.00	\$9,000.00

Contractual Services Total: \$30,244.00

Approved:

Governor's Office of Crime Control and Prevention Authorized Representative

Effective Date: 7/1/2017

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

**Topic:**

Bulk Road Salt - Cargill, Inc. (North Olmstead, OH) \$ 62.38/ton

**Mayor and City Council Action Required:**

Approval of purchase from Cargill Inc.

**Discussion:**

Used to melt snow and ice from city streets and alleys.

Washington County Government bid the purchase of the bulk road salt for themselves and the City of Hagerstown to obtain a better bulk rate. The recommendation is to utilize the services of Cargill Inc. The budget amount for this fiscal year is \$123,000.

**Financial Impact:**

Originating Department: Public Works By: Eric B. Deike, Director  
Account Number: 0121001-5591 Account / Project Name: Snow Removal-Chemicals  
Budget Amount: \$123,000 Account Balance: \$123,000 Year: 17/18 CIP Control No. N/A  
Unbudgeted \$:                      Source of Funds: General Fund

Quantity	Description	Value
1	Bulk Road Salt	\$62.38 per ton

**TOTAL VALUE OF PROJECT:** \$62.38 per ton

**Recommendation:**

**Recommended Vendor:**

Business Name: Cargill Inc.  
Address: 24950 Country Club Blvd. Suite #450

City, State: North Olmstead, OH 44070 (800) 600-7258

Bid/Proposal/Quote No.: Washington County PUR-1361

OTHER VENDORS:		
Firm	City/State	Total Amount
Mid-Atlantic Salt LLC	Baltimore, MD	\$62.90/ton
Eastern Salt Company	Lowell, MA	\$63.00/ton
Commodities USA, Inc	Potomac, MD	\$72.00/ton
Government MLO Supplies	Bethesda, MD	\$73.00/ton
Eddie Mercer Agi-Services	Frederick, MD	\$74.95/ton
Morton Salt	Chicago, IL	\$78.23/ton
Patuxent Materials, Inc.	Crofton, MD	\$99.00/ton

**Motion:**

NA

**Action Dates:**

NA

**ATTACHMENTS:**

**File Name**

Bulk\_Road\_Salt\_2017.2018\_consent\_agenda\_Cargill\_Inc.pdf

**Description**

Consent Agenda Form for  
Bulk Road Salt

**City of Hagerstown  
Mayor and Council  
Purchase / Contract Information  
Meeting of 10/24/17**

**Do Not Complete This Section**  
Approved Consent Agenda: \_\_\_\_\_  
New Business: \_\_\_\_\_

Originating Department: Public Works By: Eric B. Deike, Director  
Account Number: 0121001-5591 Account / Project Name: Snow Removal-Chemicals  
Budget Amount: \$123,000 Account Balance: \$123,000 Year: 17/18 CIP Control No. N/A  
Unbudgeted \$: \_\_\_\_\_ Source of Funds: General Fund

Quantity	Description	Value
1	Bulk Road Salt	\$62.38/ton

**TOTAL VALUE OF PROJECT:** \$62.38 per ton

**ABOVE TO BE USED FOR:**

Used to melt snow and ice from city streets and alleys.

**Recommended Vendor:**

Business Name: Cargill Inc.  
Address: 24950 Country Club Blvd. Suite #450  
City, State: North Olmstead, OH 44070 (800) 600-7258  
Bid/Proposal/Quote No.: Washington County PUR-1361

<b>OTHER VENDORS:</b>		
Firm	City/State	Total Amount
Mid-Atlantic Salt, LLC	Narberth, PA	\$62.90/ton
Eastern Salt Company	Lowell, MA	\$63.00/ton
Commodities USA, Inc	Potomac, MD	\$72.00/ton
Government MLO Supplies	Bethesda, MD	\$73.00/ton
Eddie Mercer Agi-Services	Frederick, MD	\$74.95/ton
Morton Salt	Chicago, IL	\$78.23/ton
Patuxent Materials, Inc	Crofton, MD	\$99.00/ton

**(1) Department Manager:** Washington County Government bid the purchase of the bulk road salt for themselves and the City of Hagerstown to obtain a better bulk rate. The recommendation is to utilize the services of Cargill Inc. The budget amount for this fiscal year is \$123,000.

Signature / Date

**(2) Purchasing Agent:**

Signature / Date

**(3) Finance Manager:**

Signature / Date

**(4) City Administrator's Recommendation:**

Signature / Date

# REQUIRED MOTION MAYOR AND CITY COUNCIL HAGERSTOWN, MARYLAND

**Topic:**

Electric Division - Transformers - National Transformer Sales (Raleigh, NC) \$ 75,089.00

**Mayor and City Council Action Required:**

Requested approval of the Electric Division Consent for Distribution Transformers in the amount of \$75,089.00.

**Discussion:**

QUANTITY	DESCRIPTION	UNIT COST	EXTENDED COST
3	Transformer, Padmount, 3 Phase, 500 kVA, 120/208Y V	\$ 14,320.00	\$ 42,960.00
1	Transformer, Padmount, 3 Phase, 750 kVA, 277/480Y V	\$ 17,634.00	\$ 17,634.00
3	Transformer, Polemount, 1 Phase, 100 kVA, 277/480Y V	\$ 2,202.00	\$ 6,606.00
7	Transformer, Polemount, 1 Phase, 50 kVA, 120/240 V	\$ 1,127.00	\$ 7,889.00
		<b>TOTAL COST</b>	<b>\$ 75,089.00</b>

**ABOVE TO BE USED FOR:**

The above mentioned transformer units are required for purchase to provide electrical power to HLD customers for new services, service upgrades, and maintenance. This pricing is provided as part of a blanket contract bid award #B1638.18. NTS is the successful bidder due to incomplete bid responses by the other two bidders.

**Financial Impact:**

ORIGINATING DEPARTMENT	Utilities / Electric Division	BY	Nathan Fridinger, Electric Ops. Mgr.
ACCOUNT NO.	5085001-583008	ACCOUNT/PROJECT NAME	Distribution Line Transformers
BUDGET AMOUNT	\$100,000	ACCOUNT BALANCE	\$95,424
		YEAR	FY18
		CIP	N/A
UNBUDGETED*		SOURCE OF FUNDS	Electric Fund, Non-CIP Capital

**Recommendation:**

Staff recommended approval

**Motion:**

Consent Agenda

**Action Dates:**

Regular Session 10/24/17

**ATTACHMENTS:**

**File Name**

201710 Distribution Transformers Consent Agenda Form.pdf

**Description**

Electric Division Consent  
Distribution Transformers





CITY OF HAGERSTOWN  
MAYOR AND COUNCIL  
PURCHASE/CONTRACT INFORMATION

MEETING OF 10/24/2017

APPROVED FOR:  
CONSENT AGENDA \_\_\_\_\_  
NEW BUSINESS \_\_\_\_\_

ORIGINATING DEPARTMENT Utilities / Electric Division BY Nathan Fridinger, Electric Ops. Mgr.  
ACCOUNT NO. 5085001-583008 ACCOUNT/PROJECT NAME Distribution Line Transformers  
BUDGET AMOUNT \$100,000 ACCOUNT BALANCE \$95,424 YEAR FY18 CIP N/A  
UNBUDGETED\* \_\_\_\_\_ SOURCE OF FUNDS Electric Fund, Non-CIP Capital  
\*(See Department Manager Comments)

QUANTITY	DESCRIPTION	UNIT COST	EXTENDED COST
<u>3</u>	<u>Transformer, Padmount, 3 Phase, 500 kVA, 120/208Y V</u>	<u>\$ 14,320.00</u>	<u>\$ 42,960.00</u>
<u>1</u>	<u>Transformer, Padmount, 3 Phase, 750 kVA, 277/480Y V</u>	<u>\$ 17,634.00</u>	<u>\$ 17,634.00</u>
<u>3</u>	<u>Transformer, Polemount, 1 Phase, 100 kVA, 277/480Y V</u>	<u>\$ 2,202.00</u>	<u>\$ 6,606.00</u>
<u>7</u>	<u>Transformer, Polemount, 1 Phase, 50 kVA, 120/240 V</u>	<u>\$ 1,127.00</u>	<u>\$ 7,889.00</u>
		<b>TOTAL COST</b>	<b>\$ 75,089.00</b>

**ABOVE TO BE USED FOR:**

The above mentioned transformer units are required for purchase to provide electrical power to HLD customers for new services, service upgrades, and maintenance. This pricing is provided as part of a blanket contract bid award #B1638.18. NTS is the successful bidder due to incomplete bid responses by the other two bidders.

**BID/PROPOSAL/QUOTE NO.** B1638.18

**RECOMMENDED VENDOR: # 18959**

**BUSINESS NAME:** National Transformer Sales, Attn: Rhonda Bailey  
**ADDRESS:** 2613B Discovery Drive  
**CITY, STATE:** Raleigh, NC 27616

**OTHER VENDORS:**

BUSINESS NAME	CITY, STATE	AMOUNT
<u>Paradoxe Corporation</u>	<u>Jackson, Tennessee/</u>	<u>Incomplete</u>
<u>Anixter, Inc.</u>	<u>New Castle, DE</u>	<u>Incomplete</u>

**(1) DEPARTMENT MANAGER:**

Recommend blanket contract award to National Transformer Sales and order of required transformer units for supply of utility electric.



10/2/2017

SIGNATURE/DATE

**(2) PURCHASING AGENT:**

SIGNATURE/DATE

**(3) FINANCE MANAGER:**

SIGNATURE/DATE

**(4) CITY ADMINISTRATOR:**

SIGNATURE/DATE

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

**Topic:**

Electric Division - Vehicles 104, 109, 113 - Keystone Ford (Chambersburg, PA) \$ 84,755.00

**Mayor and City Council Action Required:**

Requested approval of the Electric Division Consent for replacement of Vehicles 104, 109, 113 through the Costars Bid in the amount of \$84,755.00

**Discussion:**

Replace aging vehicles #104, #109, and #113 as approved; FY18 CIP C0090 budget.

Cavaliers #104 & #109 and Sonoma #113 will be replaced with the F-150 for versatile utility work applications, such as material delivery, hauling, and towing by Distribution, Engineering, and Stock Room staff. The Sonoma and Cavaliers are 14 plus years in age and repair parts are becoming more difficult to find.

V8 Crew will be utilized as the vehicle on call for emergency restoration services recycling the higher mileage on call vehicle into the fleet.

Pennsylvania Department of General Services Bid - COSTARS

**Financial Impact:**

ACCOUNT NO. 5085001-5840-C0090	ACCOUNT/PROJECT NAME	ELECTRIC DIVISION VEHICLES			
BUDGET AMOUNT \$ 225,000.00	ACCOUNT BALANCE \$ 182,918.00	YEAR	2018	CIP	C0090
UNBUDGETED*	SOURCE OF FUNDS	ELECTRIC DIVISION CIP ACCOUNT			

**Recommendation:**

Staff recommended approval

**Motion:**

Consent Agenda

**Action Dates:**

Regular Session 10/24/17

**ATTACHMENTS:**

**File Name**

Electric\_Division\_Consent\_Vehicles\_104\_\_109\_\_113\_Costars\_102417.pdf

**Description**

Electric Division  
Consent Vehicles  
104, 109, 113  
Costars

[illegible]

**(1) DEPARTMENT MANAGER:**

Cavaliers #104 & #109 and Sonoma #113 will be replaced with the F-150 for versatile utility work applications, such as material delivery, hauling, and towing by Distribution, Engineering, and Stock Room staff. The Sonoma and Cavaliers are 14 plus years in age and repair parts are becoming more difficult to find.

V8 Crew will be utilized as the vehicle on call for emergency restoration services recycling the higher mileage on call vehicle into the fleet.

Pennsylvania Department of General Services Bid - COSTARS



10/5/2017

SIGNATURE/DATE

**(2) PURCHASING AGENT:**

SIGNATURE/DATE

**(3) FINANCE MANAGER:**

SIGNATURE/DATE

**(4) CITY ADMINISTRATOR:**

SIGNATURE/DATE



<b>CITY OF HAGERSTOWN</b>
<b>VEHICLE/EQUIPMENT REPLACEMENT SCHEDULE</b>
<b>DISPOSAL INFORMATION/JUSTIFICATION</b>
<b>FISCAL YEAR 2017/18</b>

Department: Utilities Division: Electric (Light)

Vehicle Call #: 104 Model Yr: 2003 Serial #: 1G1JC52FX37241871

Make: Chevrolet Model: Cavalier

Vehicle Description: Sedan

Mileage/Hours: 43,241 Repair Costs to Date: \$1,923

# of Service Orders: 21 Condition: Good

**Reason(s) for Replacement:**

	Deteriorating Condition
X	Undersized for Type of Work
X	Hours and/or Age
	Other (explain in detail)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is purchase an addition to the fleet? No

Reason for addition: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Disposition:**

	Addition
	Transfer within City
X	Disposal/Auction
	Junked

Salvage Value: \$1,900

**Notes:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Prepared By: Nathan Fridinger Date: 10/5/2017



<b>CITY OF HAGERSTOWN</b>
<b>VEHICLE/EQUIPMENT REPLACEMENT SCHEDULE</b>
<b>DISPOSAL INFORMATION/JUSTIFICATION</b>
<b>FISCAL YEAR 2017/18</b>

Department: Utilities Division: Electric (Light)

Vehicle Call #: 109 Model Yr: 2003 Serial #: 1G1JC52F937242123

Make: Chevrolet Model: Cavalier

Vehicle Description: Sedan

Mileage/Hours: 38,679 Repair Costs to Date: \$2,742

# of Service Orders: 33 Condition: Good

**Reason(s) for Replacement:**

<input type="checkbox"/>	Deteriorating Condition
<input checked="" type="checkbox"/>	Undersized for Type of Work
<input checked="" type="checkbox"/>	Hours and/or Age
<input type="checkbox"/>	Other (explain in detail)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is purchase an addition to the fleet? No

Reason for addition: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Disposition:**

<input type="checkbox"/>	Addition
<input type="checkbox"/>	Transfer within City
<input checked="" type="checkbox"/>	Disposal/Auction
<input type="checkbox"/>	Junked

Salvage Value: \$1,900

**Notes:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Prepared By: Nathan Fridinger Date: 10/5/2017





<b>CITY OF HAGERSTOWN</b>
<b>VEHICLE/EQUIPMENT REPLACEMENT SCHEDULE</b>
<b>DISPOSAL INFORMATION/JUSTIFICATION</b>
<b>FISCAL YEAR 2017/18</b>

Department: Utilities Division: Electric (Light)

Vehicle Call #: 113 Model Yr: 1999 Serial #: 1GTCS14X7XK509568

Make: GMC Model: Sonoma

Vehicle Description: Pick-Up

Mileage/Hours: 68,377 Repair Costs to Date: \$12,222

# of Service Orders: 57 Condition: Good

**Reason(s) for Replacement:**

	Deteriorating Condition
X	Undersized for Type of Work
X	Hours and/or Age
	Other (explain in detail)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is purchase an addition to the fleet? No

Reason for addition: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Disposition:**

	Addition
	Transfer within City
X	Disposal/Auction
	Junked

Salvage Value: \$2,000

**Notes:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Prepared By: Nathan Fridinger Date: 10/5/2017



Commonwealth of Pennsylvania  
Department of General Services  
Bureau of Procurement  
555 Walnut Street, 6th Floor  
Harrisburg, PA 17101-1914

Toll Free Telephone: 1-866-768-7827  
Local Telephone: 717-346-9009  
Fax: 717-783-6241  
Email: [GS-PACostars@state.pa.us](mailto:GS-PACostars@state.pa.us)  
Website: [www.costars.state.pa.us](http://www.costars.state.pa.us)

Date: 05/12/2017

Mar-Eco dba Keystone Ford  
Attn: Nelson Raines  
301 Walker Road  
Chambersburg, PA 17201

**Subject:** COSTARS Participation – Renewal Confirmation  
**Contract Number:** 025-155 - Municipal Work Vehicles

Dear Contractor:

The Department of General Services, Bureau of Procurement, has received your payment of the \$1500.00 administrative fee required to renew your COSTARS participation for contract number 025-155. This will confirm that your company is authorized to continue to sell the awarded items/services under this contract to registered COSTARS members for the contract term 06/28/2012 through 06/28/2018 .

Thank you for your continued participation in the COSTARS Program. Should you have any questions, please contact COSTARS Program staff by email to [GS-PACostars@pa.gov](mailto:GS-PACostars@pa.gov) or toll-free telephone at 1.866.768.7827.

Regards,

Stacey Logan-Kent  
(P): 717-787-2355  
(F) :717-783-6241  
E-Mail: [slogankent@pa.gov](mailto:slogankent@pa.gov)

**BIDDER/CONTRACTOR'S LEGAL NAME:**

D/B/A NAME, IF APPLICABLE:

BIDDER ADDRESS:

COUNTY LOCATED IN:

VENDOR NUMBER:

Primary POC regarding IFB/Contract:

Secondary POC regarding IFB/Contract:

PHONE NUMBER:

FAX NUMBER:

EMAIL ADDRESS:

COMPANY'S GENERAL WEBSITE ADDRESS

Keystone Ford  
301 Walker Rd  
Chambersburg, Pa 17201  
Franklin

330705

Nelson Raines  
Don Hill  
717-860-9577  
717-263-2086  
nraines@keystoneford.com  
keystoneford.com

**SEND PURCHASE ORDER(S) TO NAME:**

D/B/A NAME, IF APPLICABLE:

ADDRESS:

COUNTY LOCATED IN:

HOURS OF OPERATION:

POC regarding PURCHASE ORDER(S):

PHONE NUMBER:

FAX NUMBER:

EMAIL ADDRESS:

Nelson Raines  
Keystone Ford  
301 Walker Rd  
Chambersburg, Pa 17201  
Franklin  
M-F 9:00AM-6:00PM Sat 9:00AM-5:00PM Sunday Closed  
Nelson Raines  
717-860-9577  
717-263-2086  
nraines@keystoneford.com

**SEND PAYMENT(S) TO NAME:**

D/B/A NAME, IF APPLICABLE:

ADDRESS:

POC regarding PAYMENT(S):

PHONE NUMBER:

FAX NUMBER:

EMAIL ADDRESS:

Claudia Place  
Keystone Ford  
301 Walker Rd  
Chambersburg, Pa 17201  
Nelson Raines  
717-860-9577  
717-263-2086  
nraines@keystoneford.com



Commonwealth of Pennsylvania  
Department of General Services  
Bureau of Procurement  
555 Walnut Street, 6th Floor  
Harrisburg, PA 17101-1914

Toll Free Telephone: 1-866-768-7827  
Local Telephone: 717-346-9009  
Fax: 717-783-6241  
Email: [GS-PACostars@state.pa.us](mailto:GS-PACostars@state.pa.us)  
Website: [www.costars.state.pa.us](http://www.costars.state.pa.us)

Date: 05/12/2017

Mar-Eco dba Keystone Ford  
Attn: Nelson Raines  
301 Walker Road  
Chambersburg, PA 17201

**Subject:** COSTARS Participation – Renewal Confirmation  
**Contract Number:** 026-051 - Passenger Vehicles

Dear Contractor:

The Department of General Services, Bureau of Procurement, has received your payment of the \$1500.00 administrative fee required to renew your COSTARS participation for contract number 026-051. This will confirm that your company is authorized to continue to sell the awarded items/services under this contract to registered COSTARS members for the contract term 06/28/2012 through 06/28/2018 .

Thank you for your continued participation in the COSTARS Program. Should you have any questions, please contact COSTARS Program staff by email to [GS-PACostars@pa.gov](mailto:GS-PACostars@pa.gov) or toll-free telephone at 1.866.768.7827.

Regards,

Stacey Logan-Kent  
(P): 717-787-2355  
(F): 717-783-6241  
E-Mail: [slogankent@pa.gov](mailto:slogankent@pa.gov)

# BID ITEM WORKBOOK

COSTARS 26 Passenger Vehicles

BIDDER/CONTRACTOR DATA

## BIDDER/CONTRACTOR'S LEGAL NAME:

D/B/A NAME, IF APPLICABLE:  
BIDDER ADDRESS:

COUNTY LOCATED IN:

VENDOR NUMBER:

Primary POC regarding IFB/Contract:

Secondary POC regarding IFB/Contract:

PHONE NUMBER:

FAX NUMBER:

EMAIL ADDRESS:

COMPANY'S GENERAL WEBSITE ADDRESS

mareco  
Keystone Ford  
301 Walker Rd  
Chambersburg, Pa 17201  
Franklin  
330705  
Nelson Raines  
Don Hill  
717-264-5104  
717-263-2086  
nraines@keystoneford.com  
www.keystoneford.com

## SEND PURCHASE ORDER(S) TO NAME:

D/B/A NAME, IF APPLICABLE:  
ADDRESS:

COUNTY LOCATED IN:

HOURS OF OPERATION:

POC regarding PURCHASE ORDER(S):

PHONE NUMBER:

FAX NUMBER:

EMAIL ADDRESS:

Nelson Raines  
Keystone Ford  
301 Walker Rd  
Chambersburg, Pa 17201  
Franklin  
M-F 9:00-8:00 SAT 9:00-5:00 SUNDAY CLOSED  
Nelson Raines  
717-264-5104  
717-263-2086  
nraines@keystoneford.com

## SEND PAYMENT(S) TO NAME:

D/B/A NAME, IF APPLICABLE:  
ADDRESS:

POC regarding PAYMENT(S):

PHONE NUMBER:

FAX NUMBER:

EMAIL ADDRESS:

Glaudia Place  
Keystone Ford  
301 Walker Rd  
Chambersburg Pa 17201  
Nelson Raines  
717-264-5104  
717-263-2086  
nraines@keystoneford.com



Commonwealth of Pennsylvania  
Department of General Services  
Bureau of Procurement  
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Fax: 717-783-6241  
Email: [GS-PACostars@state.pa.us](mailto:GS-PACostars@state.pa.us)  
Website: [www.costars.state.pa.us](http://www.costars.state.pa.us)

Date: 04/26/2017

Mar-Eco dba Keystone Ford  
Attn: Nelson Raines  
301 Walker Road  
Chambersburg, PA 17201

**Subject:** COSTARS Participation -- Renewal Confirmation  
**Contract Number:** 013-130 - Emergency Responder Vehicles

Dear Contractor:

The Department of General Services, Bureau of Procurement, has received your payment of the \$1500.00 administrative fee required to renew your COSTARS participation for contract number 013-130. This will confirm that your company is authorized to continue to sell the awarded items/services under this contract to registered COSTARS members for the contract term 06/18/2014 through 06/18/2018 .

Thank you for your continued participation in the COSTARS Program. Should you have any questions, please contact COSTARS Program staff by email to [GS-PACostars@pa.gov](mailto:GS-PACostars@pa.gov) or toll-free telephone at 1.866.768.7827.

Regards,

Stacey Logan-Kent  
(P): 717-787-2355  
(F) :717-783-6241  
E-Mail: [slogankent@pa.gov](mailto:slogankent@pa.gov)

**BID ITEM WORKBOOK****COSTARS-13 Emergency Responder Vehicles****BIDDER/CONTRACTOR DATA**

<b>BIDDER/CONTRACTOR'S LEGAL NAME:</b>		Mar-Eco, Inc. DBA Keystone Ford	
<b>D/B/A NAME, IF APPLICABLE:</b>		301 Walker Rd.	
<b>BIDDER ADDRESS:</b>		Chambersburg, PA 17201	
<b>COUNTY LOCATED IN:</b>		Franklin	
<b>PA Legislative House District Number</b>		<b>PA Legislative Senate District Number</b>	
<b>VENDOR NUMBER:</b>		330705	
<b>DGS Self-Certified Small Business (SB)</b>		<b>Certification Number</b>	
<b>Primary POC regarding IFB/Contract</b>		Nelson Raines	
<b>Secondary POC regarding IFB/Contract</b>			
<b>PHONE NUMBER:</b>		717-264-5104	
<b>FAX NUMBER:</b>		717-263-2086	
<b>EMAIL ADDRESS:</b>		nraines@keystoneford.com	
<b>COMPANY'S GENERAL WEBSITE ADDRESS</b>		www.keystoneford.com	

<b>SEND PURCHASE ORDER(S) TO NAME:</b>		Mar-Eco, Inc. DBA Keystone Ford	
<b>D/B/A NAME, IF APPLICABLE:</b>		301 Walker Rd.	
<b>ADDRESS:</b>		Chambersburg, PA 17201	
<b>COUNTY LOCATED IN:</b>		Franklin	
<b>HOURS OF OPERATION:</b>		M-F: 8:30am-8:00pm Sat: 8:30am-4:00pm Sun: Closed	
<b>POC regarding PURCHASE ORDER(S):</b>		Nelson Raines	
<b>PHONE NUMBER:</b>		717-264-5104	
<b>FAX NUMBER:</b>		717-263-2086	
<b>EMAIL ADDRESS:</b>		nraines@keystoneford.com	

<b>SEND PAYMENT(S) TO NAME:</b>		Mar-Eco, Inc. DBA Keystone Ford	
<b>D/B/A NAME, IF APPLICABLE:</b>		301 Walker Rd.	
<b>ADDRESS:</b>		Chambersburg, PA 17201	
<b>POC regarding PAYMENT(S):</b>		Nelson Raines	
<b>PHONE NUMBER:</b>		717-264-5104	
<b>FAX NUMBER:</b>		717-263-2086	
<b>EMAIL ADDRESS:</b>		nraines@keystoneford.com	



**Keystone Ford**  
301 Walker Road, Chambersburg, Pennsylvania,  
172013507  
Office: 717-264-5104 Fax: 717-264-1718

## Customer Proposal

**Prepared for:**

City Of Hagerstown  
1 East Franklin St, 2nd Floor  
Hagerstown, MD 21740  
Office: 301-739-8577

**Prepared by:**

Chad M Sites  
Office: 717-709-6263  
Email: csites@keystoneford.com

**Date:** 10/04/2017

**Vehicle:** 2018 F-150 XL  
4x4 SuperCrew Cab Styleside 6.5' box 157"  
WB

**Quote ID:** CityOfHag3







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**City Of Hagerstown**  
1 East Franklin St, 2nd Floor  
Hagerstown, MD 21740  
Office: 301-739-8577

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*Re: Vehicle Proposal*

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To Whom It May Concern,

Thank you very much for your interest in acquiring a vehicle from our dealership. We concur that your interest is well deserved. We hope that an outstanding product lineup and our dedication to customer service will enhance your ownership experience should you decide to buy a vehicle from us.

