

Donnie L. Souders, Mayor
Tracey Knight-Simane, Vice President



David Dan, Councilmember
Jim Fritsch, Councilmember
Roberto Gonzalez, Councilmember
Jon Snyder, Councilmember

TOWN OF SMITHSBURG
MAYOR & COUNCIL
SPECIAL SESSION / WORK SESSION AGENDA
Tuesday, June 28, 2022; 7:00pm

Call Special Session to Order

Pledge of Allegiance

Approval of Agenda

Oath of Office / Swearing-in of Town Councilperson

Motion to Close Special Session Meeting and Move into Executive Session

Article 3-305(b) of the Annotated Code of Maryland, Section (1) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this elected body has jurisdiction; or any personnel matter that affects one or more specific individuals.

Motion to Close Executive Session and Reconvene in Special Session

Town Council Commission Assignments

Motion to Adjourn Special Session

Call Work Session to Order

Camera System Upgrades

Washington County Police Accountability Board

Code Enforcement Officer - Position Creation/Job Description

Upgrades to Softball Fields

Addition of Crosswalks

Ballard/Chain on Secondary Access to Veterans Park

Salary Increases for Employees

Bid 2022-08: Veterans Park Lighting Project - Discussion

Discussion of Utility Billing Policy

Bid 2022-07: Welcome Sign – Submitted Bids

Bid 2022-09: Line Painting – Submitted Bids

Establish Dates for Interview of Candidates

Accept Resignation of Edward Fielden's Resignation from Parks Commission

Appointment of Judith Ferro McFarland to Parks Commission

Motion to Adjourn Work Session

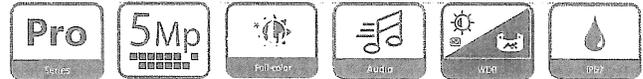
Camera System Upgrades

5MP Night Color 2.0 HDCVI Eyeball Camera

Fixed-lens True Wide Dynamic Range with 16:9 Aspect Ratio



- 1/2.7-in. Progressive-scan 5 MP CMOS Sensor
- 5 MP (2880 x 1620) at 25 fps Maximum Resolution
- 16:9 Aspect Ratio for no Image Stretching¹
- 2.8 mm Fixed Lens
- Night Color Technology with White-light LEDs for Color Images in Total Darkness
- True Wide Dynamic Range (120 dB) and 3D Noise Reduction
- ArcticPro Series Camera — Operational down to -40°C (-40°F)
- Supports Multiple Video Formats: HDCVI, CVBS, AHD and TVI
- Built-in Microphone
- IP67 Ingress Protection
- Five-year Warranty*



System Overview

Experience the superior clarity of Dahua's 5 MP HDCVI camera for vast coverage and superior image details. The 5 MP HDCVI series leverages existing coax infrastructures to deliver forensic-level images seamlessly and over long distances. The camera offers a 2.8 mm fixed lens, a multi-language On-screen Display, and HD/SD switchable output. The camera is ideal for hosting diverse applications — Night Color and True Wide Dynamic Range allow the camera to operate in any lighting condition and the IP67 rating makes the camera suitable for the harshest environments.

Functions

Night Color Technology

Dahua cameras with Night Color Technology incorporate a high-performance sensor and a large aperture lens to produce crisp, clear color images in low light environments. This light-sensitive technology allows the camera to capture more available light and reproduce color images with superior detail and contrast. The Night Color camera incorporates white-light LEDs to offer full-color images in total darkness, as well as an effective visual deterrent. This technology provides smart illumination where the camera automatically activates the white-light illuminators when ambient light levels fall and adjusts exposure time and LED intensity to prevent overexposing the image.

Three Signals over One Coaxial Cable

HDCVI technology simultaneously transmits video, audio, and data over a single coaxial cable. Dual-way data transmission allows the HDCVI camera to communicate with an HCVR to send control signals or to trigger alarms.

Super Adapt

Super Adapt technology monitors external lighting conditions and automatically adjusts the camera settings to provide optimal video images, whether indoors or outdoors. Plus, with this technology installers no longer have to take time to set the optical parameters manually, the camera automatically adjusts to the optimal settings, saving time and money.

Simplicity

HDCVI technology seamlessly integrates traditional analog surveillance systems with upgraded, high-quality HD video, making it the best choice to protect security investments. The plug and play approach enables full HD video surveillance without the hassles of configuring a network.

Broadcast-quality Audio

Audio information is used as supplementary evidence in video surveillance applications. This HDCVI camera transmits audio signals over the coaxial cable, eliminating the need for separate audio wiring. In addition, the camera uses unique audio processing and transmission technology that eliminates noise to best duplicate source audio, guaranteeing high-quality and highly effective audio information.

Multiple-format Support

The camera supports multiple video formats including, HDCVI, CVBS, AHD, and TVI. The camera can switch between these four formats via the switch located on the video output cable, making the camera compatible with not only HDCVI DVRs but also most existing HD/SD DVRs.

True Wide Dynamic Range

The camera achieves vivid images, even in the most intense contrast lighting conditions, using industry-leading wide dynamic range (WDR) technology. For applications with both bright and low lighting conditions that change quickly, True WDR (120 dB) optimizes both the bright and dark areas of a scene at the same time to provide usable video.

Protection

The camera is subjected to rigorous dust and water immersion tests and certified to the IP67 Ingress Protection rating making it suitable for demanding outdoor applications. The camera allows for $\pm 30\%$ input voltage tolerance, suitable for the most unstable conditions for outdoor applications, and its 4KV lightning rating provides effective protection for both the camera and its structure against lightning.

Technical Specification

Camera

Image Sensor	1/2.7-in. CMOS Sensor
Effective Pixels	2880 (H) x 1620 (V), 5 MP
Scanning System	Progressive
Electronic Shutter Speed	1/4 s to 1/100,000 s
Minimum Illumination	Color: 0.001 lux at F1.0
S/N Ratio	More than 65 dB
Illuminator Type	White-light
Illuminator Distance	40.0 m (131.23 ft)
Illuminator Control	Auto, Manual
Illuminator LED	Two (2)
Lens	
Lens Type	Fixed Lens
Mount Type	M12
Focal Length	2.8 mm
Maximum Aperture	F1.0
Angle of View	Horizontal: 112° Vertical: 57° Diagonal: 132°
Iris Type	Fixed
Close Focus Distance	1600.0 mm (63.0 in.)
Installation Angle	
Range	Pan: 0° to 360° Tilt: 0° to 78° Rotation: 0° to 360°

DORI Distances²

Detect (8 ppf)	Observe (19 ppf)	Recognize (38 ppf)	Identify (76 ppf)
67.40 m (221.13 ft)	27.0 m (88.58 ft)	13.50 m (44.29 ft)	6.70 m (21.98 ft)

Video

Resolution	5 MP (2880 x 1620), 4 MP (2560 x 1440), 1080p (1920 x 1080), 960H (960 x 480)
Frame Rate	5 MP at 25 fps
Video Output	One (1) BNC, Transmits HDCVI High-definition signal or CVBS, AHD or TVI Channel, switchable
Video Transmission ³	RG-59/U Coax 720p: 800 m (2624.67 ft) 1080p: 500 m (1640.42 ft) 4 MP: 500 m (1640.42 ft)
	RG-6/U Coax 720p: 1200 m (3937.01 ft) 1080p: 800 m (2624.67 ft) 4 MP: 700 m (2296.59 ft)
	CAT 6 UTP (f required) 720p: 450 m (1476.38 ft) 1080p: 300 m (984.25 ft) 4 MP: 300 m (984.25 ft)
Day/Night	Color
OSD Menu	Multi-language
BLC Mode	BLC, HLC, HLC-Pro, True WDR
WDR	120 dB
Noise Reduction	3D NR
White Balance	Auto, Manual
Gain Control	Auto, Manual
Mirror	On, Off
Privacy Masking	On, Off (8 areas, rectangular)
Interface	
Audio	One (1) Built-in Microphone
Electrical	
Power Supply	12 VDC ± 30%
Power Consumption	Maximum 6.4 W (12 VDC with Illuminator on)
Environmental	
Operating Conditions	-40° C to +60° C (-40° F to +140° F) Less than 95% RH
Storage Conditions	-40° C to +60° C (-40° F to +140° F) Less than 95% RH
Ingress Protection	IP67
Certifications	
CE	EN55032, EN55024, EN50130-4, EN60950-1
Safety	UL60950-1 CAN/CSA C22.2 No.60950-1
Electromagnetic Compatibility (EMC)	CFR 47 FCC Part 15 subpart B, ANSI C63.4-2014
Construction	
Casing	Metal
Dimensions	ø106.0 mm x 93.60 mm (ø4.17 in. x 3.69 in.)
Net Weight	0.46 kg (1.01 lb)
Gross Weight	0.61 kg (1.34 lb)

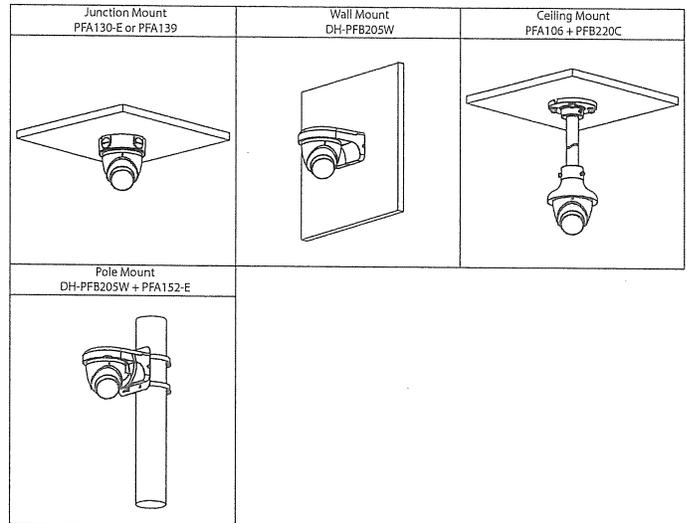
1. To view the 16:9 video output on a Dahua HDCVI DVR you must update the DVR to the latest firmware. Obtain the latest firmware on the Dahua Wiki at <https://dahuawiki.com/Recorders>.

2. The DORI distance is a measure of the general proximity for a specific classification to help pinpoint the right camera for your needs. The DORI distance is calculated based on sensor specifications and lab test results according to EN 62676-4, the standard that defines the criteria for the Detect, Observe, Recognize and Identify classifications.

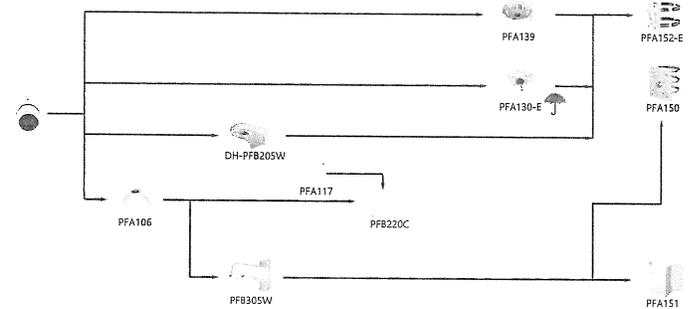
3. Transmission distance results verified by real-scene testing in Dahua's test laboratory. Actual transmission distances may vary due to external influences, cable quality, and wiring structures.

Ordering Information

Type	Part Number	Description	
5 MP HDCVI Camera	A52CJ62	5 MP Night Color 2.0 HDCVI 2.8 mm Fixed Lens Eyeball Camera, 16:9 Aspect Ratio	
	PFA106	Mount Adapter	
	PFA117	Extension Pole for PFB220C	
	PFA130-E	Waterproof Junction Box	
	PFA139	Junction Box	
	PFA150	Pole Mount (use with PFA106 and PFB305W)	
	PFA151	Corner Mount (use with PFA106 and PFB305W)	
	Accessories, optional	PFA152-E	Pole Mount (use with PFA130-E, PFA139, or DH-PFB205W)
		DH-PFA200G	Gang Box Adapter
		DH-PFB205W	Wall Mount (use alone or with PFA152-E pole mount)
PFB220C		Pole Mount (use with PFA106 mount adapter)	
PFB305W		Wall Mount (use PFA106 mount adapter)	
DH-PFM321D-US		12 VDC, 1 A Power Adapter	
DH-PFM800-4K	4K Passive HDCVI Balun		

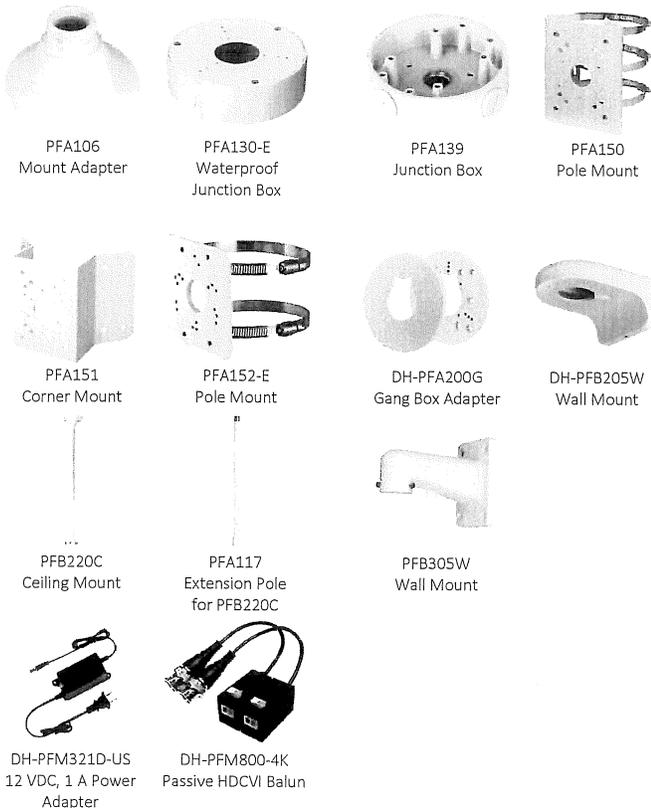


Mounting Diagram

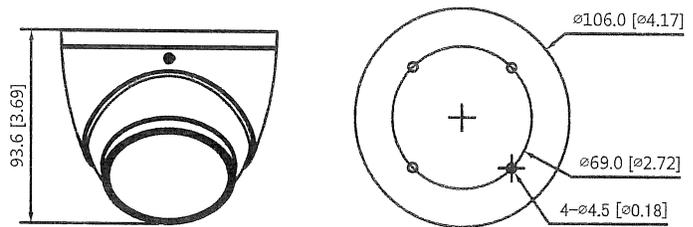


Accessories

Optional:

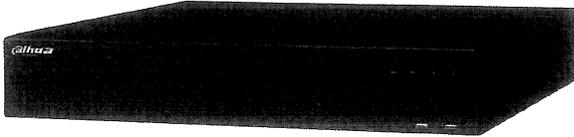


Dimensions (mm/in.)