Attached, please find additional information that I hope will assist you in making a more informed decision. Please feel free to contact me at any time as I would truly appreciate the opportunity to be of service to you.

Sincerely,

**Chad M Sites**  
Commercial Accounts Manager  
717-709-6263  
csites@keystoneford.com



## Selected Equipment & Specs

### Dimensions

- \* Exterior length: 243.7"
- \* Exterior height: 77.3"
- \* Turning radius: 25.6'
- \* Max ground clearance: 10.2"
- \* Rear legroom: 43.6"
- \* Rear headroom: 40.4"
- \* Rear hiproom: 64.7"
- \* Rear shoulder room: 65.9"
- \* Approach angle: 25.5 deg
- \* Maximum cargo volume: 51.9cu.ft.
- \* Exterior width: 79.9"
- \* Wheelbase: 157.0"
- \* Min ground clearance: 9.3"
- \* Front legroom: 43.9"
- \* Front headroom: 40.8"
- \* Front hiproom: 62.5"
- \* Front shoulder room: 66.7"
- \* Passenger volume: 131.8cu.ft.
- \* Departure angle: 26.4 deg
- \* Box length: 78.0"

### Powertrain

- \* 395hp 5.0L DOHC 32 valve V-8 engine with variable valve control, variable intake length, port/direct injection
- \* Recommended fuel : regular unleaded
- \* 10 speed automatic transmission with overdrive
- \* Fuel Economy City: 16 mpg
- \* Capless fuel filler
- \* Auto stop-start feature
- \* LEV3-ULEV125
- \* Part-time
- \* Fuel Economy Highway: 22 mpg

### Suspension/Handling

- \* Front independent double wishbone suspension with anti-roll bar, gas-pressurized shocks
- \* Speed-sensing electric power-assist rack-pinion Steering
- \* P265/70SR17 OWL AT front and rear tires
- \* Rear rigid axle leaf spring suspension with gas-pressurized shocks
- \* Front and rear 17 x 7.5 silver steel wheels

### Body Exterior

- \* 4 doors
- \* Conventional right rear passenger
- \* Black door mirrors
- \* Class IV trailer hitch with trailer sway control
- \* Easy lift tailgate
- \* Trailer harness
- \* Clearcoat paint
- \* Conventional left rear passenger
- \* Driver and passenger power remote folding door mirrors
- \* Black bumpers
- \* Bed-rail protectors
- \* Easy lower tailgate
- \* Box style: regular
- \* Front and rear 17 x 7.5 wheels

### Convenience

- \* Manual air conditioning
- \* Power windows
- \* Driver and passenger 1-touch down
- \* Manual tilt steering wheel
- \* Day-night rearview mirror
- \* Smart device integration
- \* Front and rear cupholders
- \* Driver and passenger door bins
- \* Cruise control with steering wheel controls
- \* Driver and passenger 1-touch up
- \* Remote power door locks with 2 stage unlock and illuminated entry
- \* Manual telescopic steering wheel
- \* Wireless phone connectivity
- \* 2 1st row LCD monitors
- \* Passenger visor mirror
- \* Rear door bins

### Seats and Trim

- \* Seating capacity of 6
- \* 4-way driver seat adjustment
- \* Front 40-20-40 split-bench seat
- \* 4-way passenger seat adjustment

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



**Keystone Ford**  
301 Walker Road, Chambersburg, Pennsylvania,  
172013507  
Office: 717-264-5104

**2018 F-150, SuperCrew Cab Styleside**  
4x4 SuperCrew Cab Styleside 6.5' box 157" WB  
XL(W1E)  
Price Level: 815 Quote ID: CityOfHag3

## Selected Equipment & Specs (cont'd)

- \* Centre front armrest

### Entertainment Features

- \* AM/FM stereo radio
- \* Steering wheel mounted radio controls
- \* Wireless streaming

- \* 60-40 folding rear split-bench seat

- \* SYNC external memory control
- \* 6 speakers
- \* Fixed antenna

### Lighting, Visibility and Instrumentation

- \* Halogen aero-composite headlights
- \* Fully automatic headlights
- \* Light tinted windows
- \* Voltmeter
- \* Compass
- \* Camera(s) - rear
- \* Trip computer

- \* Delay-off headlights
- \* Variable intermittent front windshield wipers
- \* Tachometer
- \* Oil pressure gauge
- \* Outside temperature display
- \* Low tire pressure warning
- \* Trip odometer

### Safety and Security

- \* 4-wheel ABS brakes
- \* Electric parking brake
- \* Electronic stability control
- \* Dual front impact airbag supplemental restraint system
- \* Safety Canopy System curtain 1st and 2nd row overhead airbag supplemental restraint system
- \* Remote activated perimeter/approach lighting
- \* Security system with SecuriLock immobilizer
- \* Manually adjustable front head restraints

- \* Brake assist with hill hold control
- \* 4-wheel disc brakes
- \* ABS and driveline traction control
- \* Dual seat mounted side impact airbag supplemental restraint system
- \* Airbag supplemental restraint system occupancy sensor
- \* Power remote door locks with 2 stage unlock and panic alarm
- \* MyKey restricted driving mode
- \* 3 manually adjustable rear head restraints

### Dimensions

#### General Weights

Curb	4902 lbs.	GVWR	7050 lbs.
Front GAWR	3650 lbs.	Rear GAWR	3800 lbs.
Payload	2080 lbs.	Front curb weight	2967 lbs.
Rear curb weight	1935 lbs.	Front axle capacity	3750 lbs.
Rear axle capacity	4800 lbs.	Front spring rating	3650 lbs.
Rear spring rating	3800 lbs.	Front tire/wheel capacity	3650 lbs.
Rear tire/wheel capacity	4050 lbs.		

#### Trailer Type

Type	Regular	Harness	Yes
Class	IV	Hitch	Yes
Trailer sway control	Yes		

#### General Trailering

5th-wheel towing capacity	8800 lbs.	Towing capacity	8900 lbs.
GCWR	14300 lbs.		

#### Fuel Tank type

Capacity	26 gal.	Capless fuel filler	Yes
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#### Off Road

Approach angle	26 deg	Departure angle	26 deg
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Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: City Of Hagerstown  
By: Chad M Sites Date: 10/04/2017



Keystone Ford  
301 Walker Road, Chambersburg, Pennsylvania,  
172013507  
Office: 717-264-5104

**2018 F-150, SuperCrew Cab Styleside**  
4x4 SuperCrew Cab Styleside 6.5' box 157" WB  
XL(W1E)  
Price Level: 815 Quote ID: CityOfHag3

## Selected Equipment & Specs (cont'd)

Ramp breakover angle	20 deg	Min ground clearance	9 "
Max ground clearance	10 "	Load floor height	36 "
<b>Exterior cargo</b>			
Length	78.0 "	Minimum width	50.6 "
Volume	62.3 cu.ft.	Pickup box depth	21.4 "
Maximum width	65.2 "	Tailgate width	60.3 "
<b>Interior cargo</b>			
Maximum cargo volume	51.9 cu.ft.		

## Powertrain

<b>Engine Type</b>			
Block material	Aluminum	Cylinders	V-8
Head material	Aluminum	Ignition	Electronic
Injection	Port/direct injection	Liters	5.0L
Orientation	Longitudinal	Recommended fuel	Regular unleaded
Valves per cylinder	4	Valvetrain	DOHC
Variable valve control	Yes		

<b>Engine Spec</b>			
Bore	3.63"	Compression ratio	10.5:1
Displacement	302 cu.in.	Stroke	3.65"

<b>Engine Power</b>			
SAEJ1349 AUG2004 compliant	Yes	Output	395 HP @ 5,750 RPM
Torque	400 ft.-lb @ 3,850 RPM		

<b>Alternator</b>	
Amps	200

<b>Battery</b>			
Amp hours	70	Cold cranking amps	610
Run down protection	Yes		

<b>Engine Extras</b>	
Auto stop-start feature	Yes

<b>Transmission</b>			
Electronic control	Yes	Lock-up	Yes
Overdrive	Yes	Speed	10
Type	Automatic		

<b>Transmission Gear Ratios</b>			
1st	4.696	2nd	2.985
3rd	2.146	4th	1.769
5th	1.52	6th	1.275
7th	1	8th	0.854
9th	0.689	10th	0.616
Reverse Gear ratios	4.866		

<b>Transmission Extras</b>			
Driver selectable mode	Yes	Sequential shift control	SelectShift

## Drive Type

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Keystone Ford  
301 Walker Road, Chambersburg, Pennsylvania,  
172013507  
Office: 717-264-5104

**2018 F-150, SuperCrew Cab Styleside**  
4x4 SuperCrew Cab Styleside 6.5' box 157" WB  
XL(W1E)  
Price Level: 815 Quote ID: CityOfHag3

## Selected Equipment & Specs (cont'd)

4wd type	Part-time	Type	Four-wheel
<b>Drive Feature</b>			
Traction control	ABS and driveline	Locking hub control	Auto
Transfer case shift	Electronic		
<b>Drive Axle</b>			
Ratio	3.31		
<b>Exhaust</b>			
Material	Stainless steel	System type	Single
<b>Emissions</b>			
CARB	LEV3-ULEV125	EPA	Tier 2 Bin 4
<b>fuel Economy</b>			
City	16 mpg	Highway	22 mpg
Fuel type	Gasoline	Combined	18 mpg
<b>Green Values</b>			
Energy Impact Score (Barrels per year)	18.3	Carbon FP / Tailpipe and upstream total GHG (CO <sub>2</sub> , tons per year)	9.8

### Driveability

<b>Brakes</b>			
ABS	4-wheel	ABS channels	4
Type	4-wheel disc	Vented discs	Front and rear
Electric parking brake	Yes		
<b>Brake Assistance</b>			
Brake assist	Yes	Hill hold control	Yes
<b>Suspension Control</b>			
Ride	Regular	Electronic stability control	Stability control with anti-roll
<b>Front Suspension</b>			
Independence	Independent	Type	Double wishbone
Anti-roll bar	Regular		
<b>Front Spring</b>			
Type	Coil	Grade	Regular
<b>Front Shocks</b>			
Type	Gas-pressurized		
<b>Rear Suspension</b>			
Independence	Rigid axle	Type	Leaf
<b>Rear Spring</b>			
Type	Leaf	Grade	Regular
<b>Rear Shocks</b>			
Type	Gas-pressurized		
<b>Steering</b>			
Speed-sensing	Yes	Activation	Electric power-assist

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: City Of Hagerstown  
By: Chad M Sites Date: 10/04/2017



Keystone Ford  
301 Walker Road, Chambersburg, Pennsylvania,  
172013507  
Office: 717-264-5104

**2018 F-150, SuperCrew Cab Styleside**  
4x4 SuperCrew Cab Styleside 6.5' box 157" WB  
XL(W1E)  
Price Level: 815 Quote ID: CityOfHag3

## Selected Equipment & Specs (cont'd)

Type	Rack-pinion		
<i>Steering Specs</i>			
# of wheels	2		
<b>Exterior</b>			
<i>Front Wheels</i>			
Diameter	17"	Width	7.50"
<i>Rear Wheels</i>			
Diameter	17"	Width	7.50"
<i>Spare Wheels</i>			
Wheel material	Steel		
<i>Front and Rear Wheels</i>			
Appearance	Silver	Material	Steel
Covers	Hub		
<i>Front Tires</i>			
Aspect	70	Diameter	17"
Sidewalls	OWL	Speed	S
Tread	AT	Type	P
Width	265mm		
<i>Rear Tires</i>			
Aspect	70	Diameter	17"
Sidewalls	OWL	Speed	S
Tread	AT	Type	P
Width	265mm		
<i>Spare Tire</i>			
Mount	Underbody w/crankdown	Type	Full-size
<i>Wheels</i>			
Turning radius	25.6'	Wheelbase	157.0"
<i>Body Features</i>			
Body material	Aluminum	Side impact beams	Yes
Active grille shutters	Yes		
<i>Body Doors</i>			
Door count	4	Left rear passenger	Conventional
Right rear passenger	Conventional	Rear cargo	Tailgate
<i>Pickup</i>			
Box style	Regular	Bed-rail protectors	Yes
Easy lift tailgate	Yes	Easy lower tailgate	Yes
<i>Exterior Dimensions</i>			
Length	243.7"	Body width	79.9"
Body height	77.3"	Frame section modulus	5.7cu.in.
Frame yield strength (psi)	49300.0	Front bumper to Front axle	37.8"

## Safety

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: City Of Hagerstown  
By: Chad M Sites Date: 10/04/2017



## Selected Equipment & Specs (cont'd)

### Airbags

Driver front-impact	Yes	Driver side-impact	Seat mounted
Occupancy sensor	Yes	Overhead Safety Canopy System curtain 1st and 2nd row	
Passenger front-impact	Yes	Passenger side-impact	Seat mounted

### Seatbelt

Rear centre 3 point	Yes	Height adjustable	Front
Pre-tensioners	Front	Pre-tensioners (#)	2

### Security

Immobilizer	SecuriLock	Panic alarm	Yes
Restricted driving mode	MyKey		

### Seating

#### Passenger Capacity

Capacity	6
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#### Front Seats

Split	40-20-40	Type	Split-bench
-------	----------	------	-------------

#### Driver Seat

Fore/aft	Manual	Reclining	Manual
Way direction control	4		

#### Passenger seat

Fore/aft	Manual	Reclining	Manual
Way direction control	4		

#### Front Head Restraint

Control	Manual	Type	Adjustable
---------	--------	------	------------

#### Front Armrest

Centre	Yes
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#### Rear Seats

Descriptor	Split-bench	Facing	Front
Folding	60-40	Folding position	Fold-up cushion
Type	Fixed		

#### Rear Head Restraints

Control	Manual	Type	Adjustable
Number	3		

#### Front Seat Trim

Material	Vinyl	Back material	Vinyl
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#### Rear Seat Trim Group

Material	Vinyl	Back material	Carpet
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### Convenience

#### AC And Heat Type

Air conditioning	Manual	Underseat ducts	Yes
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#### Audio System

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Keystone Ford  
301 Walker Road, Chambersburg, Pennsylvania,  
172013507  
Office: 717-264-5104

**2018 F-150, SuperCrew Cab Styleside**  
4x4 SuperCrew Cab Styleside 6.5' box 157" WB  
XL(W1E)  
Price Level: 815 Quote ID: CityOfHag3

## Selected Equipment & Specs (cont'd)

Radio	AM/FM stereo	Radio grade	Regular
Seek-scan	Yes	External memory control	SYNC
<b>Audio Speakers</b>			
Speaker type	Regular	Speakers	6
<b>Audio Controls</b>			
Steering wheel controls	Yes	Voice activation	Yes
Wireless streaming	Bluetooth yes		
<b>Audio Antenna</b>			
Type	Fixed		
<b>LCD Monitors</b>			
1st row	2	Primary monitor size (inches)	4.2
<b>Cruise Control</b>			
Cruise control	With steering wheel controls		
<b>Convenience Features</b>			
Retained accessory power	Yes	12V DC power outlet	3
Wireless phone connectivity	Bluetooth	Smart device integration	App link
<b>Door Lock Activation</b>			
Type	Power with 2 stage unlock	Remote	Keyfob (all doors)
Integrated key/remote	Yes	Auto locking	Yes
<b>Door Lock Type</b>			
Rear child safety	Manual	Tailgate/rear door lock	Included with power door locks
<b>Instrumentation Type</b>			
Display	Analog		
<b>Instrumentation Gauges</b>			
Tachometer	Yes	Oil pressure	Yes
Engine temperature	Yes	Voltmeter	Yes
Inclinometer	Yes	Transmission fluid temp	Yes
<b>Instrumentation Warnings</b>			
Oil pressure	Yes	Engine temperature	Yes
Battery	Yes	Lights on	Yes
Key	Yes	Low fuel	Yes
Lighting malfunction	Yes	Door ajar	Yes
Service interval	Yes	Brake fluid	Yes
Low tire pressure	Tire specific		
<b>Instrumentation Displays</b>			
Clock	In-radio display	Compass	Yes
Exterior temp	Yes	Systems monitor	Yes
Camera(s) - rear	Yes		
<b>Instrumentation Feature</b>			
Trip computer	Yes	Trip odometer	Yes
<b>Steering Wheel Type</b>			
Material	Urethane	Tilting	Manual

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Prepared for: City Of Hagerstown  
By: Chad M Sites Date: 10/04/2017





Keystone Ford  
301 Walker Road, Chambersburg, Pennsylvania,  
172013507  
Office: 717-264-5104

**2018 F-150, SuperCrew Cab Styleside**  
4x4 SuperCrew Cab Styleside 6.5' box 157" WB  
XL(W1E)  
Price Level: 815 Quote ID: CityOfHag3

## Selected Equipment & Specs (cont'd)

Telescoping	Manual		
<b>Front Side Windows</b>			
Window 1st row activation	Power		
<b>Windows Rear Side</b>			
2nd row activation	Power		
<b>Window Features</b>			
1-touch down	Driver and passenger	1-touch up	Driver and passenger
Tinted	Light		
<b>Front Windshield</b>			
Wiper	Variable intermittent		
<b>Rear Windshield</b>			
Window	Fixed		
<b>Interior</b>			
<b>Passenger Visor</b>			
Mirror	Yes		
<b>Rear View Mirror</b>			
Day-night	Yes		
<b>Headliner</b>			
Coverage	Full	Material	Cloth
<b>Floor Trim</b>			
Coverage	Full	Covering	Vinyl/rubber
<b>Trim Feature</b>			
Gear shift knob	Urethane	Cabback insulator	Yes
Interior accents	Chrome		
<b>Lighting</b>			
Dome light type	Fade	Illuminated entry	Yes
Variable IP lighting	Yes		
<b>Storage</b>			
Driver door bin	Yes	Front Beverage holder(s)	Yes
Glove box	Yes	Passenger door bin	Yes
Rear yes	Yes	Instrument panel	Bin
Dashboard	Yes	Rear door bins	Yes
<b>Legroom</b>			
Front	43.9"	Rear	43.6"
<b>Headroom</b>			
Front	40.8"	Rear	40.4"
<b>Hip Room</b>			
Front	62.5"	Rear	64.7"
<b>Shoulder Room</b>			
Front	66.7"	Rear	65.9"

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Prepared for: City Of Hagerstown  
By: Chad M Sites Date: 10/04/2017



Keystone Ford  
301 Walker Road, Chambersburg, Pennsylvania,  
172013507  
Office: 717-264-5104

**2018 F-150, SuperCrew Cab Styleside**  
4x4 SuperCrew Cab Styleside 6.5' box 157" WB  
XL(W1E)  
Price Level: 815 Quote ID: CityOfHag3

## Selected Equipment & Specs (cont'd)

### *Interior Volume*

Passenger volume

131.8 cu.ft.

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Office: 717-264-5104

**2018 F-150, SuperCrew Cab Styleside**  
4x4 SuperCrew Cab Styleside 6.5' box 157" WB  
XL(W1E)  
Price Level: 815 Quote ID: CityOfHag3

## Warranty - Selected Equipment & Specs

### Warranty

#### *Basic*

Distance	36000 miles	Months	36 months
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#### *Powertrain*

Distance	60000 miles	Months	60 months
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#### *Corrosion Perforation*

Distance	Unlimited miles	Months	60 months
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#### *Roadside Assistance*

Distance	60000 miles	Months	60 months
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Office: 717-264-5104

**2018 F-150, SuperCrew Cab Styleside**  
4x4 SuperCrew Cab Styleside 6.5' box 157" WB  
XL(W1E)  
Price Level: 815 Quote ID: CityOfHag3

## Selected Options

Code	Description	MSRP
Base Vehicle		
W1E	Base Vehicle Price (W1E)	\$39,685.00
Packages		
101A	Equipment Group 101A Mid	\$2,255.00
	- Option Discount	-\$750.00
	<i>Includes:</i> - Engine: 5.0L V8 Includes auto start-stop technology and flex-fuel capability, - Transmission: Electronic 10-Speed Automatic Includes selectable drive modes: normal/tow-haul/snow-wet/EcoSelect/sport. - 3.31 Axle Ratio - GVWR: 7,050 lbs Payload Package - Tires: P265/70R17 OWL A/T - Wheels: 17" Silver Steel - XL Power Equipment Group - Power Glass Sideview Mirrors w/Black Skull Caps Includes manual-folding. - Illuminated Entry - MyKey - Perimeter Alarm - Power Door Locks Includes flip key and integrated key transmitter keyless-entry (includes Autolock). - Power Tailgate Lock - Power Front & Rear Windows - Radio: AM/FM Stereo/Single-CD Player Includes 6 speakers. - 4.2" Productivity Screen in Instrument Cluster Includes compass. - SYNC Includes enhanced voice recognition communication and entertainment system, 911 assist, 4.2" LCD display in center stack, Applink and 1 smart charging USB port. - Cruise Control	
Powertrain		
995	Engine: 5.0L V8	Included
	LATE AVAILABILITY for flex-fuel capability. <i>Includes auto start-stop technology and flex-fuel capability,</i>	
44G	Transmission: Electronic 10-Speed Automatic	Included
	<i>Includes selectable drive modes: normal/tow-haul/snow-wet/EcoSelect/sport.</i>	
X27	3.31 Axle Ratio	Included
STDGV	GVWR: 7,050 lbs Payload Package	Included
Wheels & Tires		
STDTR	Tires: P265/70R17 OWL A/T	Included
64C	Wheels: 17" Silver Steel	Included
Seats & Seat Trim		

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**2018 F-150, SuperCrew Cab Styleside**  
4x4 SuperCrew Cab Styleside 6.5' box 157" WB  
XL(W1E)  
Price Level: 815 Quote ID: CityOfHag3

## Selected Options (cont'd)

Code	Description	MSRP
A	Vinyl 40/20/40 Front Seat	N/C
<b>Other Options</b>		
157WB	157" Wheelbase	STD
58B_	Radio: AM/FM Stereo/Single-CD Player <i>Includes 6 speakers.</i>	Included
53B	Class IV Trailer Hitch Receiver  Ordering the Trailer Tow Package does not include Integrated Brake Controller (67T). Integrated Brake Controller (67T) is a standalone option and must be ordered separately.  <i>Includes towing capability up to 5,000 lbs. on 3.3L V6 PFDI engine (99B) and 2.7L EcoBoost engine (99P) or up to 7,000 lbs. on 3.5L EcoBoost engine (99G) and 5.0L V8 engine (99S), smart trailer tow connector and 4-pin/7-pin wiring harness.</i>	\$95.00
PAINT	Monotone Paint Application	STD
<b>Fleet Options</b>		
85A	XL Power Equipment Group  <i>Includes:</i> - Power Glass Sideview Mirrors w/Black Skull Caps <i>Includes manual-folding.</i> - Illuminated Entry - MyKey - Perimeter Alarm - Power Door Locks <i>Includes flip key and integrated key transmitter keyless-entry (includes Autolock).</i> - Power Tailgate Lock - Power Front & Rear Windows	Included
52P	SYNC  <i>Includes enhanced voice recognition communication and entertainment system, 911 assist, 4.2" LCD display in center stack, Applink and 1 smart charging USB port.</i>	Included
942	Daytime Running Lamps  REQUIRES valid FIN code.  <i>Non-controllable.</i>	\$45.00
50S	Cruise Control	Included
<b>Emissions</b>		
425	50 State Emissions (Fleet)  AVAILABLE ONLY to Commercial and Government Fleet.	N/C
<b>Interior Colors</b>		
AG_02	Medium Earth Gray	N/C
<b>Primary Colors</b>		

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172013507  
Office: 717-264-5104

**2018 F-150, SuperCrew Cab Styleside**  
4x4 SuperCrew Cab Styleside 6.5' box 157" WB  
XL(W1E)  
Price Level: 815 Quote ID: CityOfHag3

## Selected Options (cont'd)

Code	Description	MSRP
YZ_01	Oxford White	N/C
SUBTOTAL		\$41,330.00
Destination Charge		\$1,295.00
TOTAL		\$42,625.00

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Prepared for: City Of Hagerstown  
By: Chad M Sites Date: 10/04/2017



Keystone Ford  
301 Walker Road, Chambersburg, Pennsylvania,  
172013507  
Office: 717-264-5104

**2018 F-150, SuperCrew Cab Styleside**  
4x4 SuperCrew Cab Styleside 6.5' box 157" WB  
XL(W1E)  
Price Level: 815 Quote ID: CityOfHag3

## Pricing - Single Vehicle

	MSRP
<i>Vehicle Pricing</i>	
Base Vehicle Price	\$39,685.00
Options & Colors	\$1,645.00
Upfitting	\$0.00
Destination Charge	\$1,295.00
<b>Subtotal</b>	<b>\$42,625.00</b>
<i>Pre-Tax Adjustments</i>	
<b>Description</b>	
Discount	-\$11,288.00
<b>Total</b>	<b>\$31,337.00</b>

Customer Signature

Acceptance Date

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Prepared for: City Of Hagerstown  
By: Chad M Sites Date: 10/04/2017



**Keystone Ford**  
301 Walker Road, Chambersburg, Pennsylvania,  
172013507  
Office: 717-264-5104 Fax: 717-264-1718

## Customer Proposal

---

**Prepared for:**

City Of Hagerstown  
1 East Franklin St, 2nd Floor  
Hagerstown, MD 21740  
Office: 301-739-8577

**Prepared by:**

Chad M Sites  
Office: 717-709-6263  
Email: csites@keystoneford.com

**Date:** 10/04/2017

**Vehicle:** 2018 F-150 XL

4x4 SuperCab Styleside 6.5' box 145" WB

**Quote ID:** CityOfHag2







**City Of Hagerstown**  
1 East Franklin St, 2nd Floor  
Hagerstown, MD 21740  
Office: 301-739-8577

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***Re: Vehicle Proposal***

---

To Whom It May Concern,

Thank you very much for your interest in acquiring a vehicle from our dealership. We concur that your interest is well deserved. We hope that an outstanding product lineup and our dedication to customer service will enhance your ownership experience should you decide to buy a vehicle from us.

Attached, please find additional information that I hope will assist you in making a more informed decision. Please feel free to contact me at any time as I would truly appreciate the opportunity to be of service to you.

Sincerely,

**Chad M Sites**  
Commercial Accounts Manager  
717-709-6263  
csites@keystoneford.com



## Selected Equipment & Specs

### Dimensions

- \* Exterior length: 231.9"
- \* Exterior height: 77.2"
- \* Turning radius: 23.5'
- \* Max ground clearance: 10.3"
- \* Rear legroom: 33.5"
- \* Rear headroom: 40.3"
- \* Rear hiproom: 64.7"
- \* Rear shoulder room: 65.8"
- \* Approach angle: 25.8 deg
- \* Maximum cargo volume: 31.6cu.ft.
- \* Exterior width: 79.9"
- \* Wheelbase: 145.0"
- \* Min ground clearance: 9.3"
- \* Front legroom: 43.9"
- \* Front headroom: 40.8"
- \* Front hiproom: 62.5"
- \* Front shoulder room: 66.7"
- \* Passenger volume: 116.0cu.ft.
- \* Departure angle: 26.1 deg
- \* Box length: 78.0"

### Powertrain

- \* 290hp 3.3L DOHC 24 valve V-6 engine with Ti-VCT variable valve control, port/direct injection
- \* Recommended fuel : regular unleaded
- \* 6 speed automatic transmission with overdrive
- \* Fuel Economy City: 18 mpg
- \* Capless fuel filler
- \* Auto stop-start feature
- \* federal
- \* Part-time
- \* Fuel Economy Highway: 23 mpg

### Suspension/Handling

- \* Front independent double wishbone suspension with anti-roll bar, gas-pressurized shocks
- \* Speed-sensing electric power-assist rack-pinion Steering
- \* P265/70SR17 OWL AT front and rear tires
- \* Rear rigid axle leaf spring suspension with gas-pressurized shocks
- \* Front and rear 17 x 7.5 silver steel wheels

### Body Exterior

- \* 4 doors
- \* Reverse opening right rear passenger
- \* Black door mirrors
- \* Class IV trailer hitch with trailer sway control
- \* Easy lift tailgate
- \* Trailer harness
- \* Clearcoat paint
- \* Reverse opening left rear passenger
- \* Driver and passenger power remote folding door mirrors
- \* Black bumpers
- \* Bed-rail protectors
- \* Easy lower tailgate
- \* Box style: regular
- \* Front and rear 17 x 7.5 wheels

### Convenience

- \* Manual air conditioning
- \* Power windows
- \* Driver and passenger 1-touch down
- \* Manual tilt steering wheel
- \* Day-night rearview mirror
- \* Smart device integration
- \* Front and rear cupholders
- \* Driver and passenger door bins
- \* Cruise control with steering wheel controls
- \* Driver and passenger 1-touch up
- \* Remote power door locks with 2 stage unlock and illuminated entry
- \* Manual telescopic steering wheel
- \* Wireless phone connectivity
- \* 2 1st row LCD monitors
- \* Passenger visor mirror
- \* Rear door bins

### Seats and Trim

- \* Seating capacity of 6
- \* 4-way driver seat adjustment
- \* Front 40-20-40 split-bench seat
- \* 4-way passenger seat adjustment

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301 Walker Road, Chambersburg, Pennsylvania,  
172013507  
Office: 717-264-5104

**2018 F-150, SuperCab Styleside**  
4x4 SuperCab Styleside 6.5' box 145" WB  
XL(X1E)  
Price Level: 815 Quote ID: CityOfHag2

## Selected Equipment & Specs (cont'd)

- \* Centre front armrest

- \* 60-40 folding rear split-bench seat

### Entertainment Features

- \* AM/FM stereo radio
- \* Steering wheel mounted radio controls
- \* Wireless streaming

- \* SYNC external memory control
- \* 6 speakers
- \* Fixed antenna

### Lighting, Visibility and Instrumentation

- \* Halogen aero-composite headlights
- \* Fully automatic headlights
- \* Light tinted windows
- \* Voltmeter
- \* Compass
- \* Camera(s) - rear
- \* Trip computer

- \* Delay-off headlights
- \* Variable intermittent front windshield wipers
- \* Tachometer
- \* Oil pressure gauge
- \* Outside temperature display
- \* Low tire pressure warning
- \* Trip odometer

### Safety and Security

- \* 4-wheel ABS brakes
- \* Electric parking brake
- \* Electronic stability control
- \* Dual front impact airbag supplemental restraint system
- \* Safety Canopy System curtain 1st and 2nd row overhead airbag supplemental restraint system
- \* Remote activated perimeter/approach lighting
- \* Security system with SecuriLock immobilizer
- \* Manually adjustable front head restraints

- \* Brake assist with hill hold control
- \* 4-wheel disc brakes
- \* ABS and driveline traction control
- \* Dual seat mounted side impact airbag supplemental restraint system
- \* Airbag supplemental restraint system occupancy sensor
- \* Power remote door locks with 2 stage unlock and panic alarm
- \* MyKey restricted driving mode
- \* 3 manually adjustable rear head restraints

### Dimensions

#### General Weights

Curb	4655 lbs.	GVWR	6500 lbs.
Front GAWR	3450 lbs.	Rear GAWR	3300 lbs.
Payload	1780 lbs.	Front curb weight	2786 lbs.
Rear curb weight	1869 lbs.	Front axle capacity	3750 lbs.
Rear axle capacity	4800 lbs.	Front spring rating	3450 lbs.
Rear spring rating	3300 lbs.	Front tire/wheel capacity	3650 lbs.
Rear tire/wheel capacity	4050 lbs.		

#### Trailer Type

Type	Regular	Harness	Yes
Class	IV	Hitch	Yes
Trailer sway control	Yes		

#### General Trailering

5th-wheel towing capacity	7000 lbs.	Towing capacity	7200 lbs.
GCWR	12200 lbs.		

#### Fuel Tank type

Capacity	23 gal.	Capless fuel filler	Yes
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#### Off Road

Approach angle	26 deg	Departure angle	26 deg
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Prepared for: City Of Hagerstown  
By: Chad M Sites Date: 10/04/2017



## Selected Equipment & Specs (cont'd)

Ramp breakover angle	20 deg	Min ground clearance	9 "
Max ground clearance	10 "	Load floor height	34 "
<b>Exterior cargo</b>			
Length	78.0 "	Minimum width	50.6 "
Volume	62.3 cu.ft.	Pickup box depth	21.4 "
Maximum width	65.2 "	Tailgate width	60.3 "
<b>Interior cargo</b>			
Maximum cargo volume	31.6 cu.ft.		

### Powertrain

#### Engine Type

Block material	Aluminum	Cylinders	V-6
Head material	Aluminum	Ignition	Electronic
Injection	Port/direct injection	Liters	3.3L
Orientation	Longitudinal	Recommended fuel	Regular unleaded
Valves per cylinder	4	Valvetrain	DOHC
Variable valve control	Ti-VCT		

#### Engine Power

Output	290 HP @ 6,500 RPM	Torque	265 ft.-lb @ 4,000 RPM
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#### Alternator

Amps	200
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#### Battery

Amp hours	70	Cold cranking amps	610
Run down protection	Yes		

#### Engine Extras

Auto stop-start feature	Yes
-------------------------	-----

#### Transmission

Electronic control	Yes	Lock-up	Yes
Overdrive	Yes	Speed	6
Type	Automatic		

#### Transmission Gear Ratios

1st	4.17	2nd	2.34
3rd	1.52	4th	1.14
5th	0.86	6th	0.69
Reverse Gear ratios	3.4		

#### Transmission Torque Converter

Stall ratio	2.30
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#### Transmission Extras

Driver selectable mode	Yes	Sequential shift control	SelectShift
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#### Drive Type

4wd type	Part-time	Type	Four-wheel
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#### Drive Feature

Traction control	ABS and driveline	Locking hub control	Auto
Transfer case shift	Electronic		

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## Selected Equipment & Specs (cont'd)

### Drive Axle

Ratio 3.73

### Exhaust

Material Stainless steel System type Single

### Emissions

CARB Federal EPA Tier 2 Bin 4

### Fuel Economy

City 18 mpg Highway 23 mpg  
Fuel type Gasoline Combined 20 mpg

### Fuel Economy (Alternate 1)

City 13 mpg Highway 17 mpg  
Fuel type E85 Combined 15 mpg

### Green Values

Energy Impact Score (Barrels per year) 16.5 Carbon FP / Tailpipe and upstream total GHG (CO<sub>2</sub>, tons per year) 8.8  
Energy Impact Score (Barrels per year) 5.0

## Driveability

### Brakes

ABS 4-wheel ABS channels 4  
Type 4-wheel disc Vented discs Front and rear  
Electric parking brake Yes

### Brake Assistance

Brake assist Yes Hill hold control Yes

### Suspension Control

Ride Regular Electronic stability control Stability control with anti-roll

### Front Suspension

Independence Independent Type Double wishbone  
Anti-roll bar Regular

### Front Spring

Type Coil Grade Regular

### Front Shocks

Type Gas-pressurized

### Rear Suspension

Independence Rigid axle Type Leaf

### Rear Spring

Type Leaf Grade Regular

### Rear Shocks

Type Gas-pressurized

### Steering

Speed-sensing Yes Activation Electric power-assist

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172013507  
Office: 717-264-5104

**2018 F-150, SuperCab Styleside**  
4x4 SuperCab Styleside 6.5' box 145" WB  
XL(X1E)  
Price Level: 815 Quote ID: CityOfHag2

## Selected Equipment & Specs (cont'd)

Type	Rack-pinion		
Steering Specs			
# of wheels	2		
Exterior			
Front Wheels			
Diameter	17"	Width	7.50"
Rear Wheels			
Diameter	17"	Width	7.50"
Spare Wheels			
Wheel material	Steel		
Front and Rear Wheels			
Appearance	Silver	Material	Steel
Covers	Hub		
Front Tires			
Aspect	70	Diameter	17"
Sidewalls	OWL	Speed	S
Tread	AT	Type	P
Width	265mm		
Rear Tires			
Aspect	70	Diameter	17"
Sidewalls	OWL	Speed	S
Tread	AT	Type	P
Width	265mm		
Spare Tire			
Mount	Underbody w/crankdown	Type	Full-size
Wheels			
Turning radius	23.5'	Wheelbase	145.0"
Body Features			
Front license plate bracket	Yes	Body material	Aluminum
Side impact beams	Yes	Active grille shutters	Yes
Body Doors			
Door count	4	Left rear passenger	Reverse opening
Right rear passenger	Reverse opening	Rear cargo	Tailgate
Pickup			
Box style	Regular	Bed-rail protectors	Yes
Easy lift tailgate	Yes	Easy lower tailgate	Yes
Exterior Dimensions			
Length	231.9"	Body width	79.9"
Body height	77.2"	Frame section modulus	5.0cu.in.
Frame yield strength (psi)	49300.0	Front bumper to Front axle	37.8"

## Safety

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Prepared for: City Of Hagerstown  
By: Chad M Sites Date: 10/04/2017



## Selected Equipment & Specs (cont'd)

### Airbags

Driver front-impact	Yes	Driver side-impact	Seat mounted
Occupancy sensor	Yes	Overhead Safety Canopy System curtain 1st and 2nd row	
Passenger front-impact	Yes	Passenger side-impact	Seat mounted

### Seatbelt

Rear centre 3 point	Yes	Height adjustable	Front
Pre-tensioners	Front	Pre-tensioners (#)	2

### Security

Immobilizer	SecuriLock	Panic alarm	Yes
Restricted driving mode	MyKey		

## Seating

### Passenger Capacity

Capacity	6
----------	---

### Front Seats

Split	40-20-40	Type	Split-bench
-------	----------	------	-------------

### Driver Seat

Fore/aft	Manual	Reclining	Manual
Way direction control	4		

### Passenger seat

Fore/aft	Manual	Reclining	Manual
Way direction control	4		

### Front Head Restraint

Control	Manual	Type	Adjustable
---------	--------	------	------------

### Front Armrest

Centre	Yes
--------	-----

### Rear Seats

Descriptor	Split-bench	Facing	Front
Folding	60-40	Folding position	Fold-up cushion
Type	Fixed		

### Rear Head Restraints

Control	Manual	Type	Adjustable
Number	3		

### Front Seat Trim

Material	Vinyl	Back material	Vinyl
----------	-------	---------------	-------

### Rear Seat Trim Group

Material	Vinyl	Back material	Carpet
----------	-------	---------------	--------

## Convenience

### AC And Heat Type

Air conditioning	Manual	Underseat ducts	Yes
------------------	--------	-----------------	-----

### Audio System

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



## Selected Equipment & Specs (cont'd)

Radio	AM/FM stereo	Radio grade	Regular
Seek-scan	Yes	External memory control	SYNC
<b>Audio Speakers</b>			
Speaker type	Regular	Speakers	6
<b>Audio Controls</b>			
Steering wheel controls	Yes	Voice activation	Yes
Wireless streaming	Bluetooth yes		
<b>Audio Antenna</b>			
Type	Fixed		
<b>LCD Monitors</b>			
1st row	2	Primary monitor size (inches)	4.2
<b>Cruise Control</b>			
Cruise control	With steering wheel controls		
<b>Convenience Features</b>			
Retained accessory power	Yes	12V DC power outlet	3
Wireless phone connectivity	Bluetooth	Smart device integration	App link
<b>Door Lock Activation</b>			
Type	Power with 2 stage unlock	Remote	Keyfob (front doors)
Integrated key/remote	Yes	Auto locking	Yes
<b>Door Lock Type</b>			
Tailgate/rear door lock	Included with power door locks		
<b>Instrumentation Type</b>			
Display	Analog		
<b>Instrumentation Gauges</b>			
Tachometer	Yes	Oil pressure	Yes
Engine temperature	Yes	Voltmeter	Yes
Inclinometer	Yes	Transmission fluid temp	Yes
<b>Instrumentation Warnings</b>			
Oil pressure	Yes	Engine temperature	Yes
Battery	Yes	Lights on	Yes
Key	Yes	Low fuel	Yes
Lighting malfunction	Yes	Door ajar	Yes
Service interval	Yes	Brake fluid	Yes
Low tire pressure	Tire specific		
<b>Instrumentation Displays</b>			
Clock	In-radio display	Compass	Yes
Exterior temp	Yes	Systems monitor	Yes
Camera(s) - rear	Yes		
<b>Instrumentation Feature</b>			
Trip computer	Yes	Trip odometer	Yes
<b>Steering Wheel Type</b>			
Material	Urethane	Tilting	Manual

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Keystone Ford  
301 Walker Road, Chambersburg, Pennsylvania,  
172013507  
Office: 717-264-5104

**2018 F-150, SuperCab Styleside**  
4x4 SuperCab Styleside 6.5' box 145" WB  
XL(X1E)  
Price Level: 815 Quote ID: CityOfHag2

## Selected Equipment & Specs (cont'd)

Telescoping	Manual		
<b>Front Side Windows</b>			
Window 1st row activation	Power		
<b>Windows Rear Side</b>			
2nd row activation	Power		
<b>Window Features</b>			
1-touch down	Driver and passenger	1-touch up	Driver and passenger
Tinted	Light		
<b>Front Windshield</b>			
Wiper	Variable intermittent		
<b>Rear Windshield</b>			
Window	Fixed		
<b>Interior</b>			
<b>Passenger Visor</b>			
Mirror	Yes		
<b>Rear View Mirror</b>			
Day-night	Yes		
<b>Headliner</b>			
Coverage	Full	Material	Cloth
<b>Floor Trim</b>			
Coverage	Full	Covering	Vinyl/rubber
<b>Trim Feature</b>			
Gear shift knob	Urethane	Cabback insulator	Yes
Interior accents	Chrome		
<b>Lighting</b>			
Dome light type	Fade	Illuminated entry	Yes
Variable IP lighting	Yes		
<b>Storage</b>			
Driver door bin	Yes	Front Beverage holder(s)	Yes
Glove box	Yes	Passenger door bin	Yes
Rear yes	Yes	Instrument panel	Bin
Dashboard	Yes	Rear door bins	Yes
<b>Legroom</b>			
Front	43.9"	Rear	33.5"
<b>Headroom</b>			
Front	40.8"	Rear	40.3"
<b>Hip Room</b>			
Front	62.5"	Rear	64.7"
<b>Shoulder Room</b>			
Front	66.7"	Rear	65.8"

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Prepared for: City Of Hagerstown  
By: Chad M Sites Date: 10/04/2017



Keystone Ford  
301 Walker Road, Chambersburg, Pennsylvania,  
172013507  
Office: 717-264-5104

**2018 F-150, SuperCab Styleside**  
4x4 SuperCab Styleside 6.5' box 145" WB  
XL(X1E)  
Price Level: 815 Quote ID: CityOfHag2

## Selected Equipment & Specs (cont'd)

### *Interior Volume*

Passenger volume

116.0 cu.ft.

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Prepared for: City Of Hagerstown  
By: Chad M Sites Date: 10/04/2017



Keystone Ford  
301 Walker Road, Chambersburg, Pennsylvania,  
172013507  
Office: 717-264-5104

**2018 F-150, SuperCab Styleside**  
4x4 SuperCab Styleside 6.5' box 145" WB  
XL(X1E)  
Price Level: 815 Quote ID: CityOfHag2

## Warranty - Selected Equipment & Specs

### Warranty

#### *Basic*

Distance	36000 miles	Months	36 months
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#### *Powertrain*

Distance	60000 miles	Months	60 months
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#### *Corrosion Perforation*

Distance	Unlimited miles	Months	60 months
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#### *Roadside Assistance*

Distance	60000 miles	Months	60 months
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Prepared for: City Of Hagerstown  
By: Chad M Sites Date: 10/04/2017



Keystone Ford  
301 Walker Road, Chambersburg, Pennsylvania,  
172013507  
Office: 717-264-5104

**2018 F-150, SuperCab Styleside**  
4x4 SuperCab Styleside 6.5' box 145" WB  
XL(X1E)  
Price Level: 815 Quote ID: CityOfHag2

## Selected Options

Code	Description	MSRP
Base Vehicle		
X1E	Base Vehicle Price (X1E)	\$34,895.00
Packages		
101A	Equipment Group 101A Mid	\$2,255.00
	- Option Discount	-\$750.00
	<i>Includes:</i> - Engine: 3.3L V6 PDFI Includes auto start-stop technology and flex-fuel capability. - Transmission: Electronic 6-Speed Automatic Includes selectable drive modes: normal/tow-haul/sport. - 3.73 Axle Ratio - GVWR: 6,500 lbs Payload Package - Tires: P265/70R17 OWL A/T - Wheels: 17" Silver Steel - Cloth 40/20/40 Front Seat Includes 2-way manual driver/passenger adjustment and armrest. - XL Power Equipment Group - Power Glass Sideview Mirrors w/Black Skull Caps Includes manual-folding. - Illuminated Entry - MyKey - Perimeter Alarm - Power Door Locks Includes flip key and integrated key transmitter keyless-entry (includes Autolock). - Power Tailgate Lock - Power Front & Rear Windows - Radio: AM/FM Stereo/Single-CD Player Includes 6 speakers. - 4.2" Productivity Screen in Instrument Cluster Includes compass. - SYNC Includes enhanced voice recognition communication and entertainment system, 911 assist, 4.2" LCD display in center stack, Applink and 1 smart charging USB port. - Cruise Control	
Powertrain		
99B	Engine: 3.3L V6 PDFI	Included
	LATE AVAILABILITY for flex-fuel capability. <i>Includes auto start-stop technology and flex-fuel capability.</i>	
446	Transmission: Electronic 6-Speed Automatic	Included
	<i>Includes selectable drive modes: normal/tow-haul/sport.</i>	
X26	3.73 Axle Ratio	Included
STDGV	GVWR: 6,500 lbs Payload Package	Included
Wheels & Tires		
STDTR	Tires: P265/70R17 OWL A/T	Included
64C	Wheels: 17" Silver Steel	Included

## Seats & Seat Trim

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Prepared for: City Of Hagerstown  
By: Chad M Sites Date: 10/04/2017



Keystone Ford  
301 Walker Road, Chambersburg, Pennsylvania,  
172013507  
Office: 717-264-5104

**2018 F-150, SuperCab Styleside**  
4x4 SuperCab Styleside 6.5' box 145" WB  
XL(X1E)  
Price Level: 815 Quote ID: CityOfHag2

## Selected Options (cont'd)

Code	Description	MSRP
A	Vinyl 40/20/40 Front Seat	N/C
<b>Other Options</b>		
145WB	145" Wheelbase	STD
58B_	Radio: AM/FM Stereo/Single-CD Player <i>Includes 6 speakers.</i>	Included
53B	Class IV Trailer Hitch Receiver	\$95.00
	Ordering the Trailer Tow Package does not include Integrated Brake Controller (67T). Integrated Brake Controller (67T) is a standalone option and must be ordered separately.  <i>Includes towing capability up to 5,000 lbs. on 3.3L V6 PFDI engine (99B) and 2.7L EcoBoost engine (99P) or up to 7,000 lbs. on 3.5L EcoBoost engine (99G) and 5.0L V8 engine (995), smart trailer tow connector and 4-pin/7-pin wiring harness.</i>	
PAINT	Monotone Paint Application	STD
153	Front License Plate Bracket  <i>Standard in states requiring 2 license plates, optional to all others.</i>	N/C
<b>Fleet Options</b>		
85A	XL Power Equipment Group  <i>Includes:</i> - Power Glass Sideview Mirrors w/Black Skull Caps - Includes manual-folding. - Illuminated Entry - MyKey - Perimeter Alarm - Power Door Locks - Includes flip key and integrated key transmitter keyless-entry (includes Autolock). - Power Tailgate Lock - Power Front & Rear Windows	Included
52P	SYNC  <i>Includes enhanced voice recognition communication and entertainment system, 911 assist, 4.2" LCD display in center stack, Applink and 1 smart charging USB port.</i>	Included
942	Daytime Running Lamps	\$45.00
	REQUIRES valid FIN code.  <i>Non-controllable.</i>	
50S	Cruise Control	Included
<b>Emissions</b>		
425	50 State Emissions (Fleet)  AVAILABLE ONLY to Commercial and Government Fleet.	N/C

## Interior Colors

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Prepared for: City Of Hagerstown  
By: Chad M Sites Date: 10/04/2017



Keystone Ford  
301 Walker Road, Chambersburg, Pennsylvania,  
172013507  
Office: 717-264-5104

**2018 F-150, SuperCab Styleside**  
4x4 SuperCab Styleside 6.5' box 145" WB  
XL(X1E)  
Price Level: 815 Quote ID: CityOfHag2