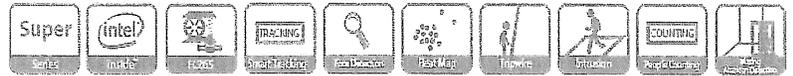


NVR 32CH INT 4K 8SATA

32 Channel 4K Network Video Recorder



- Intel Processor
- Max 32 IP Camera Inputs with IVS Recording
- Max 384 Mbps Incoming Bandwidth
- Up to 12 MP Resolution for Preview and Playback
- Supports RAID 0 /1/5/6/10
- iSCSI for Expanded Storage Space
- Smart Tracking
- Spot Output



System Overview

Dahua's next generation network video recorder offers unparalleled recording technology for IP video surveillance applications. For applications where details are critical for identification, this enterprise-level NVR provides a powerful Intel processor with up to 4K resolution. Additionally, the NVR features a mouse shortcut operation menu, remote management and control, centre storage, edge storage, and back up storage.

Designed as a low-cost, easy installation, this NVR is ideal for a wide range of applications such as public safety, water conservancy, transportation, city centers, education, and financial institutions. The NVR is compatible with numerous third-party devices making it the perfect solution for surveillance systems with or without a video management system (VMS). Its open architecture supports multi-user access and is compatible with ONVIF 2.4, enabling interoperability when combined with 4K cameras.

Functions

RAID 0/1/5/6/10

Offering a balance between storage performance, storage capacity, and data integrity, the NVR features Fruitfull RAID 0/1/5/6/10 for faster and safer recording.

Fisheye Dewarping

The NVR features multiple fisheye dewarping modes to make viewing video easy whether its live or during playback.

N+M Hot Standby

The highly reliable redundancy N+M Hot Standby design provides a secure, failover technique ensuring immediate backup. In the event of a system failure, the slave instantly takes over the master ensuring no data is lost.

4K Resolution

The NVR supports 4K Ultra HD resolution (3840 x 2160) for recording, live viewing and playback.

Intelligent Video System (IVS)

With built-in intelligent video analytics (on two IP channels), the NVR has the ability to detect and analyze moving objects for improved video surveillance. The NVR provides standard intelligence features allowing detection of multiple object behaviors such as abandoned or missing objects. IVS also supports Tripwire analytics, allowing the camera to detect when a pre-determined line has been crossed, Heat Map, ideal for business intelligence, and Facial Detection, for searching or identification of individuals.

Heat Map

The NVR's Heat Map option highlights the areas with the highest concentration of people. This information can then be exported into a customized report to assist in business or forensic analysis.

Point of Sale (POS)

Ideal for grocery and retail stores, the optional POS solution allows the NVR to receive a POS transaction via corresponding video. This feature allows merchants to analyze specific transactions via the Fuzzy search Algorithm.

Smart Tracking

The auto tracking PTZ feature automatically tracks a moving target throughout the camera's field of view. This function is ideal for following an object as it moves through airports, parking lots, city centers, or other applications.

Automatic Network Replenishment (ANR) Technology

Network Video Recorders with the ANR function automatically store video data on an IP camera SD card when the network is disconnected. After recovery of the network, the NVR automatically retrieves the video data stored on the camera.

Ultra Series | NVR6A08-32-4KS2

Technical Specification

System

Main Processor	Intel Quad-core Processor
Operating System	Embedded LINUX

Display

Interface	2 HDMI (up to 3840 x 2160 , Different Source), 1 VGA
Spot Output	HDMI 2
Native Output Resolution	3840 × 2160 , 1920 × 1080 , 1280 × 1024, 1280 × 720 , 1024 × 768
Maximum Decoding	4ch @12MP 20fps 4ch @8MP 30fps 8ch @8MP 15fps 5ch @6MP 30fps 6ch @5MP 30fps 8ch @5MP 25fps 8ch @4MP 30fps 9ch @4MP 20fps 12ch @3MP 25fps 8ch@1080p 60 fps 16ch @1080p 30fps 25ch@720p 30fps
Multi-screen Display	1st Screen: 1/4/8/9/16/25/36 2nd Screen: 1/4/8/9/16
OSD	Camera title, Time, Video loss, Camera lock, Motion detection, Recording

Video Detection and Alarm

Trigger Events	Recording, PTZ, Tour, Alarm Out, Video Push, Email, FTP, Snapshot, Buzzer and Screen Tips
Video Detection	Motion Detection, MD Zones: 396 (22 × 18), Video Loss and Camera Blank
Alarm input	16 Channel, Low Level Effective, Green Terminal Interface
Relay Output	8 Channel, NO/NC Programmable, Green Terminal Interface
Tracking Trigger Event	Targeting, Zoom, Tracking, Recording, Snapshot, Alarm, etc.

Playback and Backup

Search Mode	Time /Date, Alarm, MD and Exact Search (accurate to one second)
Playback Function	Play, Pause, Stop, Rewind, Fast play, Slow Play, Next File, Previous File, Next Camera, Previous Camera, Full Screen, Repeat, Shuffle, Backup Selection, Digital Zoom
Backup Mode	USB Device/Network/Internal SATA burner/eSATA Device

Storage

Internal HDD	8 SATA III Ports, Up to 10 TB per HDD
HDD Mode	Single, Raid 0/1/5/6/10 (Supports Global HDD Hot-spare) Enterprise-level HDD Recommended
eSATA	1 eSATA Port

Auxiliary Interface

USB	4 USB Ports (2 USB 2.0 , 2 USB 3.0)
RS232	1 Port for PC Communication and Debug
RS485	1 Port for PTZ Control

Third-party Support

Dahua, Arecont Vision, AXIS, Bosch, Brickcom,
Canon, CP Plus, Dynacolor, Honeywell, Panasonic,
Pelco, Samsung, Sanyo, Sony, Videotec, Vivotech
and more

Audio and Video

IP Camera Input	32 Channel
Two-way Talk	1 Channel Input, 1 Channel Output, RCA

Recording

Supported IP Camera Resolution	Smart H.265+, H.265, Smart H.264+, H.264, MJPEG
Maximum Incoming Bandwidth	12 MP, 8 MP, 6 MP, 5 MP, 4 MP, 3 MP, 1080p, 1.3 MP, 720p
Record Rate	384 Mbps
Bit Rate	1 Kbps to 20 Mbps per Channel
Record Mode	Manual, Schedule (Regular, Continuous), MD (Video detection: Motion Detection, Camera Blank, Video Loss), Alarm, Stop
Record Interval	1 to 120 min (default: 60 min), Pre-record: 1 to 30 sec, Post-record: 10 to 300 sec

Network

Ethernet	2 RJ-45 Ports (10/100/1000 Mbps)
Network Function	HTTP, TCP/IP, IPv4/IPv6, UPnP, RTSP, UDP, SMTI NTP, DHCP, DNS, IP Filter, PPPoE, DDNS, FTP, Alarm Server, IP Search (Support Dahua IP camera, DVR, NVS, etc.)
Max. User Access	128 users
Smart Phone	iPhone, iPad, Android
Interoperability	ONVIF 2.4, CGI Conformant

Electrical

Power Supply	110 to 240 VAC, 50/60 Hz
Power Consumption	< 20 W, without HDD

Environmental

Operating Conditions	-10°C to +55°C (+14°F to +131°F), 86 to 106 kpa
Storage Conditions	0°C to +40°C (32°F to +104°F), 30 to 85% RH

Ultra Series | NVR6A08-32-4KS2

Construction

Dimensions	444.0 mm × 454.90 mm × 90.40 mm (17.40 in. x 17.90 in. x 3.50 in.)
Net Weight	9.0 kg (19.80 lb), without HDD
Gross Weight	10.5 kg (23.10 lb)
Installation	19-in. Rack-mounted

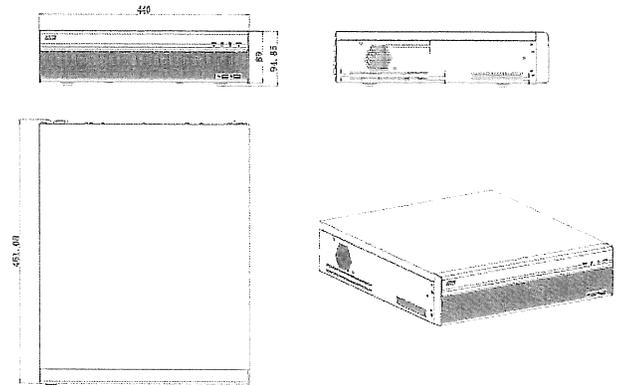
Certifications

EN	EN55022, EN55024, EN50130-4, EN60950-1
UL	UL 60950-1+CAN/CSA C22.2 No. 60950-1
FCC	Part 15 Subpart B ANSI C63.4-2014

Intelligence

Basic Intelligence	Tripwire, Intrusion, Abandoned Object	
Advanced Intelligence	Heat Map, People Counting, Thermal (16 channels)	
Analytics+ Recording (requires a camera with On-board Analytics+ Processing)	SMD+	32 Channels
	Perimeter Protection	24 Channels
	ANPR	8 Channels

Dimensions (mm)



Ordering Information

Type	Part Number	Description
32 Channel NVR	DHI-NVR6A08-32-4KS2 2TB	32 Channel Super 4K Network Video Recorder, 2 TB
	DHI-NVR6A08-32-4KS2 4TB	32 Channel Super 4K Network Video Recorder, 4 TB
	DHI-NVR6A08-32-4KS2 6TB	32 Channel Super 4K Network Video Recorder, 6 TB
	DHI-NVR6A08-32-4KS2 8TB	32 Channel Super 4K Network Video Recorder, 8 TB
	DHI-NVR6A08-32-4KS2 10TB	32 Channel Super 4K Network Video Recorder, 10 TB
	DHI-NVR6A08-32-4KS2 12TB	32 Channel Super 4K Network Video Recorder, 12 TB
	DHI-NVR6A08-32-4KS2 18TB	32 Channel Super 4K Network Video Recorder, 18 TB
	DHI-NVR6A08-32-4KS2 24TB	32 Channel Super 4K Network Video Recorder, 24 TB
	DHI-NVR6A08-32-4KS2 48TB	32 Channel Super 4K Network Video Recorder, 48 TB

2 MP IR License Plate Recognition Camera

10 mm to 50 mm Long-range Access Camera



- 1/1.8-in. 2 MP GS CMOS Sensor
- License Plate Recognition Distance up to 30 m (98.43 ft)
- Capture and Recognize License Plates from Vehicles Traveling up to 80 kph (49 mph)
- H.265 and H.264 Dual Codec
- 1080p at 30 fps Maximum Resolution
- 10 mm to 50 mm Motorized Vari-focal Lens
- Maximum IR LED Distance 25 m (82 ft)
- 12 VDC, 1 A Power Output
- IP67 Ingress Protection
- Mounting Bracket Included
- Five-year Warranty*

System Overview

The ITC237-PW6M-IRLZF1050-B is a license plate recognition camera with a recording resolution of 1920 x 1080 (1080p) at 30 frames per second with a 1/1.8-in Sony GS-CMOS sensor. The camera includes a 10 mm to 50 mm motorized vari-focal lens that lets the installer adjust the zoom angle of the picture, providing long-range video. The camera recognizes license plates of vehicles traveling up to 80 kph (49 mph). The camera can be mounted between 8 m and 30 m (26.25 ft and 98.43 ft) from where the vehicles will be traveling and captures and recognizes plates from a single lane. The ITC237-PW6M-IRLZF1050-B coupled with a Dahua NVR or DSS Video Management System offers a complete traffic management and parking solution.

Functions

License Plate Recognition

The License Plate Recognition camera automatically captures vehicle license plate images and recognizes license plate numbers and letters. During playback, an operator can perform a license plate search by Time and Date to view thumbnail images of all plates captured during the specified time period or can enter a license plate number to search for vehicles recorded with that plate. License plate recognition technology offers effective entrance/exit management, traffic surveillance, and parking lot monitoring.

High Efficiency Video Coding (H.265)

The H.265 (ITU-T VCEG) video compression standard offers double the data compression ratio at the same level of video quality, or substantially improved video quality at the same bit rate, as compared to older video compression technologies. H.265 offers such impressive compression by expanding the pattern comparison and difference-coding, improving motion vector prediction and motion region merging, and incorporating an additional filtering step called sample-adaptive offset filtering.

Environmental

With a temperature range of -30°C to $+65^{\circ}\text{C}$ (-22°F to $+149^{\circ}\text{F}$), the camera is designed for extreme temperature environments. Subjected to rigorous dust and water immersion tests and certified to the IP67 Ingress Protection rating makes it suitable for demanding outdoor applications.