## Selected Options (cont'd)

Code	Description	MSRP
AG_02	Medium Earth Gray	N/C
<b>Primary Colors</b>		
YZ_01	Oxford White	N/C
SUBTOTAL		\$36,540.00
Destination Charge		\$1,295.00
TOTAL		\$37,835.00

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Prepared for: City Of Hagerstown  
By: Chad M Sites Date: 10/04/2017



Keystone Ford  
301 Walker Road, Chambersburg, Pennsylvania,  
172013507  
Office: 717-264-5104

**2018 F-150, SuperCab Styleside**  
4x4 SuperCab Styleside 6.5' box 145" WB  
XL(X1E)  
Price Level: 815 Quote ID: CityOfHag2

## Pricing - Single Vehicle

### MSRP

#### Vehicle Pricing

Base Vehicle Price	\$34,895.00
Options & Colors	\$1,645.00
Upfitting	\$0.00
Destination Charge	\$1,295.00
<b>Subtotal</b>	<b>\$37,835.00</b>

#### Pre-Tax Adjustments

Description	
Discount	-\$11,126.00

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Total	\$26,709.00
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Customer Signature

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Acceptance Date

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Prepared for: City Of Hagerstown  
By: Chad M Sites Date: 10/04/2017

City of Hagerstown  
Repair Order History

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Search and Select:

Units                      Unit - Unit Number                      104 (Automobiles) CMG

Report Parameters:

R/O Work                      ALL R/O's (Internal Work, External Work, or Both)  
R/O Costs                      ALL Costs (Internal and External)  
Date (Out) Start              1/15/2009  
Date (Out) End                6/14/2017

1490.96  
432.02  

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1922.98



**\$34.31**

City of Hagerstown  
Repair Order History

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104 (Automobiles) CMG

RO Number	RO Stage	Date	Meter Reading	Mechanic/Vendor			
19187		2/11/2015	32,741 Miles	Paul Yeager			
Vendor (Invoice)		Date	Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount
				Routine Work	PMS-000-000	\$12.28	\$59.80
			PERFORM B-PM.				
			Totals For 19187			\$12.28	\$59.80
							\$72.08

17104		2/25/2014	29,535 Miles	Paul Yeager			
Vendor (Invoice)		Date	Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount
				Routine Work	PMS-000-000	\$12.28	\$59.80
			PERFORM B-PM.				
			Totals For 17104			\$12.28	\$59.80
							\$72.08

15054		3/12/2013	26,748 Miles	Paul Yeager			
Vendor (Invoice)		Date	Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount
				Routine Work	PMS-000-000	\$16.87	\$59.80
			PERFORM B-PM.				
			Totals For 15054			\$16.87	\$59.80
							\$76.67

13216		4/26/2012	23,791 Miles	Paul Yeager			
Vendor (Invoice)		Date	Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount
				Routine Work	PMS-000-000	\$12.21	\$89.70
			PERFORM B-PM. CHECK BRAKES, OK				
			Totals For 13216			\$12.21	\$89.70
							\$101.91

11165		4/25/2011	20,587 Miles	Paul Yeager			
Vendor (Invoice)		Date	Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount
				Routine Work	PMS-000-000	\$11.69	\$59.80
			PERFORM B-PM.				
			Totals For 11165			\$11.69	\$59.80
							\$71.49

09282		6/8/2010	17,720 Miles	Paul Yeager			
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City of Hagerstown  
Repair Order History

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104 (Automobiles) CMG

RO Number	RO Stage	Date	Meter Reading	Mechanic/Vendor			
Vendor (Invoice)	Date	Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount	Total Amount
			Routine Work	PMS-000-000	\$13.80	\$89.70	\$103.50
		PERFORM B-PM. ROTATE TIRES, BRAKES OK.					
			Totals For 09282		\$13.80	\$89.70	\$103.50

08818 3/24/2010 17,012 Miles Paul Yeager

Vendor (Invoice)	Date	Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount	Total Amount
			Routine Work	016-000-000	\$0.00	\$59.80	\$59.80
		NOISE, RATTLE IN LEFT FRONT. ROAD TEST. BRING IN AND CHECK. SEEMS LIKE IT IS IN STRUT TOWER. ADJUST BUSHING AND TIGHTEN ALL. ROAD TEST SEEMS OK NOW BUT NOT SURE.					
			Totals For 08818		\$0.00	\$59.80	\$59.80

07044 6/1/2009 15,247 Miles Daniel Craigie

Vendor (Invoice)	Date	Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount	Total Amount
			PM Services	013-000-000	\$0.00	\$45.83	\$45.83
		Brakes had shimmy. Replaced front rotors and pads.					
			PM Services	PMS-000-000	\$103.80	\$45.83	\$149.63
		Performed pm service.					
			Totals For 07044		\$103.80	\$91.66	\$195.46
			Totals		\$647.07	\$843.89	\$1,490.96
			Grand Totals		\$647.07	\$843.89	\$1,490.96

Central Maintenance Charges  
Vehicle Number 005682

Period(s) ?\*

06/14/2017  
page 2

Date	Track #	line Identifier	Quantity	Amount
05/05/2008	CM56820820	0003 E T & R TIRES C11-18 FLAT REPAIR	1.00000	15.00
		----- period 2008-11 ----->		15.00
06/24/2008	CM56820827	0003 L03637 Paul M Yeager Veh & Equip. Maint. Mech II	1.00000	55.43
06/24/2008	CM56820827	0004 PCG7001 5W30 MOTOR OIL (BULK)	5.00000	7.07
06/24/2008	CM56820827	0005 PCG6953 OIL FILTER # P3244	1.00000	6.12
06/24/2008	CM56820827	0006 PCG6954 AIR FILTER # AF974	1.00000	5.06
		----- period 2008-12 ----->		73.68
		----- year 2008 ----->		162.42
01/14/2009	CM56820904	0003 L03482 Allen D. Taylor Veh & Equip Maint Mech IV	.50000	32.84
01/14/2009	CM56820904	0004 PCG6983 BATTERY D75-6YR	1.00000	90.00
		----- period 2009-09 ----->		122.84
		----- year 2009 ----->		122.84
		005682 call( 104 )		432.02
		=====		
Vehicle Total for Periods ?*				432.02
				=====

Central Maintenance Charges  
Vehicle Number 005682

Period(s) ?\*

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page 2

Date	Track #	line Identifier	Quantity	Amount
05/05/2008	CM56820820	0003 E T & R TIRES C11-18 FLAT REPAIR	1.00000	15.00
		----- period 2008-11 ----->		15.00
06/24/2008	CM56820827	0003 L03637 Paul M Yeager Veh & Equip. Maint. Mech II	1.00000	55.43
06/24/2008	CM56820827	0004 PCG7001 5W30 MOTOR OIL (BULK)	5.00000	7.07
06/24/2008	CM56820827	0005 PCG6953 OIL FILTER # P3244	1.00000	6.12
06/24/2008	CM56820827	0006 PCG6954 AIR FILTER # AF974	1.00000	5.06
		----- period 2008-12 ----->		73.68
		----- year 2008 ----->		162.42
01/14/2009	CM56820904	0003 L03482 Allen D. Taylor Veh & Equip Maint Mech IV	.50000	32.84
01/14/2009	CM56820904	0004 PCG6983 BATTERY D75-6YR	1.00000	90.00
		----- period 2009-09 ----->		122.84
		----- year 2009 ----->		122.84
		005682 call( 104 )		432.02
		Vehicle Total for Periods ?*		432.02

City of Hagerstown  
**Repair Order History**

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**Search and Select:**

Units	Unit - Unit Number	109 (Automobiles) CMG
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**Report Parameters:**

R/O Work	ALL R/O's (Internal Work, External Work, or Both)
R/O Costs	ALL Costs (Internal and External)
Date (Out) Start	2/12/2009
Date (Out) End	6/14/2017

2356.27

385.14

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2741.41

City of Hagerstown  
Repair Order History

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109 (Automobiles) CMG

RO Number	RO Stage	Date	Meter Reading	Mechanic/Vendor			
23948		5/16/2017	35,315 Miles	Paul Yeager			
Vendor (Invoice)	Date	Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount	Total Amount
			Routine Work	PMS-000-000	\$12.28	\$102.92	\$115.20
		PERFORM B-PM. CLEAN AND ADJUST REAR BRAKES.					
			Totals For 23948		\$12.28	\$102.92	\$115.20
23527		2/24/2017		Paul Yeager			
Vendor (Invoice)	Date	Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount	Total Amount
			Routine Work	013-000-000	\$49.99	\$103.94	\$153.93
		REMOVE CHECK AND CLEAN REAR BRAKES. REPLACE FRONT BRAKE PADS.					
			Totals For 23527		\$49.99	\$103.94	\$153.93
23187		12/29/2016	32,235 Miles	Paul Yeager			
Vendor (Invoice)	Date	Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount	Total Amount
			Routine Work	PMS-000-000	\$13.90	\$69.29	\$83.19
		PERFORM B-PM.					
			Totals For 23187		\$13.90	\$69.29	\$83.19
22866		10/27/2016		Stanley Gunter			
Vendor (Invoice)	Date	Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount	Total Amount
			Routine Work	013-000-000	\$66.70	\$327.63	\$394.33
		ROAD CALL TO CITY HALL REPLACE RIGHT REAR BRAKE SHOE, DRUMS AND SPRING KIT					
			Totals For 22866		\$66.70	\$327.63	\$394.33
22332		7/21/2016	28,606 Miles	Paul Yeager			
Vendor (Invoice)	Date	Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount	Total Amount
			Routine Work	PMS-000-000	\$13.90	\$69.29	\$83.19
		PERFORM B-PM.					
			Totals For 22332		\$13.90	\$69.29	\$83.19
21330		1/15/2016		VEIP			

City of Hagerstown  
Repair Order History

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109 (Automobiles) CMG

RO Number	RO Stage	Date	Meter Reading	Mechanic/Vendor		
Vendor (Invoice)	Date Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount	Total Amount
		Routine Work	MSC-000-000	\$0.00	\$14.00	\$14.00
	VEIP					
Totals For 21330				\$0.00	\$14.00	\$14.00

21240

		1/4/2016	25,251 Miles	Paul Yeager		
Vendor (Invoice)	Date Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount	Total Amount
		Routine Work	PMS-000-000	\$12.28	\$68.61	\$80.89
	PERFORM B-PM.					
Totals For 21240				\$12.28	\$68.61	\$80.89

21173

		12/18/2015		Paul Yeager		
Vendor (Invoice)	Date Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount	Total Amount
		Routine Work	032-000-000	\$73.13	\$34.31	\$107.44
	REPLACE BATTERY, CHECK CHARGING SYSTEM. OK.					
Totals For 21173				\$73.13	\$34.31	\$107.44

21182

		12/18/2015		Stanley Gunter		
Vendor (Invoice)	Date Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount	Total Amount
		Routine Work	032-000-000	\$0.00	\$95.22	\$95.22
	JUMP START - BRING TO SHOP					
Totals For 21182				\$0.00	\$95.22	\$95.22

21193

		12/18/2015		Daniel Craigie		
Vendor (Invoice)	Date Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount	Total Amount
		Routine Work	032-000-000	\$0.00	\$65.28	\$65.28
	JUMP START AND BRING TO SHOP					
Totals For 21193				\$0.00	\$65.28	\$65.28



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109 (Automobiles) CMG

RO Number	RO Stage	Date	Meter Reading	Mechanic/Vendor			
18982		1/14/2015	24,971 Miles	Paul Yeager			
Vendor (Invoice)	Date	Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount	Total Amount
			Routine Work	PMS-000-000	\$17.55	\$59.80	\$77.35
		PERFORM B-PM.					
			Totals For 18982		\$17.55	\$59.80	\$77.35
17449		4/23/2014	22,027 Miles	Paul Yeager			
Vendor (Invoice)	Date	Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount	Total Amount
			Routine Work	PMS-000-000	\$12.28	\$59.80	\$72.08
		PERFORM B-PM.					
			Totals For 17449		\$12.28	\$59.80	\$72.08
15714		6/21/2013	18,820 Miles	Paul Yeager			
Vendor (Invoice)	Date	Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount	Total Amount
			Routine Work	PMS-000-000	\$12.28	\$59.80	\$72.08
		PERFORM B-PM.					
			Totals For 15714		\$12.28	\$59.80	\$72.08
15342		4/24/2013		MCCarthy Tires			
Vendor (Invoice)	Date	Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount	Total Amount
			Routine Work	017-000-000	\$169.98	\$0.00	\$169.98
			Totals For 15342		\$169.98	\$0.00	\$169.98
14138		10/1/2012	15,835 Miles	Paul Yeager			
Vendor (Invoice)	Date	Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount	Total Amount
			Routine Work	PMS-000-000	\$12.40	\$59.80	\$72.20
		PERFORM B-PM.					
			Totals For 14138		\$12.40	\$59.80	\$72.20
13860		8/17/2012		Paul Yeager			

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109 (Automobiles) CMG

RO Number	RO Stage	Date	Meter Reading	Mechanic/Vendor		
Vendor (Invoice)	Date	Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount
			Routine Work	MSC-000-000	\$0.00	\$29.90
		R&R DOOR DECALS.				
				Totals For 13860	\$0.00	\$29.90

13407

Vendor (Invoice)	Date	Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount	Total Amount
	5/14/2012						
			Routine Work	017-000-000	\$0.00	\$18.00	\$18.00
		FLAT REPAIR					
				Totals For 13407	\$0.00	\$18.00	\$18.00

12834

Vendor (Invoice)	Date	Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount	Total Amount
	2/15/2012	12,624 Miles					
			Routine Work	PMS-000-000	\$50.36	\$119.60	\$169.96
		PERFORM B-PM. REPLACE FRONT BRAKE PADS.					
				Totals For 12834	\$50.36	\$119.60	\$169.96

11666

Vendor (Invoice)	Date	Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount	Total Amount
	7/19/2011						
			Routine Work	043-000-000	\$9.64	\$32.84	\$42.48
		replace muffler hanger					
				Totals For 11666	\$9.64	\$32.84	\$42.48

11559

Vendor (Invoice)	Date	Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount	Total Amount
	6/30/2011	9,414 Miles					
			Routine Work	PMS-000-000	\$32.15	\$65.67	\$97.82
		B - Maintenance					
				Totals For 11559	\$32.15	\$65.67	\$97.82

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109 (Automobiles) CMG

RO Number	RO Stage	Date	Meter Reading	Mechanic/Vendor			
09199		5/19/2010	7,927 Miles	Paul Yeager			
Vendor (Invoice)	Date	Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount	Total Amount
			Routine Work	PMS-000-000	\$13.80	\$89.70	\$103.50
		PERFORM B-PM. ROTATE TIRES. BRAKES OK.					
			Totals For 09199		\$13.80	\$89.70	\$103.50

08060		11/16/2009		Daniel Craigle			
Vendor (Invoice)	Date	Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount	Total Amount
			Routine Work	030-000-000	\$90.00	\$22.92	\$112.92
		Replaced battery and checked charging system.					
			Totals For 08060		\$90.00	\$22.92	\$112.92

07367		7/22/2009		Paul Yeager			
Vendor (Invoice)	Date	Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount	Total Amount
			Routine Work	MSC-000-000	\$0.00	\$55.43	\$55.43
		INSTALL COMPUTER PRINTER TRAY.					
			Totals For 07367		\$0.00	\$55.43	\$55.43

07164		6/16/2009	7,583 Miles	Paul Yeager			
Vendor (Invoice)	Date	Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount	Total Amount
			Routine Work	PMS-000-000	\$14.47	\$55.43	\$69.90
		PERFORM B-PM.					
			Totals For 07164		\$14.47	\$55.43	\$69.90

Totals \$677.09 \$1,679.18 \$2,356.27

Grand Totals \$677.09 \$1,679.18 \$2,356.27

## Central Maintenance Charges

Vehicle Number 005698 109 Period(s) ?\*

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Date	Track #	line Identifier	Quantity	Amount
Vehicle 005698 2003 CHEVROLET CAVALIER 4 DOOR				
Call 716				
07/16/2003	CM56980329	0003 PCG2926	6.00000	1.53
		SCREW METAL 33849 TEKS		
		1/4-14 X 1 1/4		
		----- period 2004-01 ----->		1.53
		----- year 2004 ----->		1.53
02/17/2005	CM56980508	0003 L03637	.50000	15.50
		Paul M Yeager		
		Vehicle & Equip. Maint. Mech		
02/17/2005	CM56980508	0004 PCG5728	1.00000	1.62
		BULB 3157, 7476		
		----- period 2005-08 ----->		17.12
06/23/2005	CM56980526	0003 PCG5728	1.00000	1.62
		BULB 3157, 7476		
		----- period 2005-12 ----->		1.62
		----- year 2005 ----->		18.74
08/22/2005	CM56980535	0003 PCG5728	1.00000	1.62
		BULB 3157, 7476		
		----- period 2006-02 ----->		1.62
09/27/2005	CM56980540	0003 L03283	.50000	17.76
		George E. Kearns, Jr.		
		Vehicle Maintenance Mechanic		
		----- period 2006-03 ----->		17.76
06/09/2006	CM56980624	0003 L03482	1.50000	53.29
		Allen D. Taylor		
		Vehicle Maintenance Mechanic		
06/09/2006	CM56980624	0004 PCG6953	1.00000	5.72
		OIL FILTER # P3244		
06/09/2006	CM56980624	0005 PCG6687	4.00000	6.59
		OIL CHEVRON SUPREME 5W-30		
		----- period 2006-12 ----->		65.60
		----- year 2006 ----->		84.98
10/05/2006	CM56980641	0003 L03870	.50000	29.71
		Daniel P Craigie		
		Veh & Equip. Maint. Mech I		

## Central Maintenance Charges

Vehicle Number 005698

Period(s) ?\*

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Date	Track #	line Identifier	Quantity	Amount
10/05/2006	CM56980641	0004 PCG5728 BULB 3157, 7476	1.00000	1.80
----- period 2007-04 ----->				31.51
06/13/2007	CM56980725	0003 L03637 Paul M Yeager Veh & Equip. Maint. Mech II	1.00000	75.96
06/13/2007	CM56980725	0004 PCG6953 OIL FILTER # P3244	1.00000	6.24
06/13/2007	CM56980725	0005 PCG7001 5W30 MOTOR OIL (BULK)	5.00000	6.56
----- period 2007-12 ----->				88.76
----- year 2007 ----->				120.27
08/09/2007	CM56980733	0003 L03870 Daniel P Craigie Veh & Equip. Maint. Mech I	.50000	22.91
08/09/2007	CM56980733	0004 PCG5728 BULB 3157, 7476	1.00000	1.93
----- period 2008-02 ----->				24.84
08/09/2007	CM56980733	0005 E HOFFMAN AUTO C2-40 89025035 SOCKET ASY	1.00000	6.36
----- period 2008-04 ----->				6.36
05/30/2008	CM56980823	0003 L03637 Paul M Yeager Veh & Equip. Maint. Mech II	1.00000	55.43
05/30/2008	CM56980823	0004 PCG7001 5W30 MOTOR OIL (BULK)	5.00000	7.07
05/30/2008	CM56980823	0005 PCG6953 OIL FILTER # P3244	1.00000	6.12
----- period 2008-12 ----->				68.62
----- year 2008 ----->				99.82
02/11/2009	CM56980908	0003 L03637 Paul M Yeager Veh & Equip. Maint. Mech II	1.00000	59.80
----- period 2009-09 ----->				59.80
----- year 2009 ----->				59.80

Central Maintenance Charges  
Vehicle Number 005698

Period(s) ?\*

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Date	Track #	line Identifier	Quantity	Amount
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		005698	call( 716 )	385.14
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Vehicle Total for Periods ?\*

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385.14  
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**Search and Select:**

Units	Unit - Unit Number	113 (Trucks) CMG
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**Report Parameters:**

R/O Work	ALL R/O's (Internal Work, External Work, or Both)
R/O Costs	ALL Costs (Internal and External)
Date (Out) Start	11/15/2008
Date (Out) End	6/14/2017

7346.24  
4876.16  

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12,222.40

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113 (Trucks) CMG

RO Number	RO Stage	Date	Meter Reading	Mechanic/Vendor			
23743		4/6/2017	67,865 Miles	Paul Yeager			
Vendor (Invoice)	Date	Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount	Total Amount
			Routine Work	PMS-000-000	\$17.49	\$69.29	\$86.78
		PERFORM B-PM.					
Totals For 23743					\$17.49	\$69.29	\$86.78

21821		4/13/2016	66,278 Miles	Daniel Craigie			
Vendor (Invoice)	Date	Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount	Total Amount
			Routine Work	042-000-000	\$107.20	\$346.45	\$453.65
		REPLACE RADIATOR AND CHECKED OVER COOLING SYSTEM					
			Routine Work	PMS-000-000	\$18.32	\$69.29	\$87.61
		PERFORM B-PM					
Totals For 21821					\$125.52	\$415.74	\$541.26

21679		3/16/2016		HOFFMAN AUTO (CHEVY)			
Vendor (Invoice)	Date	Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount	Total Amount
			Routine Work	033-000-000	\$0.00	\$1,006.46	\$1,006.46
		REPLACE FAILED COLUMN LOCK MODULE REPLACE FAILED IGNITION SWITCH					
Totals For 21679					\$0.00	\$1,006.46	\$1,006.46

21594		2/29/2016		Daniel Craigie			
Vendor (Invoice)	Date	Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount	Total Amount
			Routine Work	030-000-000	\$0.00	\$138.58	\$138.58
		THEFT SYTEM DISABLING VEHICLE TOWED TO HOFFMAN'S					
Totals For 21594					\$0.00	\$138.58	\$138.58

20026		6/19/2015		Daniel Craigie			
Vendor (Invoice)	Date	Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount	Total Amount
			Routine Work	031-000-000	\$137.75	\$57.02	\$194.77
		REPLACED ALTERNATOR AND CHECKED BATTERY					
Totals For 20026					\$137.75	\$57.02	\$194.77



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## 113 (Trucks) CMG

RO Number	RO Stage	Date	Meter Reading	Mechanic/Vendor			
19640		4/28/2015	65,112 Miles	Paul Yeager			
Vendor (Invoice)	Date	Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount	Total Amount
			Routine Work	PMS-000-000	\$10.27	\$59.80	\$70.07
		PERFORM B-PM.					
Totals For 19640					\$10.27	\$59.80	\$70.07

19148		2/3/2015		Fisher Auto Parts			
Vendor (Invoice)	Date	Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount	Total Amount
			Routine Work	043-000-000	\$6.86	\$0.00	\$6.86
Totals For 19148					\$6.86	\$0.00	\$6.86

19146		2/2/2015		T&R Tire			
Vendor (Invoice)	Date	Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount	Total Amount
			Routine Work	017-000-000	\$0.00	\$26.00	\$26.00
		FLAT REPAIR					
Totals For 19146					\$0.00	\$26.00	\$26.00

17447		4/23/2014	66,272 Miles	Paul Yeager			
Vendor (Invoice)	Date	Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount	Total Amount
			Routine Work	PMS-000-000	\$29.95	\$59.80	\$89.75
		PERFORM B-PM. REPLACE W/W BLADES.					
Totals For 17447					\$29.95	\$59.80	\$89.75

16509		11/6/2013		Allen Taylor			
Vendor (Invoice)	Date	Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount	Total Amount
			Routine Work	043-000-000	\$0.00	\$197.01	\$197.01
		Air pump not working. Troubleshoot and found airpump motor bad. Order new kit under warranty. 11-12 Replace pump assy. and roadtest and clear codes.					
Totals For 16509					\$0.00	\$197.01	\$197.01

16318		10/10/2013		Allen Taylor			
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113 (Trucks) CMG

RO Number	RO Stage	Date	Meter Reading	Mechanic/Vendor			
Vendor (Invoice)	Date	Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount	Total Amount
			Routine Work	043-000-000	\$0.00	\$131.34	\$131.34
		. Replace smog pump and wiring. Clear code in computer.					
			Totals For 16318		\$0.00	\$131.34	\$131.34

16262

		9/18/2013		HOFFMAN AUTO (CHEVY)			
Vendor (Invoice)	Date	Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount	Total Amount
			Routine Work	043-000-000	\$306.12	\$0.00	\$306.12
			Totals For 16262		\$306.12	\$0.00	\$306.12

16022

		8/15/2013		Paul Yeager			
Vendor (Invoice)	Date	Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount	Total Amount
			Routine Work	032-000-000	\$82.91	\$59.80	\$142.71
		ROAD CALL. JUMP START AND BRING TO SHOP. REPLACE BAD BATTERY. CHECK CHARGING SYSTEM. OK.					
			Totals For 16022		\$82.91	\$59.80	\$142.71

15800

		7/9/2013		Daniel Craigie			
Vendor (Invoice)	Date	Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount	Total Amount
			Routine Work	030-000-000	\$0.00	\$114.04	\$114.04
		Checked for shutting off and eratic guages. Nothing found at this time.					
			Totals For 15800		\$0.00	\$114.04	\$114.04

15324

		4/22/2013 59,445 Miles		Paul Yeager			
Vendor (Invoice)	Date	Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount	Total Amount
			Routine Work	PMS-000-000	\$48.16	\$119.60	\$167.76
		. PERFORM B-PM. REPLACE FRONT BRAKE PADS.					
			Totals For 15324		\$48.16	\$119.60	\$167.76