Technical Specification

Camera	
Image Sensor	1/1.8-in. 2 MP GS CMOS
Effective Pixels	1920(H) x 1080(V)
Scanning System	Rolling Shutter
Electronic Shutter Speed	1/50 s to 1/10000 s
IR Distance	25.0 m (82.02 ft)
IR On/Off Control	Auto, On, Off
IR LEDs	Six (6), adjustable brightness
Lens	
Lens Type	Module
Focal Length	10 mm to 50 mm
Max. Aperture	F1.3
Angle of View	Horizontal: 46.60° to 10.62° Vertical: 40.60° to 9.30° Diagonal: 22.70° to 5.30°
Optical Zoom	5x
Iris	Auto Iris, F1.3 to F2.3
Focus Control	Motorized, Automatic
Focus Width Range	3.50 m (11. 48 ft), approximately one (1) lane
Video	
Video Encoding	H.265, H.264M, H.264H, H.264B, MJPEG
Image Encoding	JPEG
Streaming Capability	One (1) Stream
Resolution	1080p (1920 x 1080), 720p (1280 x 720)
Frame Rate	1080p at 30 fps
Bit Rate Control	CBR, VBR
Bit Rate	H.264B: 20 Kbps to 32768 Kbps H.264M: 20 Kbps to 32768 Kbps H.264H: 20 Kbps to 32768 Kbps H.265: 20 Kbps to 32768 Kbps MJPEG: 59 Kbps to 65536 Kbps
Day/Night	Auto (ICR), Color, B/W
Wide Dynamic Range	96 dB
White Balance	Auto, Outdoor, Manual, Part White Balance, Natural Street Lamp
Edge Enhancement	Supported
Exposure Mode	Full-Auto, Customized Auto, Customized
Gain Control	Automatic
Noise Reduction	3DNR

Network

Ethernet	RJ-45 (100/1000 Base-T)
Protocol	IPv4/IPv6, HTTP, TCP/IP, UDP, NTP, DHCP, DNS
Interoperability	ONVIF, CGI
Streaming Method	Unicast, Multicast
Maximum User Access	20 Users
Edge Storage	Micro SD Card Slot, 64 GB maximum
Web Viewer	IE
Management Software	DSS

Certifications

Safety	IEC 62368-1:2014 (Second Edition) 47 CFR FCC Part 15 SubpartB, Class B EN 55032:2015, Class B EN61000-3-2:2014 EN 61000-3-3:2013 EN 55024:2010+A1:2015 EN55035:2017 EN 50130-4:2011+A1:2014
Electromagnetic Compatibility (EMC)	

Interface

BNC	Reserved for future use
I/O	Two Inputs, Optocoupler (switch quantity)
RS485	One (1) Port
Audio	Input Output
Alarm	Input Output
	Reserved for future use Reserved for future use One (1) Channel, Optocoupler Two (2) Relay Channels

Electrical

Power Supply	12 VDC, 24 VAC, or PoE (IEEE802.3af Class 0)
Power Consumption	< 20 W
Power Output	12 VDC ± 10%, ≤ 1 A

Environmental

Operating Temperature	-30° C to +65° C (-22° F to +149° F) 10% to 90% RH (non-condensing)
Storage Temperature	-30° C to +65° C (-22° F to +149° F)

Ingress Protection

IP67

Construction

Casing	Metal and Plastic
Dimensions	Camera Camera with Bracket
	370.46 mm x 124.73 mm x 105.73 mm (14.58 in. x 4.91 in. x 4.16 in.) 515.21 mm x 124.73 mm x 105.73 mm (20.28 in. x 4.91 in. x 4.16 in.)
Net Weight	1.70 kg (3.75 lb)
Gross Weight	2.50 kg (5.51 lb)
Installation	Wall or Ceiling with Included Bracket

Performance

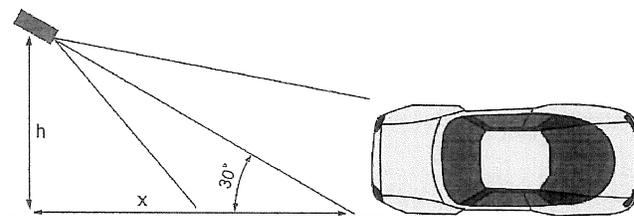
Trigger Mode	Video Detection I/O Coil Video Detection and I/O Coil
Shutter	Single
Image Tampering	Video/Picture Watermark
Alarm Event	No Storage Card Inadequate Storage Space Storage Card Error Network Disconnect IP Address Conflict Illegal Access
Security Mode	Authorized Username and Password MAC Address Binding HTTPS Encryption IEEE 802.1x Network Access Control
On-screen Display Overlay	Time Plate (number and color)
Automatic Network Replenishment (ANR)	Support
Intelligence	
Vehicle Registration	Captures license plate images and extracts the numbers and letters
Intelligent Tracking	Displays vehicle plate and vehicle path

Installation Distances

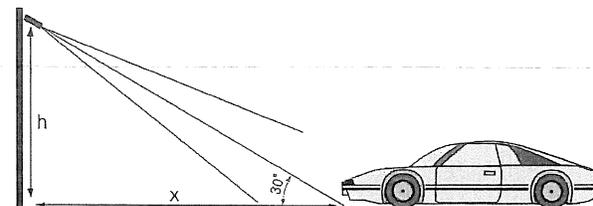
Camera Height (h)	Snapshot Distance (x)	Lane Width	Vehicle Speed, max
1.2 m (6.56 ft)	4 m to 6 m (13.12 ft ± 19.69 ft)	3.5 m (11.48 ft)	80 kph (49 mph)
Distance to License Plate		Minimum/Maximum: 8 m to 30 m (26.25 ft to 98.43 ft) Optimal: 4 m to 6 m (13.12 ft to 19.69 ft)	
Horizontal/Vertical Angles		< 30°	
Inclination Angle		< 5°	

Camera Placement

Horizontal Direction



Vertical Direction



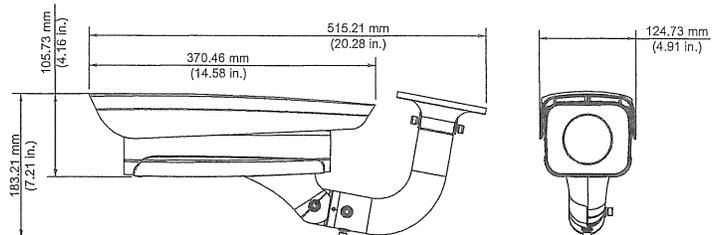
In both the vertical and the horizontal placement, the angle between the camera lens and the farther lane border must be less than 30°. Ensure the snapshot distance (x) of the camera is greater than 1.7 times the height (h) of the camera ($x \geq 1.7 \times h$) for optimal license plate images.

Ordering Information

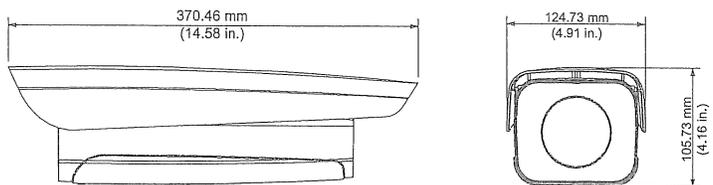
Type	Part Number	Description
2 MP LRC Camera	ITC237-PW6M-IRLZF1050-B	2 MP IR License Plate Recognition Camera, Motorized Vari-focal Lens, with mounting bracket

Dimensions (mm/in.)

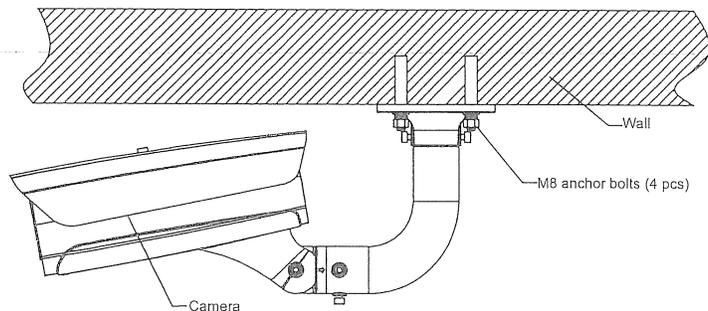
Camera with Bracket



Camera Only



Installation



4MP TiOC Network Eyeball Camera

Active Alarm and Dual Illuminators with Analytics+



WizSense

WizSense Series devices combine Dahua's powerful Analytics+ with an intuitive and easy to use interface. WizSense devices offer Smart Motion Detection and Perimeter Protection functions that focus on human and vehicular images and ignore irrelevant images to capture important video while reducing false alarms. WizSense Series devices provide powerful general surveillance for small to medium size businesses at a sensible price.

System Overview

The Dahua Three-in-One Camera (TiOC) offers multiple features working in tandem to assist with deterrence and low-light detection while delivering high-resolution video images. The camera also features Perimeter Protection and Smart Motion Detection that offer accurate analytics. The camera is ideal for a host of diverse applications — Enhanced Starlight Technology, True Wide Dynamic Range, and Smart Dual illuminators allow the camera to operate in any lighting condition and the IP67 rating makes the camera suitable for the harshest environments.

Functions

Active Alarm

The camera features active deterrence functionality to respond automatically to a triggered alarm. The configurable automatic responses include activation of red and blue lights and the broadcast of a built-in message or siren to stop an incident before it happens.

Smart Dual Illuminators

The camera offers both IR and white-light illuminators and intelligently employs each depending on the situation. Typically, the camera enters the IR mode as ambient light decreases. When the camera detects a person entering the monitoring area, it activates the white-light illuminator to capture full-color details. Once the person leaves the area, the camera switches back to IR illumination.

Enhanced Starlight Technology

For challenging low-light applications, Dahua's Starlight Ultra-low light Technology offers best-in-class light sensitivity, capturing details in low light applications. The camera uses a set of optical features to balance light throughout the scene, resulting in clear images in dark environments.



- 1/2.7-in. 4MP Progressive-scan CMOS Sensor
- Triple-stream Encoding
- AI Coding, Smart H.265+, and Smart H.264+ Video Compression
- 4MP (2688 x 1520) at 30 fps, 2.8 mm Fixed Lens
- Analytics+ Functions — Perimeter Protection, Smart Motion Detection+
- Two (2) Built-in Microphones and a Built-in Speaker
- Voice Catcher Technology Captures Clear Audio at a Distance
- Dual Smart Illumination — IR and White Light
- Active Alarm with Red/Blue Lights and Siren or Voice Prompt
- Enhanced Starlight Technology for Low-light Applications
- ArcticPro Series Camera — Operational down to -40°C (-40°F)
- IP67 Ingress Protection
- Five-year Warranty*

Smart Motion Detection+

Smart Motion Detection+, a component of Dahua's Analytics+ technology, improves alarm accuracy and decreases the number of false alarms. The advanced SMD algorithm analyzes a scene for human or vehicle motion, while filtering out other motion due to trees, leaves, animals, weather, and triggers an alarm when detected. SMD also saves time when searching recorded video by filtering false alarms and allowing quick retrieval of an alarm due to a person or vehicle.

Perimeter Protection

Dahua Analytics+ includes Tripwire and Intrusion functions that offer custom tripwires based on object type for automation in limited access areas. Perimeter Protection requires less pixels to detect an object to deliver improved accuracy and decreased false alarms due to lights, weather, trees, or animals.

ArcticPro

The Dahua ArcticPro Series of extreme-environment cameras combine temperature-tolerant components, a waterproof enclosure, and an integrated heater to ensure flawless operation in temperatures as low as -40°C (-40°F). For applications that demand high-resolution video with advanced features in extremely cold environments, the Dahua ArcticPro Series offers a camera to satisfy the most demanding requirements.

Cybersecurity

Dahua network cameras are equipped with a series of key cybersecurity technologies including: security authentication and authorization, access control, trusted protection, encrypted transmission, and encrypted storage. These technologies improve the camera's ability to prevent malicious access and to protect data.

Environmental

Subjected to rigorous dust and water immersion tests the camera suitable for the most demanding outdoor applications. The camera carries an IP67 rating that ensures protection from total dust ingress and protection from water immersion between 15 centimeters and 1 meter in depth.

Technical Specification

Camera

Image Sensor	1/2.7-in. 4MP CMOS
Effective Pixels	2688(H) x 1520(V)
RAM/ROM	128 MB / 512 MB
Scanning System	Progressive
Electronic Shutter Speed	Auto, Manual, 1/3 s to 1/100,000 s
Minimum Illumination	Color: 0.003 lux at F1.0 (30 IRE) B/W: 0.0003 lux at F1.0 (30 IRE) 0 lux at F1.0 (with illuminators on)
S/N Ratio	Greater than 56 dB
Illumination Distance	IR: 30.0 m (98.43 ft) White Light: 30.0 m (98.43 ft)
IR On/Off Control	Auto, Manual
Illuminators	IR: One (1) LED White Light: One (1) LED

Lens

Lens Type	Fixed-focal
Mount Type	M12
Focal Length	2.8 mm
Max. Aperture	F1.0
Angle of View	Horizontal: 101° Vertical: 53° Diagonal: 120°
Iris Type	Fixed
Close Focus Distance	1.50 m (4.92 ft)

	Lens	Detect (8 ppf)	Observe (19 ppf)	Recognize (38 ppf)	Identify (76 ppf)
DORI Distance ¹	2.8 mm	66.0 m (216.54 ft)	26.40 m (86.61 ft)	13.20 m (43.31 ft)	6.60 m (21.65 ft)

Installation Angle

Range	Pan: 0° to 360° Tilt: 0° to 78° Rotation: 0° to 360°
-------	--

Video

Compression	AI Coding, Smart H.265+, H.265, Smart H.264+, H.264, H.264B, H.264H, MJPEG (sub stream only)
Streaming Capability	Three (3) Streams
Resolution	4MP (2688 x 1520), 2560 x 1440, 3MP (2304 x 1296), 1080p (1920 x 1080), 720p (1280 x 720), D1 (704 x 480), CIF (352 x 240)
Frame Rate	Main Stream: 4MP (2688 x 1520) at 30 fps Sub Stream 1: D1 (704 x 480) at 30 fps Sub Stream 2: 1920 x 1080 at 30 fps
Bit Rate Control	CBR/VBR
Bit Rate	H.264: 3 kbps to 20480 kbps H.265: 3 kbps to 20480 kbps
Day/Night	Auto (ICR), Color, B/W
BLC Mode	BLC, HLC, True WDR (120 dB), SSA

White Balance	Auto, Natural, Street Lamp, Outdoor, Manual, Regional Custom
Gain Control	Auto, Manual, Gain Priority, Shutter Priority
Noise Reduction	3D DNR
Motion Detection	Off, On (4 Zones, Rectangular)
Advanced Features	Smart IR, Defog
Flip	0°, 90°, 180°, 270°
Mirror	Off, On
Privacy Masking	Off, On (8 Areas)