15295

		4/17/2013		Daniel Craigie			
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113 (Trucks) CMG

RO Number	RO Stage	Date	Meter Reading	Mechanic/Vendor			
Vendor (Invoice)	Date	Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount	Total Amount
			Routine Work	016-000-000	\$107.61	\$171.06	\$278.67
		Replaced front and rear shocks. Replaced caliper bushings and bolts on right front. Fixed broken bumper supports.					
			Totals For 15296		\$107.61	\$171.06	\$278.67

15122

Vendor (Invoice)	Date	Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount	Total Amount
	3/18/2013		Routine Work	042-000-000	\$15.97	\$0.00	\$15.97
			Totals For 15122		\$15.97	\$0.00	\$15.97

14813

Vendor (Invoice)	Date	Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount	Total Amount
	1/29/2013		Routine Work	001-000-000	\$0.00	\$143.80	\$143.80
		CHECK ENGINE LIGHT ON. NO HARD CODES SET. CHECK FOR NO HEAT. COOLING SYSTEM DIRTY. TAKE TO KOOGLES TO HAVE FLUSHED. FLUSH SYSTEM ADD ANTI FREEZE					
			Totals For 14813		\$0.00	\$143.80	\$143.80

14733

Vendor (Invoice)	Date	Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount	Total Amount
	1/3/2013		Routine Work	017-000-000	\$0.00	\$18.00	\$18.00
		FLAT REPAIR					
			Totals For 14733		\$0.00	\$18.00	\$18.00

14396

Vendor (Invoice)	Date	Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount	Total Amount
	11/15/2012		Routine Work	040-000-000	\$0.00	\$32.84	\$32.84
		Check engine light on. Found vacuum hose bad. Replace hose and clear code.					
			Totals For 14396		\$0.00	\$32.84	\$32.84

14305

Vendor (Invoice)	Date	Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount	Total Amount
	10/23/2012						
		Daniel Craigle					

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113 (Trucks) CMG

RO Number	RO Stage	Date	Meter Reading	Mechanic/Vendor			
Vendor (Invoice)	Date	Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount	Total Amount
			Routine Work	002-000-000	\$0.00	\$280.00	\$280.00
		RECOVER AND REPAD SEAT					
			Routine Work	015-000-000	\$10.22	\$285.10	\$295.32
		Removed seat to be repaired. Replaced tires Repaired swaybar and links. Broken off.					
			Routine Work	017-000-000	\$388.64	\$0.00	\$388.64
			Totals For 14305		\$398.86	\$565.10	\$963.96

13393

Vendor (Invoice)	Date	Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount	Total Amount
	5/25/2012			56,599 Miles			
			Routine Work	PMS-000-000	\$10.29	\$114.04	\$124.33
		Performed b maint. Checked for throttle cable not engaging.					
			Totals For 13393		\$10.29	\$114.04	\$124.33

12620

Vendor (Invoice)	Date	Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount	Total Amount
	1/4/2012						
			Routine Work	042-000-000	\$0.00	\$57.02	\$57.02
		Vehicle had no heat while idling, cleaned out heater core and now has good heat.					
			Totals For 12620		\$0.00	\$57.02	\$57.02

12388

Vendor (Invoice)	Date	Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount	Total Amount
	11/17/2011			54,983 Miles			
			Routine Work	040-000-000	\$0.00	\$65.67	\$65.67
		Check engine light on. Put scan tool on and found code for lean engine . Found breather pipe loose . Reinstall pipe and clear codes and roadtest. Light stayed off.					
			Totals For 12388		\$0.00	\$65.67	\$65.67

11757

Vendor (Invoice)	Date	Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount	Total Amount
	8/2/2011						

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113 (Trucks) CMG

RO Number	RO Stage	Date	Meter Reading	Mechanic/Vendor			
Vendor (Invoice)	Date	Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount	Total Amount
			Routine Work	017-000-000	\$0.00	\$18.00	\$18.00
		FLAT REPAIR					
				Totals For 11757	\$0.00	\$18.00	\$18.00

11659

Vendor (Invoice)	Date	Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount	Total Amount
	7/18/2011	53,740 Miles					
			Routine Work	PMS-000-000	\$56.06	\$98.51	\$154.57
		B- Maintenance					
				Totals For 11659	\$56.06	\$98.51	\$154.57

11646

Vendor (Invoice)	Date	Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount	Total Amount
	7/15/2011	53,740 Miles					
			Routine Work	013-000-000	\$0.00	\$197.01	\$197.01
		Pull wheels to check brakes and found wheel cyl. leaking. Replace both wheel cyl. and clean up brakes. Put drums back on and bleed and adjust rear brakes					
			Routine Work	FL0-000-000	\$432.26	\$426.86	\$859.12
		Truck would not start. Got it started and put on lift. Replace fuel filter and drop tank and replace fuel pump and put tank back up. 7-18 Finish up fuel tank and put fuel back in.					
				Totals For 11646	\$432.26	\$623.87	\$1,056.13

10394

Vendor (Invoice)	Date	Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount	Total Amount
	12/6/2010						
			Routine Work	040-000-000	\$58.03	\$456.16	\$514.19
		Coolant leak. Replaced leaking intake gaskets and thermostat-pvc valve. Checked for leaks and test drove.					
				Totals For 10394	\$58.03	\$456.16	\$514.19

09807

Vendor (Invoice)	Date	Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount	Total Amount
	9/3/2010	50,697 Miles					
			Routine Work	PMS-000-000	\$9.54	\$59.80	\$69.34
		PERFORM B-PM.					
				Totals For 09807	\$9.54	\$59.80	\$69.34

**113 (Trucks) CMG**

RO Number	RO Stage	Date	Meter Reading	Mechanic/Vendor			
08066		11/16/2009	47,660 Miles	Paul Yeager			
Vendor (Invoice)	Date	Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount	Total Amount
			Routine Work	PMS-000-000	\$9.32	\$55.43	\$64.75
		PERFORM B-PM.					
		Totals For 08066			\$9.32	\$55.43	\$64.75
07957		10/30/2009		Daniel Craigie			
Vendor (Invoice)	Date	Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount	Total Amount
			Routine Work	040-000-000	\$60.91	\$91.66	\$152.57
		Checked for squealing noise. Replaced belt and tensioner.					
		Totals For 07957			\$60.91	\$91.66	\$152.57
06560		3/16/2009	44,507 Miles	Paul Yeager			
Vendor (Invoice)	Date	Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount	Total Amount
			Routine Work	PMS-000-000	\$153.03	\$83.15	\$236.18
		PERFORM B-PM. REPLACE FRONT TIRES.					
		Totals For 06560			\$153.03	\$83.15	\$236.18
06343		1/29/2009					
Vendor (Invoice)	Date	Work Description	Repair Reason	VMRS Code	Parts Amount	Labor Amount	Total Amount
			Routine Work	017-000-000	\$160.74	\$0.00	\$160.74
		Totals For 06343			\$160.74	\$0.00	\$160.74
		Totals			\$2,237.65	\$5,108.59	\$7,346.24
		Grand Totals			\$2,237.65	\$5,108.59	\$7,346.24

## Central Maintenance Charges

Vehicle Number 005575 113

Period(s) ?\*

06/14/2017

page 1

Date	Track #	line Identifier	Quantity	Amount
Vehicle 005575 1999 GMC SONOMA 1/2 TON PICK-UP TRUCK				
Call 113				
06/12/2001	CM55750124	0003 L02817 Donald E. Fox, Sr. Mechanic Assistant	1.00000	36.39
06/12/2001	CM55750124	0004 PCG6687 OIL CHEVRON SUPREME 5W-30	5.00000	8.57
06/12/2001	CM55750124	0005 PCG3079 FILTER 1036 OIL	1.00000	2.95
06/12/2001	CM55750124	0006 PCG0005 WINDSHIELD SOLVENT YEAR ROUND	1.00000	1.05
06/12/2001	CM55750124	0007 PCG6827 FILTER 6117 AIR	1.00000	6.54
----- period 2001-12 ----->				55.50
----- year 2001 ----->				55.50
01/07/2002	CM55750202	0003 E BATTERY ONE PO 600311-26 D755 BATTERY	1.00000	54.88
01/07/2002	CM55750202	0004 L02817 Donald E. Fox, Sr. Mechanic Assistant	1.00000	36.39
----- period 2002-07 ----->				91.27
03/27/2002	CM55750213	0003 L02817 Donald E. Fox, Sr. Mechanic Assistant	1.00000	36.39
03/27/2002	CM55750213	0004 PCG6760 ANTI-FREEZE EXTENDED LIFE/RED TEXACO	1.00000	6.21
03/27/2002	CM55750213	0005 PCG6687 OIL CHEVRON SUPREME 5W-30	5.00000	6.14
03/27/2002	CM55750213	0006 PCG3079 FILTER 1036 OIL	1.00000	3.13
----- period 2002-09 ----->				51.87
05/14/2002	CM55750220	0003 L03482 Allen D. Taylor Vehicle Maintenance Mechanic	.50000	17.58
05/14/2002	CM55750220	0004 PCG5728 BULB 3157, 7476	1.00000	1.22
----- period 2002-11 ----->				18.80
----- year 2002 ----->				161.94

Central Maintenance Charges  
Vehicle Number 005575

Period(s) ?\*

06/14/2017  
page 2

Date	Track #	Line Identifier	Quantity	Amount
08/05/2002	CM55750231	0003 E T&R TIRE CENTER PO600495 LB-SERV.CALL	1.00000	35.00
08/05/2002	CM55750231	0004 E T&R TIRE CENTER PO600495 LB-FLAT REPAIR	1.00000	12.50
10/29/2002	CM55750244	0003 PCG6687 OIL CHEVRON SUPREME 5W-30	5.00000	47.50 5.90
10/29/2002	CM55750244	0004 PCG3079 FILTER 1036 OIL	1.00000	3.13
10/29/2002	CM55750244	0005 L02817 Donald E. Fox, Sr. Mechanic Assistant	1.00000	38.84
06/02/2003	CM55750323	0003 L03581 Elmer W. Poffenberger Vehicle/Equipment Preventative	1.00000	47.87 37.52
06/02/2003	CM55750323	0004 PCG3079 FILTER 1036 OIL	1.00000	3.13
06/02/2003	CM55750323	0005 PCG6687 OIL CHEVRON SUPREME 5W-30	5.00000	6.60
----- period 2003-02 ----->				47.50
----- period 2003-04 ----->				47.87
----- year 2003 ----->				142.62
10/02/2003	CM55750340	0003 L03581 Elmer W. Poffenberger Vehicle/Equipment Preventative	1.00000	28.82
10/01/2003	CM55750340	0004 L03581 Elmer W. Poffenberger Vehicle/Equipment Preventative	2.50000	72.05
10/01/2003	CM55750340	0005 E HAGERSTOWN AUTO 600618-52 AE-707A-M BRK PADS	1.00000	29.54
10/01/2003	CM55750340	0006 E HAGERSTOWN AUTO 600618-52 4886757 DISC BRAKE ROTOR	2.00000	69.98
10/01/2003	CM55750340	0007 E HAGERSTOWN AUTO 600618-52 19784 WHL SEAL	2.00000	3.60
10/01/2003	CM55750340	0008 E HAGERSTOWN AUTO 600618-52 730-2438 GRSE CAP	1.00000	3.29



Central Maintenance Charges  
Vehicle Number 005575

Period(s) 7\*

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Date	Track #	line Identifier	Quantity	Amount
10/02/2003	CM55750340	0009 E T & R TIRES 600636-62 BFG P205/75R15 TIRES	2.00000	128.66
10/02/2003	CM55750340	0010 E T & R TIRES 600636-62 RECYCLE SCRAP & BALANCE FEES	2.00000	20.80
10/01/2003	CM55750340	0011 PCG4547 PIN COTTER 38218 3/32 X 1 1/4	2.00000	.05
10/01/2003	CM55750340	0012 PCG5641 CLEANER BRAKE	1.00000	2.24
10/02/2003	CM55750340	0013 PCG3079 FILTER CPH51A OIL	1.00000	1.95
10/02/2003	CM55750340	0014 PCG6687 OIL CHEVRON SUPREME 5W-30	5.00000	6.32
----- period 2004-04 ----->				367.30
11/11/2003	CM55750346	0003 E HOFFMAN AUTO 600621-44 15010419 CABLE	1.00000	12.19
11/10/2003	CM55750346	0004 L03482 Allen D. Taylor Vehicle Maintenance Mechanic	1.50000	40.89
----- period 2004-05 ----->				53.08
----- year 2004 ----->				420.38
08/27/2004	CM55750435	0004 L03637 Paul M Yeager Vehicle & Equip. Maint. Mech	2.50000	75.58
08/27/2004	CM55750435	0003 E EAST END AUTO 600938-48 RBR K060870 MICRO V BELT	1.00000	19.06
----- period 2005-02 ----->				94.64
08/27/2004	CM55750435	0005 PCG6687 OIL CHEVRON SUPREME 5W-30	4.00000	5.04
08/27/2004	CM55750435	0006 PCG3079 FILTER CPH51A OIL	1.00000	1.82
09/27/2004	CM55750440	0003 L03637 Paul M Yeager Vehicle & Equip. Maint. Mech	.30000	9.07
09/27/2004	CM55750440	0004 PCG5728 BULB 3157, 7476	1.00000	1.51
----- period 2005-03 ----->				17.44

## Central Maintenance Charges

Vehicle Number 005575

Period(s) ?\*

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Date	Track #	line Identifier	Quantity	Amount
12/28/2004	CM55750501 0003	L03283 George E. Kearns, Jr. Vehicle Maintenance Mechanic	2.50000	88.82
12/28/2004	CM55750501 0004	E HOFFMAN AUTO C6-105 16632192 BUSHING	2.00000	3.32
12/28/2004	CM55750501 0005	E HOFFMAN AUTO C6-105 16632193 BUSHING	2.00000	3.04
12/28/2004	CM55750501 0006	E HOFFMAN AUTO C6-105 15653790 PIN	2.00000	6.08
12/28/2004	CM55750501 0007	E HOFFMAN AUTO C6-105 25640501 RETAI	2.00000	.98
12/28/2004	CM55750501 0008	PCG6458 FUSE MINI AMP-10 7375	1.00000	.59
12/29/2004	CM55750501 0009	PCG6458 FUSE MINI AMP-10 7375	3.00000	1.77
12/29/2004	CM55750501 0010	L03283 George E. Kearns, Jr. Vehicle Maintenance Mechanic	7.00000	248.70
12/29/2004	CM55750501 0011	E HOFFMAN AUTO C6-114 5977661 LAMP	1.00000	86.79
		----- period 2005-06 ----->		440.09
12/30/2004	CM55750501 0012	L03283 George E. Kearns, Jr. Vehicle Maintenance Mechanic	3.00000	106.58
		----- period 2005-07 ----->		106.58
03/22/2005	CM55750513 0003	L03637 Paul M Yeager Vehicle & Equip. Maint. Mech	6.00000	186.00
03/22/2005	CM55750513 0004	PCG6458 FUSE MINI AMP-10 7375	7.00000	4.14
03/23/2005	CM55750513 0005	PCG4486 TERMINAL ELEC. 22988 SNAP 22-18	1.00000	.20
03/23/2005	CM55750513 0006	PCG2130 TERMINAL ELEC. 18560 BULLET	1.00000	.62
03/23/2005	CM55750513 0007	E HOFFMAN AUTO C9-77 15098963 CONTROL	1.00000	79.41
03/23/2005	CM55750513 0008	L03637 Paul M Yeager Vehicle & Equip. Maint. Mech	5.50000	170.50

Central Maintenance Charges  
Vehicle Number 005575

Period(s) ?\*

06/14/2017  
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Date	Track #	line Identifier	Quantity	Amount
03/24/2005	CM55750513	0009 L03637 Paul M Yeager Vehicle & Equip. Maint. Mech	4.00000	133.87
03/24/2005	CM55750513	0010 PCG5B27 BATTERY DELCO 70-60S	1.00000	39.95
----- period 2005-09 ----->				614.69
06/13/2005	CM55750525	0003 E EAST END AUTO C12-54 CCH K6187T IDLER ARM	1.00000	31.03
06/13/2005	CM55750525	0004 E EAST END AUTO C12-54 FRI GCD154 CERAMIC DISC PAD	1.00000	60.36
06/13/2005	CM55750525	0005 E EAST END AUTO C12-54 FRI BS514R REMF BRAKE SHOES	1.00000	27.94
06/13/2005	CM55750525	0006 L03482 Allen D. Taylor Vehicle Maintenance Mechanic	4.00000	142.11
06/13/2005	CM55750525	0007 L03482 Allen D. Taylor Vehicle Maintenance Mechanic	1.00000	35.53
06/13/2005	CM55750525	0008 L03482 Allen D. Taylor Vehicle Maintenance Mechanic	1.00000	35.53
06/14/2005	CM55750525	0009 L03637 Paul M Yeager Vehicle & Equip. Maint. Mech	1.00000	33.47
06/14/2005	CM55750525	0010 PCG3079 FILTER CPH51A OIL	1.00000	1.90
06/14/2005	CM55750525	0011 PCG3079 FILTER CPH51A OIL	1.00000	1.90
06/14/2005	CM55750525	0012 PCG6687 OIL CHEVRON SUPREME 5W-30	4.00000	5.26
----- period 2005-12 ----->				375.03
----- year 2005 ----->				1,648.47
07/13/2005	CM55750529	0003 PCG5728 BULB 3157, 7476	1.00000	1.62
----- period 2006-01 ----->				1.62
08/04/2005	CM55750532	0003 E HOFFMAN AUTO C2-9 89018356 ACTUATOR	1.00000	42.76
08/03/2005	CM55750532	0004 L03482 Allen D. Taylor Vehicle Maintenance Mechanic	1.50000	53.29

Central Maintenance Charges  
Vehicle Number 005575

Period(s) ?\*

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Date	Track #	line Identifier	Quantity	Amount
08/03/2005	CM55750532	0005 L03482 Allen D. Taylor Vehicle Maintenance Mechanic	2.00000	71.06
		----- period 2006-02 ----->		167.11
02/17/2006	CM55750608	0003 PCG3079 FILTER CPH51A OIL	1.00000	1.90
02/17/2006	CM55750608	0004 PCG0005 WINDSHIELD SOLVENT YEAR ROUND	1.00000	1.63
02/17/2006	CM55750608	0005 PCG6687 OIL CHEVRON SUPREME 5W-30	5.00000	6.80
02/17/2006	CM55750608	0006 L03637 Paul M Yeager Veh & Equip. Maint. Mech II	1.50000	51.60
		----- period 2006-08 ----->		61.93
05/09/2006	CM55750620	0003 E EAST END AUTO C11-27 NWP 51-1806 WATER PUMP	1.00000	61.16
05/09/2006	CM55750620	0004 E EAST END AUTO C11-27 CTH 60909 GOLD PREMIUM STST	1.00000	9.73
05/09/2006	CM55750620	0005 E EAST END AUTO C11-27 CCA 33031 RADIATOR CAP	1.00000	5.64
05/09/2006	CM55750620	0006 L03482 Allen D. Taylor Vehicle Maintenance Mechanic	4.00000	142.11
05/10/2006	CM55750620	0007 PCG0398 CLAMP HOSE 24118	1.00000	.74
		----- period 2006-11 ----->		219.38
		----- year 2006 ----->		450.04
07/26/2006	CM55750631	0003 E BATTERY ONE C1-102 D706 DELCO BATTERY	1.00000	60.29
07/26/2006	CM55750631	0004 L03637 Paul M Yeager Veh & Equip. Maint. Mech II	1.00000	37.42
		----- period 2007-01 ----->		97.71
12/07/2006	CM55750650	0003 E HAGERSTOWN AUTO C6-32 86757 ROTOR	2.00000	122.98
12/07/2006	CM55750650	0004 E HAGERSTOWN AUTO C6-32 AE-7070AM BRK PADS	1.00000	35.20

Central Maintenance Charges  
Vehicle Number 006575

Period(s) ?\*

06/14/2017  
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Date	Track #	line Identifier	Quantity	Amount
12/07/2006	CM55750650	0005 E HAGERSTOWN AUTO C6-32 19984 OIL SEAL	2.00000	3.38
12/07/2006	CM55750650	0006 E HAGERSTOWN AUTO C6*32 16168 MANIFOLD	1.00000	
12/07/2006	CM55750650	0007 L03482 Allen D. Taylor Vehicle Maintenance Mechanic	1.00000	61.46
12/07/2006	CM55750650	0008 PCG3079 FILTER CPH51A OIL	1.00000	1.98
12/07/2006	CM55750650	0009 PCG6687 OIL CHEVRON SUPREME 5W-30	5.00000	6.99
12/07/2006	CM55750650	0010 PCG0005 WINDSHIELD SOLVENT YEAR ROUND	1.00000	1.76
12/07/2006	CM55750650	0011 PCG0109 BLADE WIPER 20-51	2.00000	14.73
12/07/2006	CM55750650	0012 L03482 Allen D. Taylor Vehicle Maintenance Mechanic	5.00000	307.30
12/08/2006	CM55750650	0013 L03482 Allen D. Taylor Vehicle Maintenance Mechanic	.50000	30.73
12/11/2006	CM55750651	0003 L03482 Allen D. Taylor Vehicle Maintenance Mechanic	8.00000	491.68
12/12/2006	CM55750651	0004 L03482 Allen D. Taylor Vehicle Maintenance Mechanic	7.00000	430.22
12/12/2006	CM55750651	0005 PCG3079 FILTER CPH51A OIL	1.00000	1.98
12/12/2006	CM55750651	0006 PCG6687 OIL CHEVRON SUPREME 5W-30	5.00000	6.99
12/12/2006	CM55750651	0007 PCG0007 BOLT BATTERY #05323	2.00000	2.17
12/12/2006	CM55750651	0008 PCG4758 PIN COTTER 38230 1/8 X 1 1/4	2.00000	.07
12/12/2006	CM55750651	0009 PCG1129 PROTECTOR BATTERY NCP-2	2.00000	3.38
12/12/2006	CM55750651	0010 E HAGERSTOWN AUTO C6-51 38008 PULLY	1.00000	12.64

----- period 2007-06 ----->

1,535.64

Central Maintenance Charges  
Vehicle Number 006575

Period(s) ?\*

06/14/2017  
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Date	Track #	line Identifier	Quantity	Amount
04/17/2007	CM55750717	0003 E T & R TIRES C10-81 FLAT REPAIR	1.00000	15.00
----- period 2007-10 ----->				15.00
----- year 2007 ----->				1,648.35
09/25/2007	CM55750740	0003 L03637 Paul M Yeager Veh & Equip. Maint. Mech II	2.00000	110.86
09/25/2007	CM55750740	0004 PCG7001 5W30 MOTOR OIL (BULK)	5.00000	6.57
09/25/2007	CM55750740	0005 PCG3079 FILTER CPH51A OIL	1.00000	1.99
09/25/2007	CM55750740	0006 PCG6827 FILTER AF7863 AIR	1.00000	8.01
09/25/2007	CM55750740	0007 PCG7018 AUTOMATIC TRANS CONDITIONER # ATC/55	1.00000	6.95
----- period 2008-03 ----->				134.38
----- year 2008 ----->				134.38
07/10/2008	CM55750829	0003 L03637 Paul M Yeager Veh & Equip. Maint. Mech II	1.50000	83.15
07/10/2008	CM55750829	0004 PCG7001 5W30 MOTOR OIL (BULK)	5.00000	7.07
07/10/2008	CM55750829	0005 PCG3079 FILTER CPH51A OIL	1.00000	1.90
----- period 2009-01 ----->				92.12
11/14/2008	CM55750847	0003 L03790 Scott G Kiser Veh. & Equip. Maint. Mech III	1.00000	62.56
11/14/2008	CM55750847	0004 L03637 Paul M Yeager Veh & Equip. Maint. Mech II	1.00000	59.80
----- period 2009-08 ----->				122.36
----- year 2009 ----->				214.48

Central Maintenance Charges

Vehicle Number 005575

Period(s) ?\*

06/14/2017

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Date	Track #	line Identifier	Quantity	Amount
-----	-----	-----	-----	-----
		005575 call( 113 )		4,876.16
				-----

Vehicle Total for Periods ?\*

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4,876.16

=====

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

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**Topic:**

No Unfinished Business

**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:**

Approval of a Resolution: Execution of a Memorandum of Understanding Agreement with Frostburg State University at USMH for a portion of the City of Hagerstown property known as BuroBox located at 60 West Washington Street, Hagerstown, MD

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

I hereby move that the Mayor and City Council approve the attached resolution authorizing the execution of a Memorandum of Understanding Agreement for a portion of the City of Hagerstown property known as BuroBox located at 60 West Washington Street in Hagerstown, MD. The MOU will be between the City of Hagerstown and Frostburg State University at USMH.