Audio

Input	Two (2) Built-in Microphones
Output	One (1) Built-in Speaker
Compression	PCM, G.711A, G.711Mu, G.726, G.723

Network

Ethernet	RJ-45 (10/100 Base-T)
Protocol	HTTP, HTTPS, TCP, ARP, RTSP, RTP, UDP, SMTP, FTP, DHCP, DNS, DDNS, PPPOE, IPv4/v6, QoS, UPnP, NTP, ICMP, IGMP, 802.1x
Interoperability	ONVIF Profile S, G, T; CGI, Milestone; P2P
Streaming Method	Unicast / Multicast
Maximum User Access	20 Users (Total Bandwidth: 72 Mbps)
Edge Storage	Network Attached Storage (NAS) SFTP, FTP Micro SD Slot, maximum 256 GB
Web Viewer	IE (Versions 8, 9, and 11) Chrome, Firefox
Management Software	DSS, DMSS

Mobile Operating System	IOS, Android
-------------------------	--------------

Cybersecurity	Video Encryption, Firmware Encryption, Configuration Encryption, Digest, WSSE, Account Lockout, Security Logs, IP/MAC Filtering, Generating and Importing X.509 Certification, Syslog, HTTPS, 802.1x, Trusted Boot, Trusted Execution, Trusted Upgrade
---------------	--

Certifications

Safety	UL62368-1 CAN/CSA C22.2 No. 62368-1-14 EN62368-1
Electromagnetic Compatibility (EMC)	CFR 47 FCC Part 15 Subpart B Electromagnetic Compatibility Directive 2014/30/EU

Interface

Audio	Input	One (1) Channel (RCA), plus two (2) built-in microphones
	Output	One (1) Channel (RCA) plus one (1) built-in speaker
Alarm	Input	One (1) Channel (5 mA, 3 VDC to 5 VDC)
	Output	One (1) Channel (300 mA, 12 VDC)

Electrical

Power Supply	12 VDC or PoE (IEEE 802.3af, Class 0)
Power Consumption	Basic 12 VDC: 1.75 W PoE: 3.6 W Maximum 12 VDC: 6.4 W PoE: 8.6 W

1. The DORI distance is a measure of the general proximity for a specific classification to help pinpoint the right camera for your needs. The DORI distance is calculated based on sensor specifications and lab test results according to EN 62676-4, the standard that defines the criteria for the Detect, Observe, Recognize and Identify classifications.

Environmental

Operating Conditions	-40° C to +60° C (-40° F to +140° F), Less than 95% RH
Storage Conditions	-40° C to +60° C (-40° F to +140° F), Less than 95% RH
Ingress Protection	IP67

Construction

Casing	Metal and Plastic
Dimensions	ø110.90 mm x 122.0 mm (4.37 in. x 4.80 in.)
Net Weight	0.745 kg (1.64 lb)
Gross Weight	0.915 kg (2.02 lb)

Analytics+ Functions

- Detects human or vehicle violations using the following methods:
Tripwire: a target crosses a defined line.
Intrusion: a target enters or exits a defined perimeter.
- Monitors a combination of detection methods.
- Search and retrieve video based on target type.
- Configurable automatic response when an alarm is triggered:
Red/Blue Light illuminator activation.
Siren activation. Includes 11 built-in siren sounds plus ability to record custom recordings.
- Differentiates between and classifies human and vehicle objects.
- Filters false alarms due to leaves, lights, animals, and other inconsequential objects.
- Extracts human or vehicle objects from recorded video for quick target search and retrieval.

Perimeter Protection with Active Alarm

Smart Motion Detection+

Recommended Detection Distance	Human	Up to 10.0 m (32.81 ft)
	Vehicle	Up to 15.0 m (49.21 ft)

Intelligent Video System Functions

IVS triggers an alarm and takes a defined action for the following events:

Standard Features	<ul style="list-style-type: none"> • Tampering with the camera. • Error writing to an onboard Micro SD card. • Error sending or receiving data over the network. • Unauthorized access to the camera. • IP Address Conflict
Premium Features	
Motion Detection	An object is moving in a designated area.
Scene Change	A person or object moves the camera to change the scene or covers the camera to obscure the scene.

Ordering Information

Type	Part Number	Description	
TiOC Camera	N43BU82	4MP 2.8 mm Eyeball Camera with Analytics+, Active Alarm, Smart Illumination	
	PFA106	Mount Adapter	
	PFA137	Junction Box	
	PFA130-E	Waterproof Junction Box	
	PFA150	Pole Mount (use with PFB305W wall mount)	
	PFA151	Corner Mount (use with PFB305W wall mount)	
	Accessories, optional	PFA152-E	Pole Mount (use with DH-PFB205W-E wall mount)
		DH-PFB205W-E	Wall Mount Bracket
		PFA117	Ceiling Mount Extender for PFB220C
		PFB220C	Ceiling Mount (use with PFA106 mount adapter)
	PFB305W	Wall Mount (use with PFA106 mount adapter)	
	DH-PFM321D-US	12 VDC, 1 A Power Adapter	

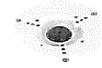
Accessories (Optional)



PFA106
Mount Adapter



PFA137
Junction Box



PFA130-E
Waterproof Junction
Box



PFA150
Pole Mount



PFA151
Corner Mount



PFA152-E
Pole Mount



DH-PFB205W-E
Wall Mount
Bracket



PFB220C
Ceiling Mount



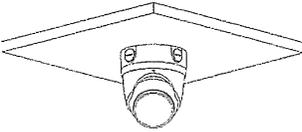
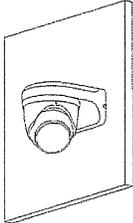
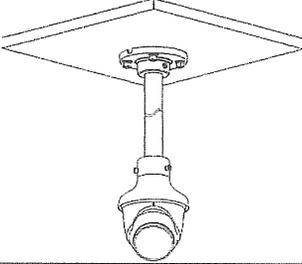
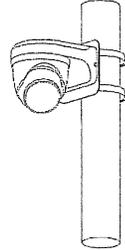
PFA117
Ceiling Mount
Extender for PFB220C



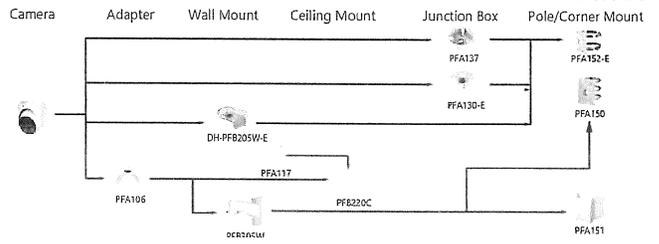
PFB305W
Wall Mount



DH-PFM321D-US
12 VDC, 1 A
Power Adapter

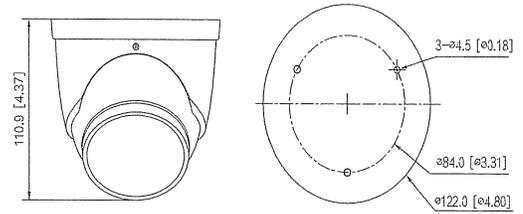
Junction Mount	Wall Mount
PFA137	DH-PFB205W-E
	
Ceiling Mount	Pole Mount
PFA106 + PFB220C	DH-PFB205W-E + PFA152-E
	

Mounting Diagram



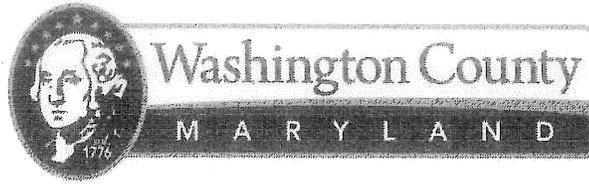
Dimensions

mm [in.]



Washington County
Police Accountability Board

Jeffrey A. Cline, *President*
Terry L. Baker, *Vice President*
Krista L. Hart, *Clerk*



Wayne K. Keefer
Randall A. Wagner
Charles A. Burkett

100 West Washington Street, Suite 1101 | Hagerstown, MD 21740-4735 | P: 240.313.2200 | F: 240.313.2201
WWW.WASHCO-MD.NET

June 15, 2022

The Honorable Howard W. Long, Mayor
Town of Boonsboro
19 N. Main Street
Boonsboro, MD 21713

The Honorable Tim Smith, Mayor
Town of Hancock
126 W. High Street
Hancock, MD 21740

The Honorable Emily Keller, Mayor
City of Hagerstown
1 E. Franklin Street
Hagerstown, MD 21740

The Honorable Donald L. Souders, Mayor
Town of Smithsburg
21 W. Water Street, P.O. Box 237
Smithsburg, MD 21783

RE: Recommendations for Appointments to the Washington County, Maryland Police
Accountability Board

Dear Mayors:

In accordance with Maryland's new Police Accountability Act, the Board of County Commissioners enacted the Washington County, Maryland Police Accountability Ordinance ("Ordinance") at its meeting on June 7, 2022. Among other things, the Ordinance establishes the Washington County Police Accountability Board, which "shall be composed of seven (7) members appointed by majority vote of the Board, two (2) of whom shall be jointly recommended by those municipalities in Washington County operating a municipal Law Enforcement Agency."

Your municipalities operate municipal law enforcement agencies. Accordingly, in accordance with the Ordinance, and to facilitate full composition of the Police Accountability Board, it is requested that you confer and collaborate to recommend two or more persons for appointment to the Police Accountability Board. Please be mindful of the Membership provisions set forth in Section 5 (Page 8) of the Ordinance. A copy of the Ordinance is enclosed.

The Board will be appointing other members of the Police Accountability Board at an upcoming meeting. To complete full composition of the Police Accountability Board, it is requested that your recommendations be submitted as soon as practicable, but in any event no later than July 15, 2022.

Your prompt cooperation and recommendations are sincerely appreciated.

Sincerely,

Krista L. Hart

Krista Hart
County Clerk

Enclosure: Ordinance

cc: Board of County Commissioners
John M. Martirano, County Administrator
Kirk C. Downey, County Attorney

WASHINGTON COUNTY, MARYLAND

POLICE ACCOUNTABILITY ORDINANCE

Adopted: June 7, 2022

Effective: June 7, 2022

Table of Contents

<u>Section No.</u>	<u>Section Title</u>	<u>Page</u>
	Recitals	3
1	Short Title	3
2	Definitions	3
3	Police Accountability Board	4
4	Administrative Charging Committee	6
5	Membership	8
6	Resignation, Removal, and Vacancy	10
7	Handling of Complaints	11
8	Conduct of Administrative Charge	11
9	Conflicts, Quorum, Meeting Rules, Record Keeping, and Support	11
10	Budget	13
11	Effective Date	13

RECITALS

Chapter 59 Laws of Maryland 2021, Maryland Police Accountability Act of 2021 – Police Discipline and Law Enforcement Programs and Procedures (*Act*) makes various changes that generally relate to law enforcement, including altering requirements for police officers during traffic stops, establishing higher education financial assistance programs for police officers, increasing civil liability limits applicable to police misconduct lawsuits, repealing the Law Enforcement Officers’ Bill of Rights, and establishing provisions that relate to a statewide accountability and discipline process for police officers.

The Act requires each county to establish a police accountability board.

The Act requires each county to have one administrative charging committee to serve countywide law enforcement agencies and local law enforcement agencies within the county.

The Board of County Commissioners of Washington County, Maryland (*Board*), desires to conform to the requirements of the Act which becomes effective July 1, 2022.

NOW, THEREFORE, BE IT RESOLVED by the Board that there shall be a Washington County Police Accountability Board and a Washington County Administrative Charging Committee applicable to countywide law enforcement agencies and local enforcement agencies within Washington County as further provided herein.

Section 1. Short Title.

This Ordinance may be cited as the “Washington County, Maryland, Police Accountability Ordinance.”

Section 2. Definitions.

In this Ordinance, the following words have the meanings indicated, unless otherwise stated herein:

A. “Administratively Charged” means that a Police Officer has been formally accused of misconduct in an administrative proceeding.

B. "Disciplinary Matrix" means a written, consistent, progressive, and transparent tool or rubric that provides ranges of disciplinary actions for different types of misconduct, and which is prescribed by the Maryland Police Training and Standards Commission.

C. "Exonerated" means that a Police Officer acted in accordance with the law and agency policy.

D. "Law Enforcement Agency(ies)" has the meaning stated in Md. Code Ann., *Pub. Safety* § 3-201, as amended from time to time.

E. "Not Administratively Charged" means that a determination has been made not to administratively charge a Police Officer in connection with alleged misconduct.

F. "Police Misconduct" means a pattern, a practice, or conduct by a Police Officer or Law Enforcement Agency that includes:

- (1) depriving persons of rights protected by the Constitution or laws of the State or the United States;
- (2) a violation of a criminal statute; and
- (3) a violation of Law Enforcement Agency standards and policies.

G. "Police Officer(s)" has the meaning stated in Md. Code Ann., *Pub. Safety* § 3-201, as amended from time to time.

H. "Unfounded" means that the allegations against a Police Officer are not supported by fact.

Section 3. Police Accountability Board.

A. *Establishment.* There is a Washington County Police Accountability Board (WCPAB) to serve countywide Law Enforcement Agencies and local Law Enforcement Agencies within Washington County as defined in Md. Code Ann., *Pub. Safety* § 3-201, as amended from time to time.

B. *Composition.*

(1) The WCPAB shall be composed of seven (7) members appointed by majority vote of the Board, two (2) of whom shall be jointly recommended by those municipalities in Washington County operating a municipal Law Enforcement Agency.

(2) The Board shall appoint a chairperson of the WCPAB from the WCPAB's existing membership, said chairperson to be a person who has extensive knowledge of state and/or local police practices and professional experience interacting with the criminal justice system.

C. *Terms of Office.*

(1) Initial Terms: To maintain staggered terms of office, during the initial terms, the initial chairperson shall be appointed for a three (3) year term, three (3) members shall be appointed for a two (2) year term, and three (3) members shall be appointed for a one (1) year term.

(2) Subsequent Terms: All terms of office subsequent to the initial terms shall be three (3) years.

(3) Consecutive Terms: A WCPAB member shall not serve more than two (2) consecutive full terms.

D. *Duties.* The WCPAB shall do the following:

(1) Hold not less than quarterly meetings with heads of Law Enforcement Agencies and otherwise work with Law Enforcement Agencies and the Board to improve matters of policing within Washington County;

(2) Appoint civilian members to charging committees pursuant to MD. Code Ann., *Pub. Safety* § 3-104(a)(2)(ii), as amended from time to time, and trial boards pursuant to Md. Code Ann., *Pub. Safety* § 3-106(b)(2), as amended from time to time;

(3) Receive complaints of Police Misconduct filed by members of the public;

(4) Review outcomes of disciplinary matters considered by charging committees on a quarterly basis; and

(5) Submit a report to the Board by December 31 each year that identifies any trends in the disciplinary processing of Police Officers in Washington County and includes recommendations on policy changes that would improve police accountability in Washington County.

E. *Meetings.* The WCPAB shall meet at the call of the WCPAB chairperson as often as necessary to perform its duties but not less than quarterly on an annual basis.

Section 4. Administrative Charging Committee.

A. *Establishment.* There is a Washington County Administrative Charging Committee (WCACC) to serve countywide Law Enforcement Agencies and local Law Enforcement Agencies within Washington County.

B. *Composition.*

(1) The WCACC shall be composed of five (5) members;

(2) The chairperson of the WCPAB, or a member designated by the WCPAB's chairperson, shall serve as a member of the WCACC;

(3) The Board shall appoint two (2) civilians as members of the WCACC by majority vote;

(4) The WCPAB shall appoint two (2) civilians to the WCACC by majority vote;

(5) The members of the WCACC shall elect a chairperson annually from among the WCACC's members by a majority vote each first meeting occurring on or after July 1.

C. *Terms of Office.*

(1) Initial Terms: To maintain staggered terms of office, during the initial terms, the initial chairperson shall be appointed for a three (3) year term, two (2) members shall be appointed for a two (2) year term, and two (2) members shall be appointed for a one (1) year term.

(2) Subsequent Terms: All terms of office subsequent to the initial terms shall be three (3) years.

(3) Consecutive Terms: A WCACC member shall not serve more than two (2) consecutive full terms.

(3) Chairperson. The chairperson of the WCACC may serve no more than two (2) consecutive full terms as chairperson.

D. *Required Training*. Before serving on the WCACC, each member shall receive training on matters relating to police procedures as prepared and prescribed by the Maryland Police Training and Standards Commission.

E. *Duties*. The WCACC shall do the following:

(1) Meet once per month, or as needed;

(2) Adopt rules of procedure and conduct for hearings that provide procedural and substantive due process and which may be amended from time to time as a majority of the WCACC voting members may deem necessary and appropriate;

(3) Review the findings of a Law Enforcement Agency's investigation conducted and forwarded to the WCACC in accordance with the Act;

(4) Determine whether the Police Officer as defined in Md. Code Ann., *Pub. Safety* § 3-201, as amended from time to time, who is subject to investigation shall be Administratively Charged or Not Administratively Charged;

(5) Recommend discipline in accordance with the Law Enforcement Agency's Disciplinary Matrix established in accordance with Md. Code Ann., *Pub. Safety* § 3-105 and § 3-106, as amended from time to time, if the Police Officer is charged;

(6) Review any body camera footage that may be relevant to the matters covered in the complaint of Police Misconduct;

(7) Authorize a Police Officer called to appear before the WCACC to be accompanied by a representative;

(8) Issue a written opinion that describes in detail the WCACC's findings, determinations, and recommendations; and

(9) Forward a written opinion to the chief of the Law Enforcement Agency, the Police Officer, and the complainant.

F. *Authorized Actions.* In executing its duties, the WCACC may take the following actions:

(1) Request information or action from the Law Enforcement Agency that conducted the initial investigation, including requiring additional investigation, consultation with any member of the Law Enforcement Agency who has or may have information pertinent to the complaint and/or the Police Officer involved, including the Police Officer's supervisor or the chief or sheriff of the Law Enforcement Agency;

(2) Issue subpoenas pursuant to Md. Code Ann., *Pub. Safety* § 3-104(f)(1), as amended from time to time;

(3) If the Police Officer is Not Administratively Charged, determine that the allegations against the Police Officer are Unfounded or that the Police Officer is Exonerated; and

(4) Record, in writing, any failure of supervision that caused or contributed to a Police Officer's Police Misconduct.

G. *Meetings.* The WCACC shall meet at the call of the WCACC chairperson as often as necessary to perform its duties but not less than monthly.

Section 5. Membership

A. *Diversity.* To the extent practicable, the membership of the WCPAB and the WCACC shall reflect the racial, gender, and cultural diversity of Washington County.

B. *Active Police Officer Ineligible.* No active Police Officer may be a member of the WCPAB or the WCACC.

C. *Qualifications.* All applicants for membership on the WCPAB and the WCACC shall meet the following qualifications:

(1) Be adult residents of Washington County for at least one (1) year immediately prior to applying for membership; and

(2) Be registered voters of Washington County; and

(3) Be at least twenty-five (25) years of age as of the date of appointment;
and

(4) Not be an active Police Officer; and

(5) Have a demonstrated commitment to just and fair outcomes, as well as respect for and adherence to established processes and procedures in professional settings.

D. *Criminal History.* All applicants for membership on the WCPAB and the WCACC shall be subject to criminal history background checks performed prior to the date of appointment. Any one or more of the following shall deem an applicant ineligible for appointment:

(1) Conviction of a felony;

(2) Conviction of any of the following misdemeanors within a period of fifteen (15) years prior to applying for membership: (a) a misdemeanor that carries a maximum penalty of greater than one (1) year; (b) crime of violence; (c) any crime involving theft; or (d) perjury;

(3) Subjection to an order of judicial probation, including probation before judgment, whether supervised or unsupervised;

(4) Subjection, as a defendant or respondent, to an order of protection from domestic violence or a peace order, or a similar such order from another in-state or out-of-state jurisdiction.

E. *Felony Conviction During Term of Office.* Any member who becomes convicted of a felony during a term of office as a member of the WCPAB or the WCACC shall report the same to the Board and shall resign or be subject to removal if such member fails to resign.

F. *Membership Duration.* Members shall hold their positions until their successors are selected and qualified.

G. *Applicable Legal Authority.*

(1) Ethics: All members of the WCPAB and the WCACC are subject to the applicable provisions of the Washington County, Maryland, Ethics Ordinance No. ORD-2011-20, as amended from time to time (*Ethics Ordinance*).

(2) Confidentiality: Members of the WCPAB and the WCACC shall maintain confidentiality relating to all matters before them and are subject to Washington County Policy No. PR-35—Confidentiality (*Confidentiality Policy*).

(3) Open Meetings Act: Members of the WCPAB and the WCACC shall comply with the Maryland Open Meetings Act, codified at Md. Code Ann., *Gen. Provisions* § 3-101, *et seq.*, as amended from time to time (*Open Meetings Act*).

Section 6. Resignation, Removal, and Vacancy

A. *Resignation*. Any member of the WCPAB or the WCACC may resign at any time by providing written notice to the Board.

B. *Removal*. Any member of the WCPAB or the WCACC may be removed in accordance with the following provisions:

(1) The Board retains the authority to remove any member when the member (i) no longer meets any of the criteria of the Act or this Ordinance; (ii) violates the Ethics Ordinance; (iii) fails to maintain confidentiality in violation of the Confidentiality Policy; or (iv), upon the recommendation of a majority vote of the WCPAB when, in its discretion, the best interest of the WCPAB would not be served by continued membership.

(2) The chairperson shall notify the Board if a member of the WCPAB or the WCACC misses three (3) scheduled meetings in any twelve (12) month period without an excused absence. The Board shall remove such member by majority vote, and a replacement member will be appointed pursuant to the provisions of the Act and this Ordinance.

C. *Vacancy*. A vacancy arising on the WCPAB or the WCACC shall be filled in accordance with the provisions of this Ordinance with the appointee to any vacancy serving the remainder of the unexpired term.

Section 7. Handling of Complaints.

(1) Each complaint of Police Misconduct received by the WCPAB shall be forwarded within three (3) days of receipt by the WCPAB to the appropriate Law Enforcement Agency. If no meeting of the WCPAB is scheduled within that timeframe, the chairperson of the WCPAB shall ensure that such complaint is forwarded and shall report the transfer of such report to the WCPAB at its next meeting.

(2) The WCPAB chairperson shall make and retain a copy of the complaint before forwarding the complaint to the appropriate Law Enforcement Agency.

(3) The Law Enforcement Agency receiving a complaint from the WCPAB shall promptly investigate the complaint and provide its investigatory files to the Administrative Charging Committee.

(4) Each member of the WCPAB shall maintain confidentiality relating to any complaints of Police Misconduct until final disposition and shall sign a confidentiality agreement agreeing to comply with all applicable confidentiality requirements.

Section 8. Conduct of Administrative Charge.

Any administrative charge issued by the WCACC pursuant to this Ordinance shall be resolved consistently with Md. Code Ann., *Pub. Safety* § 3-105(c), as amended from time to time

Section 9. Conflicts, Quorum, Meeting Rules, Record Keeping, and Support

A. *Conflicts.*

(1) Conflicted Vote Prohibited. No member of the WCPAB or the WCACC shall cast a vote on any matter where a conflict of interest exists.

(2) Conflict Uncertain. In any instance where the determination of a conflict of interest is uncertain, the Board may request a determination of conflict of interest from the Washington County Ethics Commission, which determination shall not be unreasonably withheld.

B. *Quorum.* Three (3) members present at any meeting of the WCPAB or the WCACC shall constitute a quorum to conduct business; however, passage of any motion

shall require a majority vote of all respective members of the WCPAB or the WCACC, whether or not such respective members are present.

C. *Meeting Rules.*

(1) Rules. Notwithstanding any rules of procedure and conduct for hearings that provide procedural and substantive due process that may be adopted by the WCPAB or the WCACC, all meetings shall be conducted in accordance with the latest edition of Robert's Rules of Order, unless such rules are inconsistent with said adopted rules or this Ordinance.

(2) One Vote Per Member. There shall be one (1) vote per member of each of the WCPAB and the WCACC. Any members serving both the WCPAB and the WCACC shall have one (1) vote in each body. The chairperson of each of the WCPAB and the WCACC is entitled to vote on any item unless precluded by operation of the Ethics Ordinance.

(3) Tie Vote. A tie vote for or against a motion means that a motion fails.

D. *Record Keeping.*

(1) WCPAB Records. The WCPAB chairperson shall be the custodian of all records in any form, including, without limitation, paper, media, and electronic, in possession of the WCPAB; and all records shall be deposited with the Office of the County Attorney where they shall be secured and retained for the minimum time required under Maryland law.

(2) WCACC Records. The WCACC chairperson shall be the custodian of all records in any form, including, without limitation, paper, media, and electronic, in possession of the WCACC; and all records shall be deposited with the Office of the County Attorney where they shall be secured and retained for the minimum time required under Maryland law.

E. *Support.*

(1) The Board shall provide support personnel as may be required by the WCPAB and the WCACC.

(2) The Office of the County Attorney shall provide legal support to the WCPAB and the WCACC unless prohibited by a conflict of interest or other cause.

(3) The Board shall provide such meeting space, supplies, equipment, and support, including, without limitation, technology support and secure storage, as may be required by the WCPAB and the WCACC to perform their respective duties.

Section 10. Budget

A. *WCPAB Budget.* The Board shall approve a budget for the WCPAB that may include the following:

(1) An annual appropriation for office supplies, studies, contracted administrative support as needed, and legal services as needed, relevant to the mission of the WCPAB and potentially supported by grant assistance from the Governor's Office of Crime Control and Prevention (GOCCP); and

(2) A quarterly stipend to members in such amount as the Board may deem appropriate.

B. *WCACC Budget.* The Board shall approve a budget for the WCACC that may include the following:

(1) An annual appropriation for office supplies, studies, contracted administrative support as needed, and legal services as needed, relevant to the mission of the WCACC and potentially supported by grant assistance from the GOCCP; and

(2) A stipend for members per meeting with a per annum maximum amount per member as the Board may deem appropriate.

Section 11. Effective Date.

This Ordinance takes effect on the date on which it is adopted and applies to eligible complaints based on incidents occurring on or after July 1, 2022.

**Code Enforcement Officer –
Position Creation/Job Description**

TOWN OF SMITHSBURG



Part-Time Code Enforcement Officer Job Description

Overview

The Town of Smithsburg is seeking a part-time Code Enforcement Officer. The Code Enforcement Officer is responsible for enforcement and monitoring of a variety of applicable ordinances, codes, and regulations related to zoning, land use, nuisance housing, building codes, health and safety, graffiti, water waste, and other matters of public concern; and serves as a resource and provides information on town regulations to property owners, residents, businesses, the general public, and other departments of the Town of Smithsburg. The Code Enforcement Officer must have a broad knowledge of the various codes and inspection procedures and exercise a significant degree of initiative and independent judgment. Work is performed under the direction of the Town Manager.

Effective Date:	TBD
Salary:	\$20.39 / hour
Hours:	25 hours per week
Benefits	See Personnel Manual

Duties & Responsibilities

- Performs a variety of field and office work in support of the Town's local code enforcement program; enforce compliance with Town regulations and ordinances including those pertaining to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti, water waste, and other matters of public concern.
- May be required to perform duties to include parking regulation and are hereby authorized to issue citations and enforce town code in accordance with the provisions of Title 26, Subtitle 3, Parking Ordinances and Regulations, § 26-301 et seq., of the Transportation Article of the Annotated Code of Maryland and as may from time to time be amended.
- Receives and respond to citizen complaints and reports from other departments on alleged violations of Town zoning and related municipal codes and ordinances; interview complainant and witnesses; conduct investigations and provide recommendations for resolution.
- Conducts field investigations; inspect properties for violations; attempt to make contact at the residence or business in order to resolve violation; issue and post warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations; issue administrative and parking citations and notices of violation as necessary.