**Action Dates:**

DATE OF INTRODUCTION:	10/24/2017
DATE OF PASSAGE:	10/24/2017
EFFECTIVE DATE:	10/24/2017

**ATTACHMENTS:**

**File Name**

Resolution -  
\_MOU\_with\_Frostburg\_State\_University\_at\_BuroBox.pdf

**Description**

Motion, Resolution and  
MOU - Frostburg State  
University

**REQUIRED MOTION**

**MAYOR AND CITY COUNCIL  
HAGERSTOWN, MARYLAND**

**DATE:** October 24, 2017

**TOPIC:** **Approval of a Resolution: Execution of a Memorandum of Understanding Agreement with Frostburg State University at USMH for a portion of the City of Hagerstown property known as BuroBox located at 60 West Washington Street, Hagerstown, MD.**

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

**MOTION:** I hereby move that the Mayor and City Council approve the attached resolution authorizing the execution of a Memorandum of Understanding Agreement for a portion of the City of Hagerstown property known as BuroBox located at 60 West Washington Street in Hagerstown, MD. The MOU will be between the City of Hagerstown and Frostburg State University at USMH.

DATE OF INTRODUCTION:	10/24/2017
DATE OF PASSAGE:	10/24/2017
EFFECTIVE DATE:	10/24/2017

**CITY OF HAGERSTOWN, MARYLAND**

**A RESOLUTION AUTHORIZING THE CITY OF HAGERSTOWN  
TO ENTER INTO A MEMORANDUM OF UNDERSTANDING  
WITH FROSTBURG STATE UNIVERSITY AT USM-H, COLLEGE OF BUSINESS  
FOR A PORTION OF THE PROPERTY KNOWN AS  
THE BUROBOX**

**RECITALS**

**WHEREAS**, the City of Hagerstown owns real property known as 60 West Washington Street, Hagerstown, Maryland;

**WHEREAS**, a portion of the first floor of said property is currently vacant and is intended to be used as an entrepreneurship resource center, known as "The Burobox";

**WHEREAS**, the Burbox consists of shared conference room space, shared co-working space, shared kitchenette, shared restrooms, a partner's room, and two separately-leased offices;

**WHEREAS**, USM-H operates at a facility located on West Washington Street in Hagerstown, Washington County, Maryland, and Frostburg State University operates a College of Business ("Frostburg") at USM-H;

**WHEREAS**, the City of Hagerstown desires to allow Frostburg to use a portion of said Burobox, in exchange for which Frostburg will provide regular programs to Burobox members; and

**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 foregoing recitals are incorporated herein as if fully set forth.
2. That the City of Hagerstown be and is hereby authorized to enter into a Memorandum of Understand with Frostburg, for a portion of the Burobox, pursuant to the terms of the Memorandum of Understanding attached hereto and incorporated herein by reference.
3. That the City of Hagerstown be and is hereby authorized to execute and deliver the Memorandum of Understanding attached hereto, and to execute any additional documentation required to effectuate the purposes of this Resolution.

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

WITNESS AND ATTEST  
AS TO CORPORATE SEAL

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

Date of Introduction: October 24, 2017  
Date of Passage: October 24, 2017  
Effective Date: October 24, 2017

MAYOR AND COUNCIL OF THE CITY  
OF HAGERSTOWN, MARYLAND

By: \_\_\_\_\_  
Robert E. Bruchey, II, Mayor

PREPARED BY:  
SALVATORE & MORTON, LLC  
CITY ATTORNEYS

**MEMORANDUM OF UNDERSTANDING**  
**Between the**  
**CITY OF HAGERSTOWN**  
**and**  
**FROSTBURG STATE UNIVERSITY**

This Memorandum of Understanding (MOU) between the City of Hagerstown, Maryland (the City), and Frostburg State University, located in Maryland, sets forth the principles, terms, and conditions for the joint use and benefit of using the Partner Room at the BuroBox located at 60 West Washington Street.

**Recitals**

At USMH, the College of Business is engaging in a partnership with the City of Hagerstown and utilizing space in a new entrepreneur resource center/business incubator called the BuroBox.

**I. Term**

This MOU shall extend for a term of two (2) years and thereafter, either party may terminate this MOU at any time, by giving written notice to the other, specifying the date of termination, such notice to be given not less than sixty (60) days prior to the date specified in such notice for the date of termination.

**II. Responsibility of the City of Hagerstown**

The City agrees to do the following:

- A. Provide access to the following areas within BuroBox: Partner Room, Conference Room, Kitchenette, and co-working space;
- B. Provide keys with which to access the Premises in accordance with the attached "Key Agreement," a copy of which is attached hereto as Exhibit A;
- C. Be responsible for paying water, sewer, electricity, gas, heating, internet, and trash collection;
- D. Maintain the Premises in good repair and will make all ordinary and replacement repairs at its expense, including but not limited to lighting fixtures;
- E. Be responsible and pay for all janitorial and cleaning services as may be necessitated or required in the facility; and
- F. Keep and maintain in good order and repair the exterior, the roof and all structural parts of the Premises and the building, as well as the electrical, heating, cooling and plumbing systems.

**III. Responsibility of Frostburg State University ("FSU")**

FSU agrees to do the following:

- A. Deliver at a minimum four programs per year that are consistent with the goals of BuroBox and made available for all BuroBox users to attend;
- B. Programming that will utilize the larger co-working space must be made available to all users of BuroBox for free or at a reduced fee and notice of these events should be given at least 30 days in advance;

- C. Provide their own laptops for use in the premise;
- D. Reserve conference room and partner room through the online reservation system;
- E. Keep the Premises in neat and orderly condition;
- F. Pay for all repairs necessitated by the willful or negligent acts of itself, its agents, employees, licensees or invitees;
- G. Pay an amount sufficient to cover the cost of changing locks and obtaining and providing replacement keys in the event keys are lost or misplaced; and
- H. Abide by the terms of the Wireless Network User Agreement, attached hereto as Exhibit B.

#### IV. Modification and Amendment

This MOU may be modified or amended only by a subsequent writing signed by both parties. This MOU shall be governed by Maryland law.

In witness whereof, authorized representatives of the City of Hagerstown and Frostburg State University have signed this MOU and the date and year written below.

ATTEST:

THE CITY OF HAGERSTOWN

\_\_\_\_\_  
Donna Spickler, City Clerk

BY: \_\_\_\_\_

Robert E. Bruchey, II, Mayor Date

ATTEST:

FROSTBURG STATE UNIVERSITY

\_\_\_\_\_

BY: \_\_\_\_\_

Dr. Sudhir Singh, Interim Dean Date

## EXHIBIT A

### USER KEY ISSUANCE AND RETURN CERTIFICATE

The undersigned User hereby acknowledges:

1. That the City of Hagerstown is designated as the City for the agreed BüroBox property referred to herein;
2. That the User named below accepts the Keys listed below for the BüroBox;
3. If a key is lost, stolen or damaged, a fee of \$30 for office and \$6 for keyless fob will be assessed to User for replacement.
4. That upon termination of this Agreement, all Keys will be returned to the City.

Issued to: \_\_\_\_\_ Date: \_\_\_\_\_  
User Identity: \_\_\_\_\_ Office/Suite Number: Partner Room  
Number of Office/Suite Keys Issued: \_\_\_\_\_  
Key FOB #: \_\_\_\_\_

I accept custody of the Key(s) and I agree to abide by the terms and conditions itemized below:

User will immediately report lost or stolen Keys, to the City of Hagerstown Department of Community and Economic Development at 14 N. Potomac St, Ste 200A, Hagerstown, MD 21740, or call (301) 739-8577 ext 111, or e-mail [Burobox@hagerstownmd.org](mailto:Burobox@hagerstownmd.org). In case of lost or stolen Keys, User assumes financial responsibility to have the Key(s) replaced, as deemed appropriate by the City of Hagerstown.

Under no circumstances is the Key(s) to be duplicated and that unauthorized Key duplication subjects User to immediate Agreement termination. User agrees not to loan Keys, nor to provide to unauthorized individuals, under penalty of immediate Agreement termination. User agrees to use the Keys provided to enter only those areas where User is allowed access under User Agreement provisions. Upon expiration or termination of the Memorandum of Understanding, User shall return all Keys to the City of Hagerstown Department of Community and Economic Development.

\_\_\_\_\_  
Signature of person(s) authorized to receive/return Keys Date

Key Return:

\_\_\_\_\_  
Signature of person(s) authorized to receive/return Keys Date

## EXHIBIT A

## EXHIBIT B

### Wireless Network User Agreement

*All users of the BüroBox wireless connectivity agree to the following:*

#### **Terms of Use**

Failure to follow the terms of use listed below may result in the patron being asked to sever his/her connections and termination of the Memorandum of Understanding, at the City's discretion.

1. Wireless users must not attempt to access or damage the network.
  2. While using the BüroBox connection, wireless users may not use the Internet in any way that violates a Federal or State Law.
  3. Wireless users must not behave in a manner that is disruptive to other BüroBox Members or staff.
  4. Earphones must be used if sound is to be activated through a wireless unit.
  5. Wireless users may not use the BüroBox internet services to display or disseminate sexually explicit materials.
  6. Wireless users must not impersonate another person online.
  7. Wireless network will required log-in information that is not to be shared with anyone. All users must have a valid Agreement with the City.
- BüroBox staff members will not be available to assist in troubleshooting any network difficulty.
  - BüroBox cannot guarantee that users equipment will be able to connect to the wireless network.
  - BüroBox assumes no responsibility for any loss or damages done directly or indirectly to personal data or equipment, or for any damage or injury arising from loss of privacy while using the wireless connection.
  - The wireless network is secure but it is still recommended to exercise caution when sending or receiving personal data over wireless connections.

I Agree to the Terms of Use set forth above:

Printed User Name: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## EXHIBIT B



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

---

**Topic:**

Approval of a Resolution: Execution of a Memorandum of Understanding Agreement with SCORE Hagerstown #0539 for a portion of the City of Hagerstown property known as BuroBox located at 60 West Washington Street, Hagerstown, MD.

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

I hereby move that the Mayor and City Council approve the attached resolution authorizing the execution of a Memorandum of Understanding Agreement for a portion of the City of Hagerstown property known as BuroBox located at 60 West Washington Street in Hagerstown, MD. The MOU will be between the City of Hagerstown and SCORE Hagerstown #0539.

**Action Dates:**

DATE OF INTRODUCTION: 10/24/2017  
DATE OF PASSAGE: 10/24/2017  
EFFECTIVE DATE: 10/24/2017

**ATTACHMENTS:**

**File Name**

Resolution\_-\_MOU\_with\_SCORE\_at\_BuroBox.pdf

**Description**

Moiton, Resolution, and  
MOU with SCORE

**REQUIRED MOTION**

**MAYOR AND CITY COUNCIL  
HAGERSTOWN, MARYLAND**

**DATE:** October 24, 2017

**TOPIC:** **Approval of a Resolution: Execution of a Memorandum of Understanding Agreement with SCORE Hagerstown #0539 for a portion of the City of Hagerstown property known as BuroBox located at 60 West Washington Street, Hagerstown, MD.**

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

**MOTION:** I hereby move that the Mayor and City Council approve the attached resolution authorizing the execution of a Memorandum of Understanding Agreement for a portion of the City of Hagerstown property known as BuroBox located at 60 West Washington Street in Hagerstown, MD. The MOU will be between the City of Hagerstown and SCORE Hagerstown #0539.

DATE OF INTRODUCTION:	10/24/2017
DATE OF PASSAGE:	10/24/2017
EFFECTIVE DATE:	10/24/2017

**CITY OF HAGERSTOWN, MARYLAND**

**A RESOLUTION AUTHORIZING THE CITY OF HAGERSTOWN  
TO ENTER INTO A MEMORANDUM OF UNDERSTANDING  
WITH SCORE HAGERSTOWN #0539  
FOR A PORTION OF THE PROPERTY KNOWN AS  
THE BUROBOX**

**RECITALS**

**WHEREAS**, the City of Hagerstown owns real property known as 60 West Washington Street, Hagerstown, Maryland;

**WHEREAS**, a portion of the first floor of said property is currently vacant and is intended to be used as an entrepreneurship resource center, known as "The Burobox";

**WHEREAS**, the Burbox consists of shared conference room space, shared co-working space, shared kitchenette, shared restrooms, a partner's room, and two separately-leased offices;

**WHEREAS**, SCORE Hagerstown operates at a facility located on North Potomac Street in Hagerstown, Washington County, Maryland;

**WHEREAS**, the City of Hagerstown desires to allow SCORE Hagerstown to use a portion of said Burobox, in exchange for which SCORE Hagerstown will provide regular programs to Burobox members; and

**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 foregoing recitals are incorporated herein as if fully set forth.
2. That the City of Hagerstown be and is hereby authorized to enter into a Memorandum of Understand with SCORE Hagerstown, for a portion of the Burobox, pursuant to the terms of the Memorandum of Understanding attached hereto and incorporated herein by reference.
3. That the City of Hagerstown be and is hereby authorized to execute and deliver the Memorandum of Understanding attached hereto, and to execute any additional documentation required to effectuate the purposes of this Resolution.

**BE IT FURTHER RESOLVED**, 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: \_\_\_\_\_  
Robert E. Bruchey, II, Mayor

Date of Introduction: October 24, 2017  
Date of Passage: October 24, 2017  
Effective Date: October 24, 2017

PREPARED BY:  
SALVATORE & MORTON, LLC  
CITY ATTORNEYS

**MEMORANDUM OF UNDERSTANDING**  
**Between the**

**CITY OF HAGERSTOWN**  
**and**  
**SCORE Hagerstown #0539**

This Memorandum of Understanding (MOU) between the City of Hagerstown (the City), and SCORE Hagerstown #0539 sets forth the principles, terms, and conditions for the joint use and benefit of using the Partner Room at the BuroBox located at 60 West Washington Street.

**Recitals**

SCORE Hagerstown #0539 is engaging in a partnership with the City of Hagerstown and utilizing space in a new entrepreneur resource center/business incubator called the BuroBox.

**I. Term**

This MOU shall extend for a term of two (2) years and thereafter, either party may terminate this MOU at any time, by giving written notice to the other, specifying the date of termination, such notice to be given not less than sixty (60) days prior to the date specified in such notice for the date of termination.

**II. Responsibility of the City of Hagerstown**

The City agrees to do the following:

- A. Provide access to the following areas within BuroBox: Partner Room, Conference Room, Kitchenette, and co-working space;
- B. Provide keys with which to access the Premises in accordance with the attached "Key Agreement," a copy of which is attached hereto as Exhibit A;
- C. Be responsible for paying water, sewer, electricity, gas, heating, internet, and trash collection;
- D. Maintain the Premises in good repair and will make all ordinary and replacement repairs at its expense, including but not limited to lighting fixtures;
- E. Be responsible and pay for all janitorial and cleaning services as may be necessitated or required in the leased area; and
- F. Keep and maintain in good order and repair the exterior, the roof and all structural parts of the Premises and the building, as well as the electrical, heating, cooling and plumbing systems.

**III. Responsibility of SCORE Hagerstown #0539**

SCORE Hagerstown #0539 agrees to do the following:

- A. Deliver at a minimum four programs per year that are consistent with the goals of BuroBox and made available for all BuroBox users to attend;
- B. Programming that will utilize the larger co-working space must be made available to all users of BuroBox for free or at a reduced fee and notice of these events should be given at least 30 days in advance;
- C. Provide their own laptops for use in the premise;
- D. Reserve conference room and partner room through the online reservation system;
- E. Keep the Premises in neat and orderly condition;
- F. Pay for all repairs necessitated by the willful or negligent acts of itself, its agents, employees, licensees or invitees;

- G. Pay an amount sufficient to cover the cost of changing locks and obtaining and providing replacement keys in the event keys are lost or misplaced; and
- H. Abide by the terms of the Wireless Network User Agreement, attached hereto as Exhibit B.

**IV. Modification and Amendment**

This MOU may be modified or amended only by a subsequent writing signed by both parties. This MOU shall be governed by Maryland law.

In witness whereof, authorized representatives of the City of Hagerstown and SCORE Hagerstown #0539 have signed this MOU and the date and year written below.

ATTEST:

THE CITY OF HAGERSTOWN

\_\_\_\_\_  
Donna Spickler, City Clerk

BY: \_\_\_\_\_

Robert E. Bruchey, II, Mayor

Date

ATTEST:

SCORE Hagerstown #0539

\_\_\_\_\_

By: \_\_\_\_\_

Robert M. Jones, Chair of SCORE #0539

Date

\_\_\_\_\_

By: \_\_\_\_\_

Kathryn Gratton, Co-Chair of SCORE #0539

Date

## EXHIBIT A

### USER KEY ISSUANCE AND RETURN CERTIFICATE

The undersigned User hereby acknowledges:

1. That the City of Hagerstown is designated as the City for the agreed BüroBox property referred to herein;
2. That the User named below accepts the Keys listed below for the BüroBox;
3. If a key is lost, stolen or damaged, a fee of \$30 for office and \$6 for keyless fob will be assessed to User for replacement.
4. That upon termination of this Agreement, all Keys will be returned to the City.

Issued to: \_\_\_\_\_ Date: \_\_\_\_\_  
User Identity: \_\_\_\_\_ Office/Suite Number: Partner Room  
Number of Office/Suite Keys Issued: \_\_\_\_\_  
Key FOB #: \_\_\_\_\_

I accept custody of the Key(s) and I agree to abide by the terms and conditions itemized below:

User will immediately report lost or stolen Keys, to the City of Hagerstown Department of Community and Economic Development at 14 N. Potomac St, Ste 200A, Hagerstown, MD 21740, or call (301) 739-8577 ext 111, or e-mail Burobox@hagerstownmd.org. In case of lost or stolen Keys, User assumes financial responsibility to have the Key(s) replaced, as deemed appropriate by the City of Hagerstown.

Under no circumstances is the Key(s) to be duplicated and that unauthorized Key duplication subjects User to immediate Agreement termination. User agrees not to loan Keys, nor to provide to unauthorized individuals, under penalty of immediate Agreement termination. User agrees to use the Keys provided to enter only those areas where User is allowed access under User Agreement provisions. Upon expiration or termination of the Memorandum of Understanding, User shall return all Keys to the City of Hagerstown Department of Community and Economic Development.

\_\_\_\_\_  
Signature of person(s) authorized to receive/return Keys

\_\_\_\_\_  
Date

Key Return:

\_\_\_\_\_  
Signature of person(s) authorized to receive/return Keys

\_\_\_\_\_  
Date

## EXHIBIT A

## EXHIBIT B

### Wireless Network User Agreement

*All users of the BüroBox wireless connectivity agree to the following:*

#### **Terms of Use**

Failure to follow the terms of use listed below may result in the patron being asked to sever his/her connections and termination of the Memorandum of Understanding, at the City's discretion.

1. Wireless users must not attempt to access or damage the network.
  2. While using the BüroBox connection, wireless users may not use the Internet in any way that violates a Federal or State Law.
  3. Wireless users must not behave in a manner that is disruptive to other BüroBox Members or staff.
  4. Earphones must be used if sound is to be activated through a wireless unit.
  5. Wireless users may not use the BüroBox internet services to display or disseminate sexually explicit materials.
  6. Wireless users must not impersonate another person online.
  7. Wireless network will required log-in information that is not to be shared with anyone. All users must have a valid Agreement with the City.
- BüroBox staff members will not be available to assist in troubleshooting any network difficulty.
  - BüroBox cannot guarantee that users equipment will be able to connect to the wireless network.
  - BüroBox assumes no responsibility for any loss or damages done directly or indirectly to personal data or equipment, or for any damage or injury arising from loss of privacy while using the wireless connection.
  - The wireless network is secure but it is still recommended to exercise caution when sending or receiving personal data over wireless connections.

I Agree to the Terms of Use set forth above:

Printed User Name: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## EXHIBIT B



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

---

## **Topic:**

Approval of Salt Utilization Agreement with Maryland State Highway Administration

## **Mayor and City Council Action Required:**

Staff is seeking Mayor and Council approval for the City of Hagerstown to enter into a Salt Utilization Agreement with the Maryland State Highway Administration (SHA) to purchase bulk road salt during snow emergency operations. Cost per ton would be Ninety Dollars and Sixteen Cents (\$90.16) per ton which includes the price of the salt, delivery and an overhead charge.

## **Discussion:**

The City of Hagerstown has a limited capacity to store bulk road salt for snow emergency operations. On site storage is approximately one thousand tons. During snow events, salt is utilized and replenished throughout the snow season. Salt supplies can be quickly depleted during a cycle of continuous storms, slow deliveries or simply a lack of product. The city currently has little recourse when salt supplies run low other than obtaining salt from the salt supplier or possibly purchasing salt from the Washington County Highway Department.

The Maryland State Highway Administration will allow local governments to purchase salt from them as needed during snow emergencies if the salt is available. The local governments must have an approved Salt Utilization Agreement in place before salt can be purchased.

The salt would be obtained from the SHA shop located off of Sharpsburg Pike. The current cost of the salt is Ninety Dollars and Sixteen Cents (\$90.16) per ton which includes the price of the salt, delivery and an overhead charge.

The Washington County Government has road salt for themselves and the City of Hagerstown. A contract should be in place by the beginning of November. Salt has only been purchased once from SHA in the previous 18 years so utilizing SHA for salt should be considered as a last resort option for the City.

## **Financial Impact:**

The salt would be obtained from the SHA shop located off of Sharpsburg Pike. The current cost of the salt is Ninety Dollars and Sixteen Cents (\$90.16) per ton which includes the price of the salt, delivery and an overhead charge.

Price for salt purchased using a contract through the Washington County Government is \$62.38 per ton.

**Recommendation:**

Approval of the Salt Utilization Agreement provides the City with another option for road salt if necessary. Staff believes it to be wise to have the formal agreement in place well before the salt is needed from SHA. Staff looks forward to discussing this issue with the Mayor and Council at a future work session.

**Motion:**

I hereby move for the approval of a resolution to approve a salt utilization agreement with the Maryland State Highway Administration. The agreement allows the City of Hagerstown to purchase road salt from state highway stockpiles during winter weather emergencies. The City shall reimburse the highway administration for cost of the salt, delivery charges and overhead.

**Action Dates:**

DATE OF PASSAGE: October 24, 2017

**ATTACHMENTS:****File Name**

Motion\_Sheet\_for\_SHA\_Salt\_Utilization\_Agreement\_2017.pdf

Memo\_State\_MOU\_for\_road\_salt\_2017.pdf

3-YR\_Salt\_\_Aggregate\_Hagerstown\_City.pdf

SHA\_Salt\_Utilization\_Agreement\_Resolution\_09.24.2017.pdf

**Description**

Motion Sheet for Salt Utilization Agreement

Memo on Salt Utilization Agreement with the MD State Highway Admin

Salt Utilization Agreement

Resolution for Salt Utilization Agreement

REQUIRED MOTION  
MAYOR AND CITY COUNCIL  
HAGERSTOWN, MARYLAND

**DATE:** October 24, 2017

**TOPIC:** **Approval of a Salt Utilization Agreement with the Maryland State Highway Administration**

Charter Amendment

Code Amendment

Ordinance

✓ Resolution

Other

**MOTION:** I hereby move for the approval of a resolution to approve a salt utilization agreement with the Maryland State Highway Administration. The agreement allows the City of Hagerstown to purchase road salt from state highway stockpiles during winter weather emergencies. The City shall reimburse the highway administration for cost of the salt, delivery charges and overhead.

DATE OF PASSAGE: October 24, 2017



## CITY OF HAGERSTOWN, MARYLAND

Public Works Department

(301)739-8577 ext. 178

September 28, 2017

To: Valerie Means, City Administrator

From: Eric B. Deike, Director of Public Works

Re: Salt Utilization Agreement with Maryland State Highway Administration

### **Action Requested**

Staff is seeking Mayor and Council approval for the City of Hagerstown to enter into a Salt Utilization Agreement with the Maryland State Highway Administration (SHA) to purchase bulk road salt during snow emergency operations. Cost per ton would be Ninety Dollars and Sixteen Cents (\$90.16) per ton which includes the price of the salt, delivery and an overhead charge.

### **Discussion**

The City of Hagerstown has a limited capacity to store bulk road salt for snow emergency operations. On site storage is approximately one thousand tons. During snow events, salt is utilized and replenished throughout the snow season. Salt supplies can be quickly depleted during a cycle of continuous storms, slow deliveries or simply a lack of product. The city currently has little recourse when salt supplies run low other than obtaining salt from the salt supplier or possibly purchasing salt from the Washington County Highway Department.

The Maryland State Highway Administration will allow local governments to purchase salt from them as needed during snow emergencies if the salt is available. The local governments must have an approved Salt Utilization Agreement in place before salt can be purchased.

The salt would be obtained from the SHA shop located off of Sharpsburg Pike. The current cost of the salt is Ninety Dollars and Sixteen Cents (\$90.16) per ton which includes the price of the salt, delivery and an overhead charge.

The Washington County Government has road salt for themselves and the City of Hagerstown. A contract should be in place by the beginning of November. Salt has only been purchased once from SHA in the previous 18 years so utilizing SHA for salt should be considered as a last resort option for the City.