- Prepares evidence in support of legal actions taken by the Town; appear in court as necessary; testify at hearings and in court proceedings as required.
- Maintains accurate documentation and case files on all investigations, inspections, enforcement actions, and other job-related activities including accurate and detailed information regarding code enforcement activity to substantiate violations; draw diagrams and illustrations and take photographs.
- Prepares a variety of written reports, memos, and correspondence related to enforcement activities.
- Patrol in a Town vehicle, in a proactive manner, to immediately identify and evaluate problem areas and/or ordinance violations; determine proper method to resolve violations.
- Attend meetings and serve as a resource to other Town departments, the general public, and outside agencies in the enforcement of zoning regulations; provide research and documentation for meetings; interpret and explain municipal codes and ordinances to members of the general public, contractors, business owners, and other interested groups in the field, over the counter, and on the telephone.
- Operates computer to enter, process, and acquire data relative to complaints, inspection sites, and effective code enforcement, research complaints.
- Locate vacant residences and businesses; secure buildings with proper materials as necessary; post the property as necessary; check vacant buildings regularly for transient activity, graffiti, and other forms of vandalism.

Qualifications

- Completion of a high school diploma or the equivalent.
- Specialized training and/or college level coursework in criminal justice, public administrations, business administration or other related fields.
- Code Certification/Training.
- Three years of experience involving a high level of public contact including some experience dealing with the public in an enforcement, inspection, investigation, or customer service capacity. Experience that includes the enforcement of municipal codes is highly desirable.
- Knowledge of operations, services, and activities of a municipal code compliance program.
- Knowledge of pertinent codes, ordinances, laws, and regulations pertaining to zoning, nuisance abatement, property maintenance, building, health and safety, and related areas.

- Knowledge of procedures involved in the enforcement of codes and regulations including methods and techniques of conducting and documenting field investigations.
- Knowledge of Town services and organizational structure as they relate to code compliance.
- Knowledge of modern office procedures, methods, and equipment including computers and supporting word processing and spreadsheet applications.
- Knowledge of occupational hazards and standard safety practices.
- Ability to independently perform a full range of municipal code enforcement and compliance duties.
- Ability to interpret and apply applicable codes, ordinances, and regulations related to zoning, nuisance abatement, and health and safety issues. Inspect and identify violations of applicable codes and ordinances.
- Ability to respond to inquiries, complaints, and requests for service in a fair, tactful, and firm manner. Investigate complaints and mediate resolutions in a timely and tactful manner.
- Ability to maintain and prepare accurate and detailed documentation of investigation findings, complex logs, records, and files.
- Ability to prepare clear and concise technical reports.
- Ability to establish and maintain effective working relationships with the general public and other Town departments; and to find appropriate solutions to problems.
- Ability to communicate effectively verbally and in writing.
- Any other duties as assigned by the Town Manager, Mayor, or Town Council.

The Town of Smithsburg is an Equal Opportunity Employer

**Bid 2022-08: Veterans Park Lighting Project -
Discussion**



TOWN OF SMITHSBURG, MARYLAND

21 West Water Street; Smithsburg, MD 21783

BID 2022-08

VETERANS PARK LIGHTING PROJECT

July 2022

TOWN OF SMITHSBURG

21 West Water Street
Smithsburg, MD 21783

Phone: (301) 824 – 7234
Fax: (301) 824 – 6219



REQUEST FOR PROPOSALS

BID 2022-08: VETERANS PARK LIGHTING PROJECT

The Town of Smithsburg invites the submittal of responses to this Request for Proposals (RFP) from qualified firms to install lighting in Veterans Park within the boundaries of the Town of Smithsburg. The Town intends to consider Firms and/or individuals who possess the professional and administrative capabilities to provide the scope of services detailed within the bid package available on our website at www.townofsmithsburg.org. This RFP is being released to ensure ongoing services with respect to the responsible use of tax dollars. The Town's Elected Officials will participate in the process of selecting the appropriate firm.

The Town of Smithsburg reserves the right to allow for the clarification of questionable entries and for the correction of obvious mistakes, to reject Submittals containing any additional terms or conditions not specifically requested in the original Scope of Work, and to reject any or all proposals, and waive informalities as may be deemed in the best interest of the Town.

Point of Contact: Chad Rooney, Town Manager, can be reached at 301-824-7234 or crooney@townofsmithsburg.org with any questions.

Town of Smithsburg
Request for Proposals
Bid 2022-08
Veterans Park Lighting Project



Information for Bidders

The Town of Smithsburg (Town) invites the submittal of responses to this Request for Proposals from qualified individuals or firms (Contractor) interested in providing labor for the installation of decorative lighting as part of the Veterans Park Lighting Project.

I. Project Overview

The Town of Smithsburg is soliciting bids for proper installation of five light posts including wiring, conduit, post bases, and securing to post bases as outlined in this bid.

Pre-Bid Meeting: Thursday, July 7, 2022, at 1:00 PM in the First Floor Conference Room at Town Hall. Any potential bidder not in attendance at the Pre-Bid Meeting will be provided a copy of an addendum based on discussion at the Pre-Bid meeting and may schedule a time to meet with the Town Manager and complete an on-site visit.

Sealed Bids: Due by Friday, August 12, 2022, by 4:00 PM. Envelopes should be delivered or mailed to Town Manager, Veterans Park Lighting Project, 21 West Water Street, Smithsburg, MD 21783. The Town reserves the right to reject any and all bids.

Bid Opening: All bids will be opened by the Clerk/Treasurer and Town Attorney and presented to the Mayor & Town Council at the Work Session on August 23, 2022, at 7:00pm for discussion.

Bid Award: The Mayor and Town Council will revisit the bid package information at the September 6, 2022, Regular Meeting for the purpose of approving a bid. The Town Manager will contact the awardee and provide a letter to unsuccessful bidders within 7 days of the approval.

II. Scope of Work

A. The Town requests proposals and pricing from professional service firms experienced in and capable of minor trenching, installing conduit, running/connecting electrical wires, constructing support bases, and installing five decorative lights as outlined in this bid package. The work will be located between a service road and walking path in Veterans Park, 60 West Water Street, in Smithsburg. The Public Works Department will identify the estimated locations of each light post prior to the Pre-Bid Meeting.

B. The Town will work with the approved Contractor, but the approved Contractor will be responsible for applying for and obtaining necessary permits prior to beginning work. The Town Manager, or designee, will be present for all inspections to satisfy necessary permits.

C. All work will comply with industry standards and will return the disturbed area back to its current condition.

D. Exhibit A includes a diagram outlining the specifications of the light posts. The lights posts are required to match the exterior look and color temperature of the existing lights in the lower parking area.

E. Exhibit B illustrates the estimated locations for the lights between the service road and walking path in the park.

III. Use of Premises

The Contractor will confine his equipment, the storage of materials and equipment and the operations of his employees to areas permitted by law, ordinances, permits or the requirements of the Contract Documents, and shall not unreasonably encumber the premises with materials or equipment.

III. Labor, Material, and Equipment

A. The Contractor will provide competent, suitably qualified personnel to perform construction as required by the Contract Documents. He will at all times maintain good discipline and order at the site.

B. The Contractor will furnish all materials, operational equipment, labor, transportation, construction equipment and machinery, tools, appliances, fuel, and all incidentals necessary for the execution, and completion of the work.

C. All materials and operational equipment will be new, except as otherwise provided in the Contract Documents. If required by the Owner, the Contractor will furnish satisfactory evidence as to the kind and quality of materials and operational equipment.

D. All materials and operational equipment shall be applied, installed, connected, erected, used, cleaned, and conditioned in accordance with the instructions of the applicable manufacturer, fabricator, or processors, except as otherwise provided in the Contract Documents.

IV. Indemnification

1. The Contractor will indemnify and hold harmless the Owner and their agents and employees from and against all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or expense (1) is attributed to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself) including the loss of use resulting therefrom and (2) is caused in whole or in part by any negligent act or omission of the Contractor, any subcontractor, anyone directly or indirectly employed by

any of them or anyone for whose acts any of them may be liable regardless of whether or not it is caused in part by a party indemnified hereunder.

2. In any and all claims against the Owner or any of their agents or employees by any employee or the Contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation under preceding paragraph, shall not be limited in any way by any limitation on the amount or type of damages, compensation of benefits payable by or for the Contractors, or any subcontractor under workmen's compensation acts, disability benefit acts or other employee benefit acts.

3. The obligations of the Contractor under the preceding paragraph shall not extend to the liability of the Owner, his agents or employees arising out of (1) the preparation or approval of maps, drawings, opinions, reports, surveys, change orders, designs or specifications or (2) the giving of or the failure to give directions or instruction by the Owner, his agents or employees provided such giving or failure to give is the primary cause of injury or damage.

V. Final Completion Inspection

Upon written notice from the Contractor that the project is complete, the Owner will make a final inspection with the Contractor and will notify the Contractor in writing of any particulars in which this inspection reveals that the work is defective. The Contractor shall immediately make such correction as are necessary to remedy such defects.

VI. Proposal Submittal

Please check the contents of your RFP package carefully to ensure that you have in your possession all the necessary documents, as referenced within this RFP, including any addenda. If you are missing any items, please contact the Town Manager for the Town of Smithsburg at (301) 824-7234 or by email at crooney@townofsmithsburg.org.

Submission of a proposal pursuant to this RFP shall constitute acknowledgement and acceptance of the terms and conditions set forth herein. Portions of this RFP and the contents of the proposal submitted by the successful proposer may become contractual obligations if an Agreement is awarded. Failure of the successful proposer to accept these obligations may result in cancellation of the award of contract.

The Town of Smithsburg reserves the right to allow for the clarification of questionable entries and for the correction of obvious mistakes, to reject Submittals containing any additional terms or conditions not specifically requested in the original Scope of Work, and to reject any or all proposals, and waive informalities as may be deemed in the best interest of the Town. The Town also reserves the rights to:

- Conduct pre-award discussion and/or pre-award negotiations with any or all responsive and responsible Bidder(s) who submit proposals determined to be reasonably acceptable

of being selected for award; conduct personal interviews or require presentations of any or all Bidder(s) prior to selection.

- Request that Bidder(s) furnish additional information as the Town may reasonably require.
- Process the selection of the successful Proposer without further discussion.
- Accept or reject qualifications or proposals in part or whole.
- Limit and/or determine the actual contract services to be included in a contract.
- Engage outside experts to assist staff in evaluating the merits and viability of each Bidder.
- Obtain information for use in evaluating submittals from any source.
- Verify the information received in the proposal. If a Bidder knowingly and willfully submits false information or data, the Town of Smithsburg reserves the right to reject that proposal. If it is determined that an Agreement was awarded as a result of false statements or other data submitted in response to this RFP, the Town of Smithsburg reserves the right to terminate the Agreement.
- Waive any irregularity in any proposal, or reject any or all submittals, should it be deemed in the best interest of the Town of Smithsburg to do so.
- The Town shall be the sole judge of the proposer's qualifications.

Bids must be SEALED and MARKED "VETERANS PARK LIGHTING PROJECT" and received by the Town of Smithsburg no later than 4:00 PM on Friday, August 12, 2022 at the following address:

Town of Smithsburg
21 West Water Street
PO Box 237
Smithsburg, MD 21783

Any bids received after the bid receipt date and time will not be accepted.

Pre-Bid Meeting: Thursday, July 7, 2022, at 1:00 PM in the First Floor Conference Room at Town Hall. Any potential bidder not in attendance at the Pre-Bid Meeting will be provided a copy of an addendum based on discussion at the Pre-Bid meeting and may schedule a time to meet with the Town Manager and complete an on-site visit.

Sealed Bids: Due by Friday, August 12, 2022, by 4:00 PM. Envelopes should be delivered or mailed to Town Manager, Veterans Park Lighting Project, 21 West Water Street, Smithsburg, MD 21783. The Town reserves the right to reject any and all bids.

Bid Opening: All bids will be opened by the Clerk/Treasurer and Town Attorney and presented to the Mayor & Town Council at the Work Session on August 23, 2022, at 7:00pm for discussion.

Bid Award: The Mayor and Town Council will revisit the bid package information at the September 6, 2022, Regular Meeting for the purpose of approving a bid. The Town Manager will contact the awardee and provide a letter to unsuccessful bidders within 7 days of the approval.

Inquiries: Technical questions may arise as firms are preparing their proposals. The Town will accept written inquiries regarding this RFP until seven (7) working days prior to the RFP due date. Questions received after that time will not be responded to. Answers to questions that warrant attention of all the potential proposers will be distributed in the form of an addendum.

Please direct written inquiries to:

Chad Rooney
Town Manager
21 West Water Street
Smithsburg, MD 21783
P: (301) 824-7234 | F: (301) 824-6219
crooney@townofsmithsburg.org

Rejection Rights: The Town of Smithsburg reserves the right, at any time, to modify, waive or otherwise vary the terms and conditions of this RFP including, but not limited to, the deadlines for submission and submission requirements. The Town further reserves the right to reject any or all submittals, to cancel or withdraw this RFP at any time and to negotiate with any party prior to or after submittal of proposals. Selection is also dependent upon the negotiation of a mutually acceptable contract with the successful proposers.

Cost of Proposal Preparation: No reimbursement will be made by the Town of Smithsburg each for any costs incurred in the preparation of the proposal or presentation.

Proposals to be in Effect: Each proposal shall state that it is valid for a period of not less than 120 days from date of receipt.

BID SUBMISSION FORM

Proposal of _____ hereinafter called "BIDDER", organized and existing under the laws of the State of _____ doing business as _____ for the Town of Smithsburg, Maryland (hereinafter called "OWNER").

In compliance with your Information for Bidders, the BIDDER hereby proposes to perform all WORK for the installation of water meters outlined in the VETERANS PARK LIGHTING PROJECT in strict accordance with the CONTRACT DOCUMENTS, and at the lump sum price stated below in the Bid form.

By submission of this BID, the BIDDER certifies, and in the case of a joint BID each party thereto certifies as to its own organization, that this BID has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this BID with any other BIDDER or with any competitor.

The BIDDER hereby agrees to commence WORK under this Contract on or before a date to be specified in the NOTICE TO PROCEED and to fully complete the PROJECT within the time set forth. The BIDDER further agrees to pay liquidated damages for each consecutive calendar day thereafter.