### **Next Steps**

Approval of the Salt Utilization Agreement provides the City with another option for road salt if necessary. Staff believes it to be wise to have the formal agreement in place well before the salt is needed from SHA. Staff looks forward to discussing this issue with the Mayor and Council at a future work session.

Cc: M. Hepburn

# SALT AND AGGREGATE UTILIZATION AGREEMENT

by and between

Maryland Department of Transportation  
State Highway Administration

and

City of Hagerstown, Maryland

This AGREEMENT ("**Agreement**") made as of the 1<sup>st</sup> day of September 2017, executed in duplicate, by and between the Maryland Department of Transportation State Highway Administration ("**MDOT SHA**") and the City of Hagerstown, Washington County, Maryland ("**CITY**").

**WHEREAS**, during certain winter snow emergency operations ("**Snow Event**") the CITY may have a need to obtain additional salt ("**Salt**") and/or stone dust abrasives or aggregate ("**Aggregate**"), to effectively complete their winter snow operations; and

**WHEREAS**, the CITY has requested, and MDOT SHA has agreed, to allow the CITY to obtain Salt and/or Aggregate from MDOT SHA stockpiles during a Snow Event in accordance with the terms and conditions contained herein; and

**WHEREAS**, the CITY shall reimburse MDOT SHA for the cost of Salt and/or Aggregate plus other related expenses; and

**WHEREAS**, MDOT SHA and the CITY agree that this Agreement will benefit both parties of this Agreement and will promote the safety, health and general welfare of the citizens of the State.

**NOW, THEREFORE**, in consideration of the premises and of the mutual promises between the MDOT SHA and the CITY, as set forth herein, the adequacy of which is hereby acknowledged, the parties hereby agree to the following:

## **I. TERM & BUDGET**

The Term of this Agreement is for a period of three (3) years beginning the first (1<sup>st</sup>) day of September 2017 and ending on the thirty first (31<sup>st</sup>) day of August 2020, both dates inclusive, unless sooner terminated as set forth herein. For budgeting and planning purposes only, during the Term of this Agreement the total cost for: i) Salt shall not exceed One Hundred Fifty Thousand Dollars (\$150,000), and ii) Aggregate shall not exceed \_\_\_\_\_ (\$\_\_\_\_\_). This is an estimate only and the CITY shall be responsible for actual costs incurred at the time of acquisition.

## **II. SALT & AGGREGATE COSTS**

- A. The cost of Salt, at the time of execution of this Agreement is Ninety Dollars and Sixteen Cents (\$ 90.16) per ton, which includes the price of the Salt, a Delivery Charge and an Overhead Charge.
- B. The cost of Aggregate, at the time of execution of this Agreement is \_\_\_\_\_ Dollars and \_\_\_\_\_ Cents (\$ \_\_\_\_\_) per ton, which includes the price of the Aggregate, a Delivery Charge and an Overhead Charge.
- C. The Salt and/or Aggregate prices listed herein are subject to awarded contracts by MDOT SHA and shall be adjusted accordingly.
- D. The Delivery Charge includes the cost of fuel and mileage to transport the Salt and/or Aggregate to an MDOT SHA Salt dome. The Overhead Charge is determined by the federally approved Overhead Rate that may be adjusted on October 1<sup>st</sup> of each year. The current Overhead Rate is eight and two tenths percent (8.2%).
- E. The cost of the Salt and/or Aggregate may be adjusted weekly to account for Delivery Charge variances.

## **III. ESTABLISHMENT of the SALT and/or AGGREGATE COSTS**

MDOT SHA has established a charge number for the CITY which will be used to document Salt and/or Aggregate withdrawals from MDOT SHA's inventory system. The current charge number for the CITY is **BY301M84**.

## **IV. PROCEDURES**

- A. Salt and Aggregate Scheduling
  - 1. MDOT SHA Shop Locations: For purposes of this Agreement, the MDOT SHA shops to be used for Salt and/or Aggregate for the CITY, as determined by MDOT SHA, is:  
-Hagerstown Maintenance Shop
  - 2. Prior to a Snow Event: The CITY will contact Mark Benner, MDOT SHA's Resident Maintenance Engineer (RME), or designee, of the Hagerstown Shop at 301-791-4790 to arrange for the CITY's trucks to be loaded with the Salt and/or Aggregate at the designated location the day before a local forecasted snow if time permits; otherwise MDOT SHA and the CITY will determine which MDOT SHA salt storage site is appropriate to use to load the Salt and/or Aggregate onto the trucks and MDOT SHA will provide an operator to facilitate the loading of the Salt and/or Aggregate.

3. During the Snow Event: The CITY will contact the appropriate MDOT SHA Shop nearest to that truck and request to be loaded at an approximate preferred time of arrival. MDOT SHA will then arrange for an operator to meet the CITY truck at that location as close to the preferred time as possible without negatively affecting MDOT SHA operations. In addition, if a CITY truck is in the vicinity of a specific dome during a Snow Event and an MDOT SHA operator is present, the CITY truck may then be topped off, if desired. In situations where the SHA Snow Event operations are already active when the CITY operations begin, the CITY can notify SHA as far in advance as possible and MDOT SHA will make every effort to provide an operator at all the locations requested in order to begin loading CITY trucks with Salt and/or Aggregate.
4. Post Snow Event: The CITY can contact the appropriate MDOT SHA shop to request re-loading after a Snow Event, and MDOT SHA will schedule the re-loading at both parties' convenience.
5. The CITY shall not return any unused Salt and/or Aggregate to any MDOT SHA shop.

**B. Load Records**

1. The CITY shall ensure all vehicles picking up Salt and/or Aggregate on their behalf are identified by a sticker or placard indicating the CITY's name.
2. Only an MDOT SHA authorized loader operator shall load the CITY trucks.
3. MDOT SHA shall create a written loading record that must be signed by the CITY driver. A copy shall be given to the CITY driver to account for every load of Salt and/or Aggregate that the CITY receives from MDOT SHA. Each load record shall contain the following information:
  - a. truck number or license tag number,
  - b. the number of scoops/ buckets loaded,
  - c. the number of tons loaded based on the scoops / bucket size value multiplied by the number of scoops /buckets.
  - d. the ratio of Salt and Aggregate (e.g. 70/30, 50/50, etc.) for mixed loads.

**V. PAYMENT**

- A. SHA shall provide a detailed invoice to the CITY by May 31<sup>st</sup> of each year for all actual costs incurred by MDOT SHA to provide Salt and/or Aggregate to the CITY. The invoice shall be accompanied by normal documentation from MDOT SHA to evidence actual costs incurred.

1. In the event the CITY receives a mixture of Salt and Aggregate, then such mixture will be noted on each load ticket along with the ratio of Salt to Aggregate; the quantity on such tickets will be multiplied by the mixture ratio and recorded independently as Salt and Aggregate.
- B. Upon request by the CITY, MDOT SHA may provide information to include the number of buckets and estimated tonnage provided to the CITY for each date of withdrawal.
- C. The estimated cost of the Salt and/or Aggregate is based on the average amount of Salt and/or Aggregate used during the previous five (5) years at the prevailing rate at the time of execution of this Agreement and will be subject to future adjustments during the Term according to costs for Salt and/or Aggregate for delivery and overhead in effect at that time.
- D. REIMBURSEMENT
  1. Reimbursement to MDOT SHA for the SALT during the Term, including MDOT SHA overhead, is estimated to be One Hundred Fifty Thousand Dollars (\$150,000) and is based on estimated quantities from the previous year, however, actual costs and tonnage may vary and the CITY shall reimburse SHA for all actual tonnage (which includes the delivery charge) and overhead costs.
  2. Reimbursement to MDOT SHA for the Aggregate during the Term, including MDOT SHA overhead, is estimated to be \_\_\_\_\_ Dollars (\$\_\_\_\_\_) and is based on estimated quantities from the previous year, however, actual costs and tonnage may vary and the CITY shall reimburse MDOT SHA for all actual tonnage which includes delivery charge and overhead costs.
- E. In the event of extremely heavy Salt and/or Aggregate usage, MDOT SHA reserves the right to submit progress billings to the CITY in lieu one annual invoice.
- F. The CITY shall reimburse MDOT SHA for all costs incurred by MDOT SHA for all supplied Salt and/or Aggregate provided during the winter pursuant to this Agreement within thirty (30) days of receipt of each invoice.
- G. In the event MDOT SHA does not receive payment of invoices within thirty (30) days of the CITY's receipt of each invoice, MDOT SHA will notify the CITY of the overdue payment and provide the CITY the opportunity to pay such overdue amounts. If payment of the overdue amount is not received within thirty (30) days following notification, MDOT SHA will then notify the CITY in writing, and the parties hereby agree that MDOT SHA may make a deduction from the CITY's share of Highway User Revenue equal to the overdue invoice amount(s) or MDOT SHA may refer the overdue amount to the Central Collection Unit, at



300 West Preston Street, Room 500, Baltimore MD 21201-2365 for collection of overdue amount.

## **VI. GENERAL**

- A. MDOT SHA does not supply Brine, a pretreatment salt-based mixture.
- B. MDOT SHA and the CITY agree to cooperate with each other to accomplish the terms and conditions of this Agreement.
- C. The provisions contained in this Agreement shall be binding upon the parties until the earlier to occur of; (i) three (3) years from the date first written above, (ii) thirty (30) days after written notice has been given by either party to the other that they elect to no longer be bound by the terms and conditions of this Agreement, or (iii) August 31, 2020. However, termination of this Agreement and any Amendments is contingent on all outstanding invoices being paid by the CITY to MDOT SHA.
- D. The CITY shall indemnify, hold harmless and defend, at MDOT SHA's option, the State of Maryland, MDOT SHA and the Maryland Department of Transportation, from and against any and all liabilities, obligations, damages, penalties, claims, costs, charges and expenses, incurred in connection with the loss of life, personal injury and/or property damage arising from or in connection with the activities performed pursuant to this Agreement by the CITY or its contractors, agents or assigns.
- E. MDOT SHA shall reserve the right to limit or deny Salt and/or Aggregate to the CITY in order to avoid jeopardizing MDOT SHA's snow remediation operations.
- F. This Agreement shall inure to and be binding upon the parties hereto, their agents, successors and assigns.
- G. This Agreement and the rights and liabilities of the parties hereto shall be determined in accordance with Maryland law and in Maryland courts.
- H. The recitals (WHEREAS clauses) at the beginning of this Agreement are incorporated as substantive provisions of this Agreement.
- I. All notices and/or invoices, if to the CITY, shall be addressed to:

Eric B. Deike  
Director of Public Works  
City of Hagerstown  
51 West Memorial Blvd  
Hagerstown MD 21740  
Phone: 301-739-8577  
Fax: 301-791-6761  
E-mail: [edeike@hagerstownmd.org](mailto:edeike@hagerstownmd.org)

And if to SHA:

Mark Benner  
Resident Maintenance Engineer  
Maryland Department of Transportation  
State Highway Administration  
18320 Col. Henry K. Douglas Dr.  
Hagerstown, MD 21740  
Phone: 301-791-4790  
Fax: 301-791-4694  
E-mail: [MBenner@sha.state.md.us](mailto:MBenner@sha.state.md.us)

With copies to:

Mr. Anthony Crawford District Engineer, D-6  
Maryland Department of Transportation  
State Highway Administration  
1251 Vocke Road  
La Vale, MD 21502-3347  
Phone: 301-729-8400  
Fax: 301-729-6968  
Email: [acrawford@sha.state.md.us](mailto:acrawford@sha.state.md.us)

And,

MDOT SHA Agreements Team  
Office of Procurement and Contract Management  
Maryland Department of Transportation  
State Highway Administration  
707 N. Calvert Street  
Mailstop C-405  
Baltimore, MD 21202  
Phone: (410) 545-5547  
E-mail: [SHAAGreementsTeam@sha.state.md.us](mailto:SHAAGreementsTeam@sha.state.md.us)

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed by their respective duly authorized officers on the day and year first above written.

**MARYLAND DEPARTMENT OF TRANSPORTATION  
STATE HIGHWAY ADMINISTRATION**

\_\_\_\_\_  
WITNESS

By: \_\_\_\_\_ (SEAL)  
Gregory Slater Date  
Administrator

**APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY:**

\_\_\_\_\_  
Assistant Attorney General

**RECOMMENDED FOR APPROVAL:**

\_\_\_\_\_  
Tim Smith, PE  
Deputy Administrator/Chief Engineer  
for Operations

\_\_\_\_\_  
Jason A. Ridgway, PE  
Acting Deputy Administrator/Chief Engineer  
Planning, Engineering, Real Estate, and  
Environment

\_\_\_\_\_  
William J. Bertrand  
Director  
Office of Finance

**CITY OF HAGERSTOWN,  
MARYLAND**

a body corporate and politic

\_\_\_\_\_  
WITNESS

BY: \_\_\_\_\_(Seal)

Robert E. Bruchey, II  
Mayor

\_\_\_\_\_  
Date

**APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY:**

\_\_\_\_\_  
CITY Attorney

**CITY OF HAGERSTOWN, MARYLAND**

**A RESOLUTION AUTHORIZING THE ENTRY INTO A SALT UTILIZATION  
AGREEMENT WITH THE MARYLAND STATE HIGHWAY ADMINISTRATION  
FOR THE PURCHASE OF SALT DURING WINTER SNOW EMERGENCIES**

**RECITALS**

**WHEREAS**, the City of Hagerstown is a Maryland Municipal Corporation which utilizes salt application on City roads during winter snow emergencies; and

**WHEREAS**, the City may need to obtain additional salt during said winter snow emergencies; and

**WHEREAS**, the State Highway Administration (“SHA”) has agreed to allow the City to obtain salt from SHA stockpiles during a winter snow event in accordance with the Salt Utilization Agreement (“Agreement”); and

**WHEREAS**, the City agrees to reimburse the SHA for the cost of the salt, a delivery charge, and SHA overhead, if applicable; and

**WHEREAS**, the term of the Agreement shall be for a period of three (3) years; and

**WHEREAS**, the Mayor and Council of the City of Hagerstown find it to be in the best interests of the citizens of the City to enter into this Agreement with the SHA;

**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. The foregoing recitals be and are hereby incorporated herein by reference.
2. That the Mayor be and is hereby authorized to execute and deliver the Salt Utilization Agreement, a copy of which is attached hereto and incorporated herein by reference.
3. That the Mayor be and is hereby authorized to execute and deliver any further documentation that may be necessary to effectuate the purpose of this resolution.

**BE IT FURTHER RESOLVED** 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 Spickler, City Clerk

---

Robert E. Bruchey, II, Mayor

Date of Introduction: N/A  
Date of Passage: October 24, 2017  
Effective Date: October 24, 2017

PREPARED BY:  
SALVATORE & MORTON, LLC  
CITY ATTORNEYS

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

---

**Topic:**

Approval of Contract Extension with The Groundskeeper, Inc.

**Mayor and City Council Action Required:**

Approval of a Contract Extension with The Groundskeeper, Inc.

**Discussion:**

The original contract was approved on August 30, 2016 at an annual amount of \$25,100.

**Financial Impact:**

The extension is for two (2) additional years at a price adjustment of 1% or \$25,351.00 (Twenty Five Thousand Three Hundred Fifty One Dollars and No Cents) for each of the additional years.

**Recommendation:**

Approval of a Contract Extension with The Groundskeeper, Inc.

**Motion:**

I hereby move for Mayor and Council approval to extend the *Landscape Bed and Ground Maintenance for Various Locations Citywide* contract with The Groundskeeper, Inc. The extension is for two (2) additional years at a price adjustment of 1% or \$25,351.00 (Twenty Five Thousand Three Hundred Fifty One Dollars and No Cents) for each of the additional years. The original contract was approved on August 30, 2016 at an annual amount of \$25,100. All other terms of the contract will remain in force.

**Action Dates:**

DATE OF PASSAGE: October 24, 2017

**ATTACHMENTS:**

**File Name**

**Description**

Motion Sheet  
for Contract  
Extension with

Motion Sheet 2017-2018 Extend The Groundskeeper landscape contract.pdf The

Motion\_Sheet\_2017.2016\_Extend\_The\_Groundskeeper\_Landscape\_Contract.pdf The  
Groundskeeper,  
Inc.

REQUIRED MOTION  
MAYOR AND CITY COUNCIL  
HAGERSTOWN, MARYLAND

**DATE:** October 24, 2017

**TOPIC:** **Approval of a Contract Extension with The Groundskeeper, Inc.**

Charter Amendment

Code Amendment

Ordinance

Resolution

✓ Other

**MOTION:** I hereby move for Mayor and Council approval to extend the *Landscape Bed and Ground Maintenance for Various Locations Citywide* contract with The Groundskeeper, Inc. The extension is for two (2) additional years at a price adjustment of 1% or \$25,351.00 (Twenty Five Thousand Three Hundred Fifty One Dollars and No Cents) for each of the additional years. The original contract was approved on August 30, 2016 at an annual amount of \$25,100. All other terms of the contract will remain in force.

DATE OF PASSAGE: October 24, 2017



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

---

**Topic:**

Approval of City Center Holiday Parking Program

**Mayor and City Council Action Required:**

Approval of City Center Holiday Parking Program

**Discussion:**

I hereby move for Mayor and Council to approve the City Center holiday parking program that allows for free parking after 5:00 PM weekdays and all day Saturday and Sunday in the University District Parking Deck and Arts & Entertainment District Parking Deck beginning Monday November 27, 2017 through Monday January 1, 2018. Normal parking operations will resume on Tuesday January 2, 2018.

Parking in the city center, central business district street and lot meters will continue to be free after 5:00 PM and all day Saturday and Sunday as it is normally throughout the year.

**Financial Impact:**

Fees of \$2.00 for afterhours parking will not be collected.

**Recommendation:**

Approval of City Center Holiday Parking Program

**Motion:**

I hereby move for Mayor and Council to approve the City Center holiday parking program that allows for free parking after 5:00 PM weekdays and all day Saturday and Sunday in the University District Parking Deck and Arts & Entertainment District Parking Deck beginning Monday November 27, 2017 through Monday January 1, 2018. Normal parking operations will resume on Tuesday January 2, 2018.

Parking in the city center, central business district street and lot meters will continue to be free after 5:00 PM and all day Saturday and Sunday as it is normally throughout the year.

**Action Dates:**

Monday November 27, 2017 through Monday January 1, 2018. Normal parking operations will resume on Tuesday January 2, 2018.

DATE OF PASSAGE: OCTOBER 24, 2017

**ATTACHMENTS:**

**File Name**

REQUIRED\_MOTION\_for\_Holiday\_Parking\_2017.pdf

**Description**

Motion Sheet for City Center  
Holliday Parking Program

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

**DATE:** October 24, 2017

**TOPIC:** **Approval of City Center Holiday Parking Program**

Charter Amendment

Code Amendment

Ordinance

Resolution

✓ Other

**MOTION:** I hereby move for Mayor and Council to approve the City Center holiday parking program that allows for free parking after 5:00 PM weekdays and all day Saturday and Sunday in the University District Parking Deck and Arts & Entertainment District Parking Deck beginning Monday November 27, 2017 through Monday January 1, 2018. Normal parking operations will resume on Tuesday January 2, 2018.

Parking in the city center, central business district street and lot meters will continue to be free after 5:00 PM and all day Saturday and Sunday as it is normally throughout the year.

DATE OF PASSAGE: OCTOBER 24, 2017

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

---

**Topic:**

Approval of 2017-2018 After School Program at Robert W. Johnson Community Center - \$17,940.00

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

<b>File Name</b>	<b>Description</b>
Motion_-_After_School_Program_at_Robert_W_Johnson_Community_Center.pdf	Motion
CONSENT_AGENDA_-_RWJCC.pdf	Consent Agenda - RWJCC 2017-2018
PROPOSAL_-_RWJCC.pdf	RWJCC Proposal

## REQUIRED MOTION

### MAYOR AND CITY COUNCIL HAGERSTOWN, MARYLAND

**Date:** October 24, 2017

**TOPIC:** Approval of After School Program at the Robert W. Johnson Community Center

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

**MOTION:** I hereby move for Mayor and Council approval for funding of the after school program at the Robert W. Johnson Community Center.

The RWJCC provides a variety of constructive after school programs to area youth. This program runs for the 2017 – 2018 school year at a cost of \$17,940.00.

DATE OF INTRODUCTION: October 24, 2017

DATE OF PASSAGE: October 24, 2017



**CITY OF HAGERSTOWN  
MAYOR AND COUNCIL  
PURCHASE/CONTRACT INFORMATION  
MEETING OF \_\_\_\_\_**

Do Not Complete This Section:

APPROVED FOR: \_\_\_\_\_

CONSENT AGENDA \_\_\_\_\_

NEW BUSINESS \_\_\_\_\_

Originating Department Police By Victor V. Brito

Account No. 0110004 559306 Account/Project Name RWJCC After School Program

Budget Amount \$ \_\_\_\_\_ Account Balance \$ \_\_\_\_\_ Year 2018 C.I.P. Control No. \_\_\_\_\_

Unbudgeted \* \$ \_\_\_\_\_ Source of Funds General Fund

\*(See Department Manager's Comments)

<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>VALUE</u>
<u>1</u>	<u>2017 - 2018 After School Program Expenses</u>	<u>\$ 17,940.00</u>

TOTAL VALUE \$ 17,940.00

ABOVE TO BE USED FOR:

2017 - 2018 After School Program Expenses

**RECOMMENDED VENDOR:**

BUSINESS NAME: Robert W. Johnson Community Center, Inc.

ADDRESS: 109 W. North Avenue

CITY, STATE: Hagerstown, Maryland 21740

BID/PROPOSAL/QUOTE NO.: \_\_\_\_\_ (Circle one)

**OTHER VENDORS:**

<u>Firm</u>	<u>City/State</u>	<u>Total Amount</u>
<u>Sole Source</u>	_____	<u>\$ _____</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

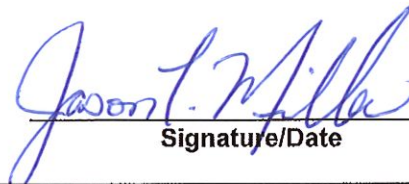
COMMENTS

(1) DEPARTMENT MANAGER:

 10/10/17  
Signature/Date

(2) PURCHASING AGENT:

Recommend Approval.

 10/12/17  
Signature/Date

(3) FINANCE MANAGER:

Recommend approval.

 10/12/17  
Signature/Date

(4) CITY ADMINISTRATOR'S RECOMMENDATION:

Approval

 10/12/17  
Signature/Date





## CITY OF HAGERSTOWN MARYLAND

DEPARTMENT OF POLICE  
50 N. Burhans Blvd.

Non-Emergency 301-790-3700  
Emergency 240-313-4345  
Fax 301-733-5513

October 10, 2017

To: Valerie Means,  
City Administrator

From: Victor V. Brito,   
Chief of Police

Ref: Proposal for After School Program at the Robert W. Johnson Community Center

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The attached proposal from Anastasia Broadus, Executive Director, Robert W. Johnson Community Center, Inc., is submitted for approval utilizing budgeted funds for after school programming. This program was originally funded under the C-Safe grant but, in recent years, has been funded through the City's general fund.

The Robert W. Johnson Community Center provides a variety of constructive after school programs to area youth. Ms. Broadus is available to discuss the program further with the Mayor and Council. This program runs for the 2017 – 2018 school year at a cost of \$17,940.00.







**ROBERT W. JOHNSON COMMUNITY CENTER INC.**

RWJCC  
109 W. North Avenue, Hagerstown, MD 21740  
301-790-0203  
[rwjcc@myactv.net](mailto:rwjcc@myactv.net)  
[www.rwjcc.net](http://www.rwjcc.net)

October 9, 2017

Kristy E. Carroll  
Administrative Coordinator  
Hagerstown Police Department  
50 N. Burhans Boulevard  
Hagerstown, Maryland 21740

Dear Ms. Carroll,

The Robert W. Johnson Community Center, Inc. (RWJCC) continues to offer the After School Program to youth ages 6-18 years old. The youth complete homework in addition to the programs currently offered: Peace Circles (Restorative Justice practice to dismantle the playground to prison pipeline), Lightning Bug Dance Team, Art Class, Life Skills and Fashion Club just to name a few. Youth that attend our program are encouraged to develop programs they would like and to plan places they would like to go. Youth receive a snack to hold them over until they depart from our Center at 7pm.

The following programs/ Activities to be considered for funding include:

Field Trips  
Mediation Training  
Arts & Crafts  
Life Skills  
Basketball Skills  
Dance Team  
Peace Circles  
Reading Plus  
Prosperity Guide  
Mentoring Program  
Computer Lab

A proposed budget request and invoice attached.

Should you have any questions, please contact Ms. Anastasia M. Broadus, Executive Director at (301) 790-0203 or [anastasia.rwjcc@outlook.com](mailto:anastasia.rwjcc@outlook.com).