The Bidder agrees to execute a Contract for the work as awarded at the lump sum amount quoted in the bid proposal and further guarantees completion within the time stipulated with allowances for any extensions of time that may be approved.

The Bidder hereby states that he has available adequate equipment and finances to prosecute the work properly and expeditiously as bid and is prepared to present further information to substantiate this statement.

The Bidder further covenants and warrants that he has examined the site of the work; that he has had sufficient time to examine the site of the work to determine the character of the subsurface material and conditions to be encountered; and that he has based the contract prices on his own independent examination and investigation of the site, subsurface materials, and conditions, and has not relied on any subsurface information furnished to him by the Owner.

The Contractor agrees to do everything required to perform all work necessary for, or incidental to, and to perform all other obligations imposed by this Agreement for the full and just Lump sum of _____ dollars (_____), lawful money of the United States of America in strict accordance with the Contract Documents for Bid 2022-08: Veterans Park Lighting Project as prepared by the Town of Smithsburg.

The Bidder agrees to complete the project within 120 days of the Notice of Award / Notice to Proceed.

Respectfully submitted by:

_____		_____	
Bidder Printed Name		Date	
_____		_____	
E-Mail Address		Title	

Street Address	City	State	Zip
_____		_____	
License # (if applicable)		Phone Number	

SEAL IF A
CORPORATION

AUTHORIZED SIGNATURE: I, _____ do hereby
(Original signature required in each document)

declare that I have read and fully understand the RFP Documents and, including the General Conditions and the Scope of Work, and that I am duly authorized to sign and submit this Submittal.

The Town reserves the right to reject any and all Submittals, to waive informalities, and to accept any Submittal or parts thereof as the Town, in its sole discretion, determines to be in the best interest of the Town.

PROPOSER: PLEASE ENSURE THAT YOU HAVE SIGNED THE RFP RESPONSE FORM OF THIS REQUEST FOR PROPOSAL. OMISSION OF A SIGNATURE ON THAT PAGE WILL RESULT IN REJECTION OF YOUR PROPOSAL.

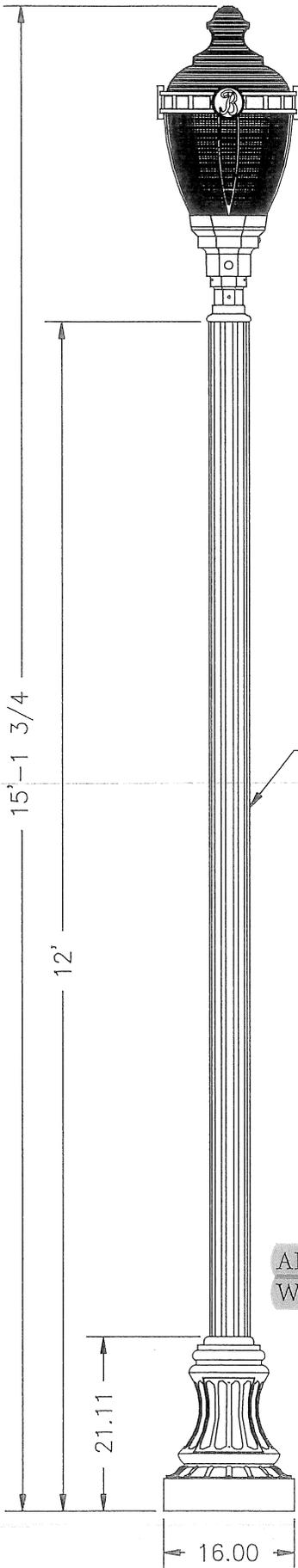
EXHIBIT A

Ordering Guide
 C13297: LUMINAIRE
 CP13297: POLE

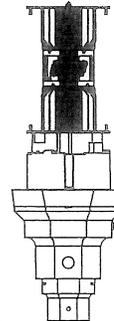
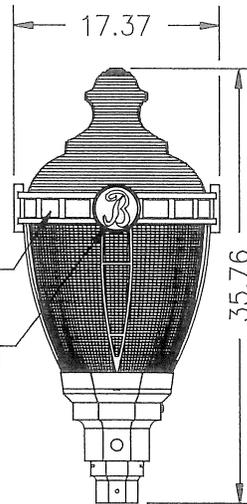
Color:
 Black

Luminaire Detail
 Scale 1:16

Top View
 Lumilock LED
 Assembly



Purple
 CAGE PANELS:
 BLUE INSERTS
 "S" LOGO:
 CAST ALUMINUM



OPTICS:
 X TYPE V, ACRYLIC

FASTENERS:
 _ HEX HEAD BOLTS
 X ALLEN HEAD SCREWS

COLOR:
 X BLACK
 _ WHITE
 _ VERDE
 _ BRONZE
 _ GREEN

PHOTO CONTROL:
 _ 120 VAC BUTTON-EYE
 _ 208/240/277 VAC BUTTON-EYE
 X TWIST-LOCK RECEPTACLE
 _ NONE

DIMMING CONTROLS:
 _ 4 HRS. 25% REDUCTION
 _ 4 HRS. 50% REDUCTION
 _ 4 HRS. 75% REDUCTION
 _ 6 HRS. 25% REDUCTION
 _ 6 HRS. 50% REDUCTION
 _ 6 HRS. 75% REDUCTION
 _ 8 HRS. 25% REDUCTION
 _ 8 HRS. 50% REDUCTION
 _ 8 HRS. 75% REDUCTION
 _ CUSTOM DIMMING SCHEDULE
 X NONE

POLE:
 5" ROUND STRAIGHT FLAT
 FLUTED ALUMINUM W/
 3" O.D. TENON,
 0.188"-0.267" WALL
 THICKNESS, CAST ALUMINUM
 BASE W/ ACCESS COVER

ADD ONE (1) GFCI
 WITH IN-USE COVER

BASE TEMPLATE
 #T01000735

Lumilock LED Specifications:

- 32, 4000K (neutral) Philips Lumileds Luxeon K LEDs, minimum 70 Color Rendering Index (CRI), >80,000 hours of operational life (at 25°C ambient temperature & 70% lumen maintenance), aluminum core pcb, sealed glass lens, IP66 rated, type V light distribution.
- Integral Philips Advance Xitanium LED driver, class 1, IP66 rated, 530mA, 0-10V dimming, IntelliVolt 120-277 VAC, 50-60Hz, RoHS compliant, field replaceable 10kV/10kA surge suppression.
- ETL & cETL listed to U.S. & Canadian safety standards for wet locations, manufactured to ISO 9001:2008 Standards, vibrations tested to ANSI C136.31 for Normal Applications, UL8750 & UL1598 compliant, LM79 & LM80 tested.
- DLC qualified product.
- Delivered lumens: 5336, Wattage: 51.1, LPW: 104.8

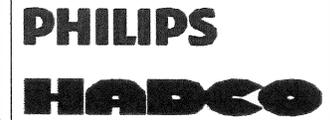
PRODUCT APPROVALS

HADCO	SDK
CUST.	

CONFIDENTIAL:
 This drawing is confidential and proprietary to Philips Hadco and may not be reproduced without the express written consent of Philips Hadco. Any use hereof or of any of the information or detail herein shall be for the sole benefit of Philips Hadco.

NOTICE:
 THIS DRAWING IS FOR REFERENCE ONLY. CHECK FOR LATEST REVISION PRIOR TO ORDERING

Full
 Specification
 Drawing
 (Complete Assembly)



100 Craftway Drive
 Littlestown, Pa 17340
 Phone 800-331-4185
 Fax 717-359-9289
 www.hadco.com

JOB NAME:
 Sycamore Run
 - Phase I

REP. TERRITORY: 142
 DRAWN BY: SMK

SCALE: 1:20
 DATE: 04/21/15

DRAWING NUMBER:
 C13297-DWG01

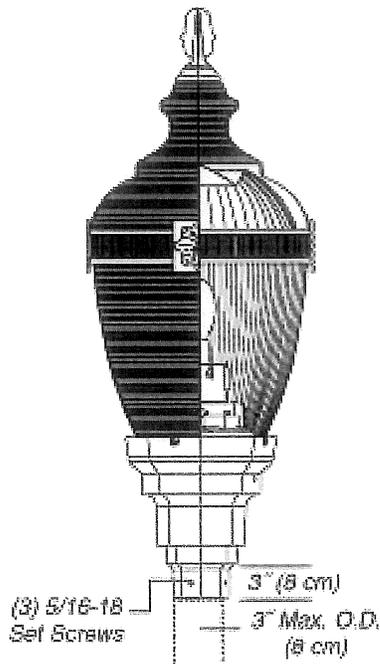
REP:
 Deporter, Dominick

REV: B PCN: 15-019

BY: SMK DATE: 05/08/15

Refractive (R52) Specification Sheet

Project Name:	Location:	MFG: Hadco
Fixture Type:	Catalog No.:	Qty:



Ordering Guide

Example: R52 A A A A 1 A D N R 70S E

Product Code	R52	Refractive
Fitter/Pod	A	Octagonal Style
	B	Round fitter w/ scalloped petals
	C	Fluted tapered hourglass
	D	Smooth tapered hourglass
	E	Tapered fluted w/ scalloped petals
	F	Short round fluted
	G	Tall round fluted
	H	Round contemporary
	J	Tapered Fluted w/ round stepped fitter
	L	Round fluted long
T	Decorative Leaf w/ scalloped petals	
Roof	A	Victorian
	B	Acorn
	C	Tall
	D	Short
Cage / Band	A	Cage for Narrow Body Globe
	B	Cage for Narrow Body Globe
	E	Band for Narrow Body Globe
	F	Band for Narrow Body Globe
	G	Cage for Narrow Body Globe *1
	H	Cage for Narrow Body Globe
	N	None
	Finial	A
B		B Finial
C		C Finial *2
D		D Finial *2
E		E Finial *2
F		F Finial
G		G Finial
H		H Finial
N		None
Fasteners	1	Hex Head
	2	Allen Head
Finish	A	Black
	B	White
	G	Verde
	H	Bronze
	J	Green
Reflector	D	Small Top Reflector
	F	Small top reflector w/House-side shield

Refractive (R52) Specification Sheet

Project Name:	Location:	MFG: Hadco
Fixture Type:	Catalog No.:	Qty:

	G	Full Top Reflector w/House-side shield	
	H	House Side Shield	
	T	Full Top Reflector	
	L	Internal Louver Assembly	*3
	N	None	
Photo Control	N	None	
	B	Button Eye Photo Control	
	R	Twist-lock Receptacle	*4
Socket	R	Induction	*6
	D	Medium	*5
	G	Mogul	*5
Wattage	70S	70W HPS	
	100S	100W HPS	
	150S	150W HPS	
	200S	200W HPS	
	250S	250W HPS	*7
	70H	70W MH	
	100H	100W MH	
	150H	150W PMH	
	250H	250W PMH	*7
	55R	55W Induction	*6
85R	85W Induction	*6	
165R	165W Induction	*6	
Voltage	E	120V	
	F	208V	
	G	240V	
	H	277V	
	K	347V	*8

- *1 Not available with (A) pod.
- *2 Cannot be used with (B) roof.
- *3 Cannot be used with Induction Lamping.
- *4 Twistlock photocell receptacle (R) in (A), (B), (G), (H), (J), and (T) pods available up to 150W HPS and 200W MH. Pod (L) available in all wattages. Not available in other pods.
- *5 Medium base (D) socket available for 70W-175W MH, 50W-150W HPS. Mogul base (G) socket available for 150W-250W MH, 50W-250W HPS.
- *6 Consult factory if ordering Induction socket (R) and wattages.
- *7 Available in (A), (B), (E), (G), (H), (L), and (T) pods.
- *8 347V (K) not available for (200S).

Specifications

HOUSING:

OPTIONAL PODS:

A: Octagonal style fitter is constructed of die-cast 360 aluminum alloy with bottom-hinged door providing 135o entry into the fitter assembly for easy access to the electrical components. Accepts standard HADCO Twistlock ballast assemblies up to 250W HPS or 250W MH. Wiring block to accept three #8 solid or stranded wires. Optional internal twist-lock photo eye receptacle (available for 200W MH max or 150W HPS max) or optional button eye photocell. Easy access to photo eye through the door on the pod. Heavy cast aluminum post fitter utilizes four 5/16-18 black cadmium stainless steel set screws (Hex head or Allen head as specified) for mounting to 3" O.D. post tenon. Globe holder has an internal water trap to prevent water from entering ballast compartment. Globe is held by utilizing four 5/16-18 black cadmium stainless steel fasteners (Hex head or Allen head as specified). All hardware to be stainless steel and captive. Pod height is 10-3/4" and width is 10-1/4". Finish is polyester thermoset powdercoat.

B: Round fitter with scalloped petals is constructed of die-cast 360 aluminum alloy with side-hinged door providing 180o entry into the fitter assembly for easy access to the electrical components. Accepts standard HADCO Twistlock ballast assemblies up to 250W HPS or 250W MH. Wiring block to accept three #8 solid or stranded wires. Optional internal twist-lock photo eye receptacle (available for 200W MH max or 150W HPS max) or optional button eye photocell. Easy access to photo eye through the door on the pod. Heavy cast aluminum post fitter utilizes four 5/16-18 black cadmium stainless steel set screws (Hex head or Allen head as specified) for mounting to 3" O.D. post tenon. Globe holder has an internal water trap to prevent water from entering ballast compartment. Globe is held by utilizing four 5/16-18 black cadmium stainless steel fasteners (Hex head or Allen head as specified). All hardware to be stainless steel and captive. Pod height is 12-1/4" and width is 11-1/2". Finish is polyester thermoset powdercoat.