Best Regards,

Anastasia M. Broadus  
Executive Director



**ROBERT W. JOHNSON COMMUNITY CENTER INC.**

RWJCC

109 W. North Avenue, Hagerstown, MD 21740

301-790-0203

[rwjcc@myactv.net](mailto:rwjcc@myactv.net)

[www.rwjcc.net](http://www.rwjcc.net)

After School Program Budget  
2017-2018 School Year

Field Trips	\$3,000.00
Programming Supplies	\$672.50
Recreation Activities	\$672.50
Program Staff (1 @4 hours' x 5 days @ \$9.25/hr. x 32 weeks)	\$5,290.00
Executive Director (1 @ 5 hours' x 5 days @ \$10/hr. x 32 weeks)	\$6,400.00
Utilities	\$1,905.00
<b><u>TOTAL COST</u></b>	<b>\$17,940.00</b>



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109 W. North Avenue, Hagerstown, MD 21740  
301-790-0203  
[rwjcc@myactv.net](mailto:rwjcc@myactv.net)  
[www.rwjcc.net](http://www.rwjcc.net)

**RWJCC After School Program INVOICE 10092017**

Field Trips	\$3,000.00
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Program Staff (1 @4 hours' x 5 days @ \$9.25/hr. x 32 weeks)	\$5,290.00
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Utilities	\$1,905.00
<b><u>TOTAL COST</u></b>	<b>\$17,940.00</b>

**Please make check(s) payable to:**

**Robert W. Johnson Community Center, Inc.  
109 W. North Avenue  
Hagerstown, MD 21740**

**Do Not Complete This Section:**  
**APPROVED FOR:** \_\_\_\_\_  
**CONSENT AGENDA** \_\_\_\_\_  
**NEW BUSINESS** \_\_\_\_\_

Unbudgeted * \$ _____	Source of Funds _____	General Fund _____
*(See Department Manager's Comments)		

**2017 - 2018 After School Program Expenses**

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CITY, STATE: Hagerstown, Maryland 21740

<u>Firm</u>	<u>City/State</u>	<u>Total Amount</u>
<b>Sole Source</b>		\$

**COMMENTS**

**(1) DEPARTMENT MANAGER:**

 10-10-17  
Signature/Date

**(2) PURCHASING AGENT:**

\_\_\_\_\_  
Signature/Date

**(3) FINANCE MANAGER:**

\_\_\_\_\_  
Signature/Date

**(4) CITY ADMINISTRATOR'S RECOMMENDATION:**

\_\_\_\_\_  
Signature/Date



**ROBERT W. JOHNSON COMMUNITY CENTER INC.**

RWJCC  
109 W. North Avenue, Hagerstown, MD 21740  
301-790-0203  
[rwjcc@myactv.net](mailto:rwjcc@myactv.net)  
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October 9, 2017

Kristy E. Carroll  
Administrative Coordinator  
Hagerstown Police Department  
50 N. Burhans Boulevard  
Hagerstown, Maryland 21740

Dear Ms. Carroll,

The Robert W. Johnson Community Center, Inc. (RWJCC) continues to offer the After School Program to youth ages 6-18 years old. The youth complete homework in addition to the programs currently offered: Peace Circles (Restorative Justice practice to dismantle the playground to prison pipeline), Lightning Bug Dance Team, Art Class, Life Skills and Fashion Club just to name a few. Youth that attend our program are encouraged to develop programs they would like and to plan places they would like to go. Youth receive a snack to hold them over until they depart from our Center at 7pm.

The following programs/ Activities to be considered for funding include:

Field Trips  
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Life Skills  
Basketball Skills  
Dance Team  
Peace Circles  
Reading Plus  
Prosperity Guide  
Mentoring Program  
Computer Lab

A proposed budget request and invoice attached.

Should you have any questions, please contact Ms. Anastasia M. Broadus, Executive Director at (301) 790-0203 or [anastasia.rwjcc@outlook.com](mailto:anastasia.rwjcc@outlook.com).

Best Regards,

Anastasia M. Broadus  
Executive Director





**ROBERT W. JOHNSON COMMUNITY CENTER INC.**

RWJCC  
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301-790-0203  
[rwjcc@myactv.net](mailto:rwjcc@myactv.net)  
[www.rwjcc.net](http://www.rwjcc.net)

**After School Program Budget  
2017-2018 School Year**

Field Trips	\$3,000.00
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<b><u>TOTAL COST</u></b>	<b>\$17,940.00</b>



**ROBERT W. JOHNSON COMMUNITY CENTER INC.**

RWJCC  
109 W. North Avenue, Hagerstown, MD 21740  
301-790-0203  
[rwjcc@myactv.net](mailto:rwjcc@myactv.net)  
[www.rwjcc.net](http://www.rwjcc.net)

**RWJCC After School Program INVOICE 10092017**

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Utilities	\$1,905.00
<b><u>TOTAL COST</u></b>	<b>\$17,940.00</b>

**Please make check(s) payable to:**

**Robert W. Johnson Community Center, Inc.  
109 W. North Avenue  
Hagerstown, MD 21740**

**REQUIRED MOTION**

**MAYOR AND CITY COUNCIL  
HAGERSTOWN, MARYLAND**

**DATE:**           **October 24, 2017**

**TOPIC:**       **Approval for Changes in the Assumptions used for the Annual Financial  
Reporting for the City of Hagerstown Police & Fire Employees' Retirement  
Plan**

Charter Amendment	_____
Code Amendment	_____
Ordinance	_____
Resolution	_____
Other	___X___

**MOTION:**    I hereby move to approve the following changes be made for the annual actuarial reporting for the Police and Fire Retirement Plan:

1. Change the long term rate of return to 7.25%
2. Change the Salary growth assumption for OPEB to 4.25% for GASB purposes

<b>DATE OF INTRODUCTION:</b>	N/A
<b>DATE OF PASSAGE:</b>	10/24/2017
<b>EFFECTIVE DATE:</b>	10/24/2017

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

---

**Topic:**

Approval of Funding for Municipal Stadium Improvements for the 2018 Season

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

**File Name**

municipal\_stadium\_improvements.2017.pdf

Stadium\_Improvements\_for\_2018\_Season.pdf

**Description**

Approval of Funding for  
Municipal Stadium  
Improvements for the 2018  
Season

Memo

## REQUIRED MOTION

### MAYOR & CITY COUNCIL HAGERSTOWN, MARYLAND

**DATE:** October 24, 2017

**TOPIC:** Approval of Funding for Municipal Stadium Improvements for the 2018 Season

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

**MOTION:** Consistent with the terms of the lease and amendments, I hereby move for the approval of \$35,000 for improvements at Municipal Stadium as follows:

- Contract with MUSCO to replace all field lights and re-aim
- Replace concession counter and add roof
- Contract with Ellsworth Electric for electrical conduit repair
- Contract for general plumbing and electrical repairs
- Complete other work listed in the attached October 17, 2017 memo as funds allow. The \$6,321 in fund balance will be spent if the lease is extended beyond the 2018 season.

I further authorize staff to complete the work prior to the start of the 2018 Hagerstown Suns Baseball season. Funding for the project is from rent paid by the Suns.

DATE OF PASSAGE: 10/24/2017






# CITY OF HAGERSTOWN, MARYLAND

Department of Parks and Engineering

October 17, 2017

TO: Valerie Means, City Administrator  
FROM: Rodney Tissue, City Engineer   
RE: Proposed Stadium Improvements for the 2018 Season

Per the fourth amendment to the lease, the City will invest up to \$35,000 in general stadium improvements each season. In addition, this year have a fund balance of \$6,321 (\$41,321 total) carried over from last year as staff was able to obtain an energy grant to fund some of the LED lighting improvements. In September, we received a request from the Suns staff for improvements for the 2018 season which starts April 12<sup>th</sup>. After negotiating with them, the proposed improvements are as follows:

- **Replace all field light bulbs and re-aim:** The lighting is currently below current minor league baseball standards. Re-lamping should get us close to the standards. We would recommend we contract with MUSCO, the industry leader in sports lighting, and their proposed cost is \$11,000.
- **Replace concession counter and add roof:** Located behind the grandstand near Town Run, the existing counter is in poor condition with rotted wood and the area is susceptible to foul balls hitting patrons and the attendants. This can be completed by City staff and the estimated material cost is \$10,000.
- **Install screen/fence adjacent outdoor grilling/food preparation area:** Located to the rear of the beer garden deck, install wooden board-on-board fence to screen the grills and food preparation area from the seating areas. This can be completed by City staff and the estimated material cost is \$6,000.
- **Install wall in the Team Store and a wall in grounds keeping room:** Construct partition walls to create more merchandise displays and storage areas. This can be completed by City staff and the estimated material cost is \$4,000.
- **Electrical conduit repair:** Mounted on the outfield wall, the conduit raceway serving the field lights is sagging and is endanger of falling. We would need to contract with a licensed electrician and use a crane to address this issue. Proposal cost is \$5,800.
- **General plumbing and electrical repairs:** Suns have given us a list of items to repair. All work would have to be completed by a licensed professional and the estimated costs is \$4,500

Staff believes we can complete all the above listed work for a total estimated cost of \$41,300 (staff labor not included).

Staff also received a long list of items that require maintenance, a "Security Assessment" prepared by HPD, and a HVAC unit at the Team Store needs replaced in the next year. We don't have operating funds to complete these items and we will have to defer them or the Suns will have to complete them. In the last week we cleaned out Town Run and City Light improved the parking lot lighting.

As a reminder, the Lease and the Player Development Contract with the Washington Nationals expires at the end of 2018. We understand the team may seek an extension and will open discussions with us in early 2018.

We will be present at the next Work Session along with Suns General Manager Travis Painter to discuss.

c: Travis Painter, Hagerstown Suns  
Mark Haddock, Parks and Recreation Manager

**Parks and Recreation Division**

351 North Cleveland Avenue • Hagerstown, MD 21740  
Ph: 301.739.8577 Ext. 169 • Fax: 301.790.0171

**Engineering Division**

1 East Franklin Street • Hagerstown, MD 21740-4817  
Ph: 301.739.8577 Ext. 125 • Fax: 301.733.2214

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

---

## **Topic:**

Approval of a Memorandum of Agreement with Maryland Historical Trust and Hager 5, LLC for the property at 43-53 West Washington Street

## **Mayor and City Council Action Required:**

Staff seek Mayor & City Council approval to enter into a Memorandum of Agreement (MOA) with the Maryland Historical Trust and Hager 5, LLC for the property at 43-53 West Washington Street. Since the City acquired the property utilizing Federal and State funding, Hager 5, LLC's proposed acquisition and demolition of 43-47 West Washington Street requires an MOA with the Maryland Historical Trust.

## **Discussion:**

In April of 2013, the City acquired the property at 43-53 West Washington Street from Hagerstown Table Corporation. The City utilized \$100,000 in State Community Legacy funds and \$220,000 in CDBG funds to acquire the property for a purchase price of \$320,000. Additional CDBG funds were used for select demolition and stabilization work on the rear of 43-53 West Washington Street.

In November of 2016, the Mayor & City Council approved a resolution authorizing the sale of the property to a private developer, Hager 5, LLC. The Hager 5, LLC development plan proposes full rehabilitation of the 51-53 West Washington Street building and demolition of 43-47 West Washington Street building. The plan also includes construction of a new building on the 43-47 West Washington Street parcel. Settlement is scheduled to occur on or before October 31, 2017.

Maryland Historical Trust review of the Hager 5, LLC plan is required due to the Federal and State funding history with the property. Since the Hager 5, LLC plan involves demolition of a structure within the Downtown Historic District, all parties involved must enter into a "Memorandum of Agreement" to identify steps that will mitigate the loss of a historic structure.

Similar to the recent MOAs for the UIP project, the MOA for 43-53 West Washington requires the City of Hagerstown to take the lead in coordinating the installation of interpretive elements (e.g. plaques, signage, or panels) to detail the history of the building being demolished. This would be done in concert with the interpretive elements for the Maryland Theatre project demolition and Washington County BOE/BISFA project demolition. The MOA requires the project developer to absorb the hard costs associated with the required interpretive elements.

Staff will be available during the work session to answer any questions on the proposed Memorandum of Agreement.

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

**File Name**

Motion\_-\_MOA\_for\_43-53\_W\_Washington\_Street.pdf

101717\_MCC\_MOA\_43\_53.pdf

**Description**

Motion, Resolution and  
MOA

Memo & MOA 43-53 W.  
Wash



## REQUIRED MOTION

### MAYOR & CITY COUNCIL HAGERSTOWN, MARYLAND

October 24, 2017

**TOPIC:** Memorandum of Agreement with the Maryland Historical Trust and Hager 5, LLC for 43-53 West Washington Street

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

**MOTION:** I hereby move for the Mayor and City Council to approve entry into a Memorandum of Agreement (MOA) with the Maryland Historical Trust and Hager 5, LLC for the 43-53 West Washington Street redevelopment project. The City's proposed property sale to Hager 5, LLC and the Hager 5, LLC redevelopment plan requires the MOA due to Federal and State funding associated with the property. The MOA agreement is attached.

DATE OF INTRODUCTION:	10/24/2017
DATE OF PASSAGE:	10/24/2017
EFFECTIVE DATE:	10/24/2017



**MEMORANDUM OF AGREEMENT  
AMONG  
THE CITY OF HAGERSTOWN  
AND  
THE MARYLAND STATE HISTORIC PRESERVATION OFFICER  
AND  
HAGER 5, LLC  
REGARDING  
THE ACQUISITION AND DEMOLITION OF 43-53 WEST WASHINGTON STREET,  
HAGERSTOWN**

**WHEREAS**, the City of Hagerstown used Community Development Block Grant (CDBG) funds provided by the U.S. Department of Housing and Urban Development (HUD) to acquire and spark redevelopment (which includes demolition of a portion) of 43-53 West Washington Street, Hagerstown, (Undertaking) Maryland, as part of a larger Urban Improvement Project; and

**WHEREAS**, HUD delegated to the City of Hagerstown, the responsibility for environmental assessment compliance for HUD-assisted redevelopment activities under 24 CFR Part 58, and the City of Hagerstown is responsible for compliance with Section 106 ("Section 106") of the National Historic Preservation Act ("NHPA") (54 U.S.C. 306108); and

**WHEREAS**, 43-53 West Washington Street is a contributing resource of the Hagerstown Historic District (WA-HAG-158) and the Downtown Commercial Core Historic District (WA-HAG-143), which are both listed in the National Register of Historic Places; and

**WHEREAS**, in consultation with the Maryland State Historic Preservation Officer (MD SHPO), the City of Hagerstown has determined that the Area of Potential Effect (APE) for the Undertaking, as defined in 36 C.F.R. § 800.16(d), consists of the two historic districts, including buildings that contribute to the significance of the historic districts; and

**WHEREAS**, the City of Hagerstown has demonstrated that, due to the deteriorated condition of 43-53 West Washington Street it is not economically feasible to rehabilitate the 43-47 West Washington Street structure; and

**WHEREAS**, the City of Hagerstown, in consultation with the MD SHPO, have determined the Undertaking will have an adverse effect on the historic districts and the historic property itself;

**WHEREAS**, the City of Hagerstown has consulted with the MD SHPO pursuant to 36 CFR § 800, the regulation implementing Section 106; and

**WHEREAS**, Hager 5, LLC, the prospective purchaser of the real property located at 43-53 West Washington Street, Hagerstown, Maryland participated in the consultation, has responsibilities for implementing stipulations under this Memorandum of Agreement (Agreement) and has been invited to be a signatory to this Agreement; and

**WHEREAS**, Hager 5, LLC shall have no obligations under this Agreement, if the settlement on 43-53 West Washington Street does not occur; and

**WHEREAS**, if the City and Hager 5, LLC subsequently agree to a development plan which is substantially different from the one approved by the City on June 20, 2017, then the City and Hager 5,

LLC shall consult with the MD SHPO prior to demolition of 43-47 West Washington Street to determine what additional mitigation, if any, is required; and

**WHEREAS**, the City of Hagerstown has evaluated a variety of project alternatives and selected the feasible alternative that minimizes adverse effects to the historic district; and

**WHEREAS**, the City of Hagerstown has solicited the comments of the public, nearby property owners and other potentially-interested parties, and have taken their comments into account during project planning and the decision to proceed with the Undertaking; and

**WHEREAS**, this Agreement stipulates the measures that all signatory parties to this Agreement agree to carry out in order to mitigate the adverse effects of the Undertaking;

**WHEREAS**, the Signatories agree to execute this Agreement in counterparts with a separate signature page for each Signatory. The exchange of copies of this Agreement and of signature pages by facsimile or by electronic transmission shall constitute effective execution and delivery of this Agreement to the parties and may be used in lieu of the original Agreement for all purposes. Signatures of the parties transmitted by facsimile or electronic transmission shall be deemed to be their original signatures for all purposes; and

**WHEREAS**, the City of Hagerstown has notified the Advisory Council on Historic Preservation (ACHP) of the adverse effect and the ACHP has declined to participate in the consultation; and

**NOW, THEREFORE**, the MD SHPO, the City of Hagerstown and Hager 5, LLC agree that the undertaking will be carried out in accordance with the following stipulations in order to take into account the effect of the undertaking on historic properties.

### **Stipulations**

The City of Hagerstown shall ensure the following measures are carried out:

1. **PUBLIC INTERPRETATION:** The City of Hagerstown and Hager 5, LLC shall develop an interpretation plan to create a cohesive vision for the mitigation completed in connection with the larger Urban Improvement Project.
  - i. The City of Hagerstown shall submit plans for the interpretive elements to MD SHPO showing the proposed locations, designs, description of the content, and a schedule for implementation by January 1, 2019 for comment.
  - ii. If MD SHPO makes comments about the appropriateness of the public interpretation effort, the City of Hagerstown and Hager 5, LLC shall respond to MD SHPO's comments and revise the design to incorporate the comments as appropriate.
  - iii. The City of Hagerstown and Hager 5, LLC shall submit the final design plans for the interpretive panels and materials, including all written and photographic content, to MD SHPO to ensure that the design intent of the schematic design was carried out.

- iv. The City of Hagerstown and Hager 5, LLC will provide MD SHPO with photographs of the completed public interpretation effort and copies of any written materials.
  - v. Hager 5, LLC shall fund the creation and installation of one wayside exhibit developed in this plan related to the history of this site in the context of the Hagerstown Historic Districts.
2. **New Construction:** The City of Hagerstown and Hager 5, LLC shall ensure the new commercial building, built at 43-53 West Washington Street, is compatible with the historic and architectural qualities of the surrounding historic districts in terms of scale, massing, architectural details and materials and is responsive to the recommended approaches to new construction set forth in the Secretary of the Interior's Standards for Rehabilitation and Illustrated Guidelines for Rehabilitating Historic Buildings (U.S. Department of the Interior, National Park Service, 1992).
  3. **Coordination with Maryland Historic Preservation Law:** The MD SHPO agrees that the fulfillment of the terms of this Agreement will satisfy the responsibilities of any Maryland state agency under the requirements of Maryland state historic preservation law (Sections 5A-325 and 5A-326 of the State Finance and Procurement Article) for the components of the project that require licensing, permitting, and/or funding from Maryland state agencies.
  4. **Amendments:** The signatories may amend this Agreement by proposing such amendments in writing. No amendment to the Agreement will be effective until signed by all signatories to the Agreement.
  5. **Dispute Resolution:** Should any party to this Agreement object in writing to any action carried out or proposed in connection with the implementation of this Agreement, the City of Hagerstown shall consult with the objecting party to resolve the objection. If after initiating such consultation the City of Hagerstown determine that the objection cannot be resolved through consultation, the City of Hagerstown shall forward all documentation relevant to the objection to the ACHP for comment. Any ACHP comment provided in response to such a request will be taken into account by the City of Hagerstown in accordance with 36 CFR § 800 with reference only to the subject of the dispute. The City of Hagerstown's responsibility to carry out all actions under this Agreement that are not the subjects of the objection shall remain unchanged.
  6. **Public Objection:** At any time during implementation of the measures stipulated in this Agreement, should an objection pertaining to this Agreement or the effect of the undertaking on historic properties be raised by a member of the public, the City of Hagerstown shall notify the parties to this agreement and take the objection into account, consulting with the objector and, should the objector so request, with any of the parties to this agreement to resolve the objection.
  7. **Termination:** Any party to this Agreement may terminate it, for cause, by providing thirty (30) days' notice to the other parties, provided that the parties will consult during the period prior to termination to seek agreement on amendments or other actions that would avoid termination. In the event of termination, the City of Hagerstown shall request the comments of the ACHP in accordance with 36 CFR § 800.7 and shall take into account any ACHP recommendations or comments provided in making a final decision in regard to the Undertaking.

8. **Duration:** This Agreement shall be null and void if its terms are not carried out within three (3) years from the date of last signature, unless the signatories agree in writing to an extension for carrying out its terms.

Execution of this Agreement and implementation of its terms evidences that the requirements of the Act have been met for the Undertaking.

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AMONG  
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AND  
THE MARYLAND STATE HISTORIC PRESERVATION OFFICER  
AND HAGER 5, LLC  
REGARDING  
THE ACQUISITION AND DEMOLITION OF 43-53 WEST WASHINGTON STREET,  
HAGERSTOWN**

**CITY OF HAGERSTOWN**

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Robert E. Bruchey II  
Mayor, City of Hagerstown

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**MARYLAND STATE HISTORIC PRESERVATION OFFICER**

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Elizabeth Hughes,  
State Historic Preservation Officer  
Director, Maryland Historical Trust



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HAGERSTOWN**

**INVITED SIGNATORY:**

**Hager 5, LLC**

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Greg Snook  
Member, Hager 5, LLC



# **CITY OF HAGERSTOWN, MARYLAND**

Department of Community and Economic Development

To: Valerie Means, City Administrator

From: Jonathan Kerns, Community Development Manager

Date: October 11, 2017

RE: **Maryland Historical Trust - Memorandum of Agreement for 43-53 West Washington Street**

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## **Mayor & Council Action Requested**

Staff seek Mayor & City Council approval to enter into a Memorandum of Agreement (MOA) with the Maryland Historical Trust and Hager 5, LLC for the property at 43-53 West Washington Street. Since the City acquired the property utilizing Federal and State funding, Hager 5, LLC's proposed acquisition and demolition of 43-47 West Washington Street requires an MOA with the Maryland Historical Trust.

## **Background**

In April of 2013, the City acquired the property at 43-53 West Washington Street from Hagerstown Table Corporation. The City utilized \$100,000 in State Community Legacy funds and \$220,000 in CDBG funds to acquire the property for a purchase price of \$320,000. Additional CDBG funds were used for select demolition and stabilization work on the rear of 43-53 West Washington Street.

In November of 2016, the Mayor & City Council approved a resolution authorizing the sale of the property to a private developer, Hager 5, LLC. The Hager 5, LLC development plan proposes full rehabilitation of the 51-53 West Washington Street building and demolition of 43-47 West Washington Street building. The plan also includes construction of a new building on the 43-47 West Washington Street parcel. Settlement is scheduled to occur on or before October 31, 2017.

Maryland Historical Trust review of the Hager 5, LLC plan is required due to the Federal and State funding history with the property. Since the Hager 5, LLC plan involves demolition of a structure within the Downtown Historic District, all parties involved must enter into a "Memorandum of Agreement" to identify steps that will mitigate the loss of a historic structure.

Similar to the recent MOAs for the UIP project, the MOA for 43-53 West Washington requires the City of Hagerstown to take the lead in coordinating the installation of interpretive elements (e.g. plaques, signage, or panels) to detail the history of the building being demolished. This would be done

in concert with the interpretive elements for the Maryland Theatre project demolition and Washington County BOE/BISFA project demolition. The MOA requires the project developer to absorb the hard costs associated with the required interpretive elements.

Staff will be available during the work session to answer any questions on the proposed Memorandum of Agreement.

Attachments: Draft MOA for 43-53 West Washington Street

c. Jill Thompson, Director DCED

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**WHEREAS**, HUD delegated to the City of Hagerstown, the responsibility for environmental assessment compliance for HUD-assisted redevelopment activities under 24 CFR Part 58, and the City of Hagerstown is responsible for compliance with Section 106 ("Section 106") of the National Historic Preservation Act ("NHPA") (54 U.S.C. 306108); and

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**CITY OF HAGERSTOWN**

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Robert E. Bruchey II  
Mayor, City of Hagerstown

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**MARYLAND STATE HISTORIC PRESERVATION OFFICER**

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Elizabeth Hughes,  
State Historic Preservation Officer  
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**INVITED SIGNATORY:**

**Hager 5, LLC**

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Greg Snook  
Member, Hager 5, LLC

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

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**Topic:**

Termination of Contracts and Prohibiting Future Purchases with VanStandig Broadcasting

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

**File Name**

motion.terminate\_contracts\_with\_VerStandig\_Broadcasting.pdf

**Description**

Motion - Termination of  
Contracts

## REQUIRED MOTION

### MAYOR AND CITY COUNCIL HAGERSTOWN, MARYLAND

**Date:** October 24, 2017

**TOPIC:** Termination of Contracts and Prohibit Future Purchases with  
VerStandig Broadcasting

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

**MOTION:** I hereby move for Mayor and Council action to authorize staff to terminate any and all existing contracts and prohibit any future purchases with VerStandig Broadcasting due to the actions of the radio station known as 101.5.

DATE OF PASSAGE: 10/24/2017  
EFFECTIVE DATE: 10/24/2017