Refractive (R52) Specification Sheet

Project Name:	Location:	MFG: Hadco
Fixture Type:	Catalog No.:	Qty:

C: Fluted tapered hourglass fitter is constructed of 356 HM High-Strength, Low-Copper cast aluminum. Accepts standard HADCO Twistlock ballast assemblies up to 150W HPS or 200W MH. Wiring block to accept three #8 solid or stranded wires. Optional internal button eye photocell. Heavy cast aluminum post fitter utilizes four 5/16-18 black cadmium stainless steel set screws (Hex head or Allen head as specified) for mounting to 3" O.D. post tenon. Globe holder has an internal water trap to prevent water from entering ballast compartment. Globe is held by utilizing four 5/16-18 black cadmium stainless steel fasteners (Hex head or Allen head as specified). All hardware to be stainless steel and captive. Pod height is 8" and width is 8-3/4". Finish is polyester thermoset powdercoat.

D: Smooth tapered hourglass fitter is constructed of 356 HM High-Strength, Low-Copper cast aluminum. Accepts standard HADCO Twistlock ballast assemblies up to 150W HPS or 200W MH. Wiring block to accept three #8 solid or stranded wires. Optional internal button eye photocell. Heavy cast aluminum post fitter utilizes four 5/16-18 black cadmium stainless steel set screws (Hex head or Allen head as specified) for mounting to 3" O.D. post tenon. Globe holder has an internal water trap to prevent water from entering ballast compartment. Globe is held by utilizing four 5/16-18 black cadmium stainless steel fasteners (Hex head or Allen head as specified). All hardware to be stainless steel and captive. Pod height is 8" and width is 9-1/4". Finish is polyester thermoset powdercoat.

E: Tapered fluted fitter with scalloped flower petals is constructed of 356 HM High-Strength, Low-Copper cast aluminum. Accepts standard HADCO Twistlock ballast assemblies up to 250W HPS or 250W MH. Wiring block to accept three #8 solid or stranded wires. Optional internal button eye photocell. Heavy cast aluminum post fitter utilizes four 5/16-18 black cadmium stainless steel set screws (Hex head or Allen head as specified) for mounting to 3" O.D. post tenon. Globe holder has an internal water trap to prevent water from entering ballast compartment. Globe is held by utilizing four 5/16-18 black cadmium stainless steel fasteners (Hex head or Allen head as specified). All hardware to be stainless steel and captive. Pod height is 10" and width is 11-1/2". Finish is polyester thermoset powdercoat.

F: Short Round fluted fitter is constructed of die-cast 360 aluminum alloy. Accepts standard HADCO Twistlock ballast assemblies up to 150W HPS or 200W MH. Wiring block to accept three #8 solid or stranded wires. Optional internal button eye photocell. Heavy cast aluminum post fitter utilizes four 5/16-18 black cadmium stainless steel set screws (Hex head or Allen head as specified) for mounting to 3" O.D. post tenon. Globe holder has an internal water trap to prevent water from entering ballast compartment. Globe is held by utilizing four 5/16-18 black cadmium stainless steel fasteners (Hex head or Allen head as specified). All hardware to be stainless steel and captive. Pod height is 7-1/2" and width is 9-1/4". Finish is polyester thermoset powdercoat.

G: Tall Round fluted fitter is constructed of die-cast 360 aluminum alloy with removable door providing entry into the fitter assembly for easy access to the electrical components. Accepts standard HADCO Twistlock ballast assemblies up to 250W HPS or 250W MH. Wiring block to accept three #8 solid or stranded wires. Optional internal button eye photocell. Easy access to photo eye through the door on the pod. Heavy cast aluminum post fitter utilizes four 5/16-18 black cadmium stainless steel set screws (Hex head or Allen head as specified) for mounting to 3" O.D. post tenon. Globe holder has an internal water trap to prevent water from entering ballast compartment. Globe is held by utilizing four 5/16-18 black cadmium stainless steel fasteners (Hex head or Allen head as specified). All hardware to be stainless steel and captive. Pod height is 9" and width is 9". Finish is polyester thermoset powdercoat.

H: Round contemporary fitter is constructed of 356 HM High-Strength, Low-Copper cast aluminum. Accepts standard HADCO Twistlock ballast assemblies up to 250W HPS or 250W MH. Wiring block to accept three #8 solid or stranded wires. Optional internal twist-lock photo eye receptacle (available for 200W MH max or 150W HPS max) or optional internal button eye photocell. Easy access to photocell through tool-less door on pod. Heavy cast aluminum post fitter utilizes four 5/16-18 black cadmium stainless steel set screws (Hex head or Allen head as specified) for mounting to 3" O.D. post tenon. Globe holder has an internal water trap to prevent water from entering ballast compartment. Globe is held by utilizing four 5/16-18 black cadmium stainless steel fasteners (Hex head or Allen head as specified). All hardware to be stainless steel and captive. Pod height is 10" and width is 10". Finish is polyester thermoset powdercoat.

J: Tapered fluted fitter with round stepped fitter is constructed of 356 HM High-Strength, Low-Copper cast aluminum. Accepts standard HADCO Twistlock ballast assemblies up to 250W HPS or 250W MH. Wiring block to accept three #8 solid or stranded wires. Optional internal twist-lock photo eye receptacle. Tool-less access to photo eye through the door on the pod. Heavy cast aluminum post fitter utilizes six 5/16-18 black cadmium stainless steel set screws (Hex head or Allen head as specified) for mounting to 3" O.D. post tenon. Globe holder has an internal water trap to prevent water from entering ballast compartment. Globe is held by utilizing four 5/16-18 black cadmium stainless steel fasteners (Hex head or Allen head as specified). All hardware to be stainless steel and captive. Pod height is 14" and width is 10". Finish is polyester thermoset powdercoat.

L: Round fluted long fitter is constructed of 356 HM High-Strength, Low-Copper cast aluminum with a side-hinged door providing entry into the fitter assembly for easy access to the electrical components. Accepts standard Hadco Twistlock ballast assemblies up to 250W HPS or 250W MH. Wiring block to accept three #8 solid or stranded wires. Optional internal twist-lock photo eye receptacle or button eye photocell. Tool-less access to photo eye through the door on the pod. Heavy cast aluminum post fitter utilizes three 5/16-18 black cadmium stainless steel set screws (Hex head or Allen head as specified) for mounting to 3" O.D. post tenon. Globe holder has an internal water trap to prevent water from entering the ballast compartment. Globe is attached using four 5/16-18 black cadmium stainless steel fasteners (Hex head or Allen head as specified). Pod height is 12-1/2" and width is 10-3/4". Finish is polyester thermoset powdercoat.

T: Decorative Leaf fitter with scalloped petals is constructed of 356 HM High-Strength, Low-Copper cast aluminum with side-hinged door providing 180° entry into the fitter assembly for easy access to the electrical components. Accepts standard HADCO Twistlock ballast assemblies up to 250W HPS or 250W MH. Wiring block to accept three #8 solid or stranded wires. Optional internal twist-lock photo eye receptacle (available for 200W MH max or 150W HPS max) or optional button eye photocell. Easy access to photo eye through the door on the pod. Heavy cast aluminum post fitter utilizes four 5/16-18 black cadmium stainless steel set screws (Hex head or Allen head as specified) for mounting to 3" O.D. post tenon. Globe holder has an internal water trap to prevent water from entering ballast compartment. Globe is held by utilizing four 5/16-18 black cadmium stainless steel fasteners (Hex head or Allen head as specified). All hardware to be stainless steel and captive. Pod height is 15-1/4" and width is 11-1/2". Finish is polyester thermoset powdercoat.

ROOF:

A: Victorian style roof is clear injection molded U.V. stabilized acrylic with 79 horizontal prisms for a soft, even glow. 10-1/4" height and 14-15/16" width. The roof and bottom globe sections are secured in a slip-fit, 1/2" overlap design and use four #10-24 stainless steel pan head screws with four aluminum nutserts providing a mechanical lock and enabling easy future replacement of either the roof or bottom globe section if required.

B: Acorn style roof is clear injection molded U.V. stabilized acrylic with 59 horizontal prisms for a soft, even glow. 7-3/4" height and 15" width. The roof and bottom globe sections are secured in a slip-fit, 1/2" overlap design and use four #10-24 stainless steel pan head screws with four aluminum nutserts providing a mechanical lock and enabling easy future replacement of either the roof or bottom globe section if required.

C: Roof is 0.090" thick spun aluminum. 10" height and 15-3/16" width. The roof and bottom globe sections are secured in a slip-fit, 1/2" overlap design and use four #10-24 stainless steel pan head screws with four aluminum nutserts providing a mechanical lock and enabling easy future replacement of either the roof or bottom globe section if required. Finish is polyester thermoset powdercoat.

D: Roof is 0.090" thick spun aluminum. 6-1/2" height and 15-3/16" width. The roof and bottom globe sections are secured in a slip-fit, 1/2" overlap design and use four #10-24 stainless steel pan head screws with four aluminum nutserts providing a mechanical lock and enabling easy future replacement of either the roof or bottom globe section if required.

Refractive (R52) Specification Sheet

Project Name:	Location:	MFG: Hadco
Fixture Type:	Catalog No.:	Qty:

required. Finish is polyester thermoset powdercoat.

CAGES AND BANDS:

A: Cage for narrow body globes (15" dia.) is constructed of die-cast 360 aluminum alloy. Cage has 4 legs each with round cast aluminum flower block. Open rectangular band around top of cage. Height of cage is 16" and width of cage is 17-1/2". Finish is polyester thermoset powdercoat.

B: Cage for narrow body globes (15" dia.) is constructed of die-cast 360 aluminum alloy. Cage has 4 legs each with square decorative flower block. Solid rectangular band around top of cage. Height of cage is 17" and width of cage is 17". Finish is polyester thermoset powdercoat.

E: Band for narrow body globes (15" dia.) is architectural slotted aluminum. Supported at 4 points by cast aluminum square flower blocks. Finish is polyester thermoset powdercoat.

F: Band for narrow body globes (15" dia.) is architectural slotted aluminum supported at 4 points by cast aluminum round flower blocks. Finish is polyester thermoset powdercoat.

G: Cage for narrow body globes (15" dia.) is constructed of 356 HM High-Strength, Low-Copper cast aluminum. Arched, decorative legs are welded to form a one-piece unit. Height of cage is 17" and width of cage is 17-3/4". Finish is polyester thermoset powdercoat. (NOTE: Cannot be used with (A) Pod.)

H: Cage for narrow style globes (15" dia.) is constructed of 356 HM High-Strength, Low-Copper cast aluminum. Cage has 4 curved legs. Solid rectangular band around the top of cage. Height of cage is 15" and width of cage is 16-1/2". Finish is polyester thermoset powdercoat.

FINIALS:

All finials are cast aluminum mounted with 1/4-20 stainless steel threaded studs. Standard finial finish will match fixture finish as specified. Finish is thermoset powdercoat. (NOTE: C, D, and E finials are not available with "B" Roof.)

FASTENERS:

Used to secure post fitter to post tenon and globe to globe holder.

1: Hex Head Bolts: Black cadmium stainless steel.

2: Allen Head Bolts: Black cadmium stainless steel.

FINISH:

Thermoset polyester powdercoat is electrostatically applied after a five-stage conversion cleaning process and bonded by heat fusion thermosetting. Laboratory tested for superior weatherability and fade resistance in accordance with ASTM B-117-64 and ANSI/ASTM G53-77 specifications. For larger projects where a custom color is required, contact the factory for more information.

OPTICAL ASSEMBLY:

GLOBE AND OPTICAL ASSEMBLY:

Type V Narrow body globe is constructed of clear injection-molded U.V. stabilized acrylic. A two-piece (Globe and Roof) slip-fit, 1/2" overlap, design utilizes nutserts and stainless steel fasteners, which eliminates a "butt-glue" seam appearance. The optical section of the globe has a neck opening of 7-3/8" and an outside neck diameter of 8". Globe (less the roof) has a 15-1/2" height and 15" width at the top with 114 horizontal prisms and 360 highly polished vertical prisms.

REFLECTORS AVAILABLE:

D: Small Top Reflector: Top reflector is 0.04" thick #3003 aluminum alloy. Diameter is 6-1/2" and Height is 3". Precision formed, highly polished specular aluminum finish. Mounted horizontally to control uplight. Tool-less attachment of reflector bracket to socket with stainless steel spring clip.

F: Small Top Reflector with House Side Shield: Top reflector is 0.04" thick #3003 aluminum alloy. Diameter is 6-1/2" and Height is 3". Side reflector is 0.02" thick. Precision formed, highly polished specular aluminum finish. Top is mounted horizontally to control uplight while house-side shield is mounted vertically to control backlight. Tool-less attachment of reflector bracket to socket with stainless steel spring clip. Rotatable 360 degrees.

G: Top Reflector with House Side Shield: Top reflector is 0.04" thick hydroformed aluminum with a clear anodized highly specular finish. Diameter is 14-1/4" and Height is 6-1/4". Reflector rests on top internal prism wall of the bottom globe section to control uplight. House-side reflector is 0.02" thick aluminum alloy. Precision formed highly polished specular aluminum finish. Mounted vertically to control backlight. Tool-less attachment of reflector bracket to socket with stainless steel spring clip. Rotatable 360 degrees.

H: House-Side Shield: House-side reflector is 0.02" thick aluminum alloy. Precision formed highly polished specular aluminum finish. Mounted vertically to control backlight. Tool-less attachment of reflector bracket to socket with stainless steel spring clip. Rotatable 360 degrees.

L: Internal Louver Assembly: Optically designed, 0.05" thick highly polished, specular Alzak® aluminum, internal louvers. Tool-less attachment of reflector bracket to socket with stainless steel spring clip. Rotatable 360 degrees. (NOTE: cannot be used with Induction Lamping.)

T: Top Reflector: Top reflector is 0.04" thick hydroformed aluminum with a clear anodized highly specular finish. Diameter is 14-1/4" and Height is 6-1/4". Reflector rests on top internal prism wall of the bottom globe section to control uplight.

ELECTRICAL ASSEMBLY:

Twistlock Ballast Assembly with Quick Disconnects for easy maintenance. Ballasts are HPF core and coil. 4kv rated mogul base porcelain socket. Nickel-plated screw shell with center contact. 4kv rated medium base porcelain socket. Nickel-plated screw shell with center contact. Consult factory if ordering Induction Lamping and Power Coupler.

BALLAST:

All HID ballasts are core and coil and regulated with power factors better than 90% (HPF). Ballast provides +/- 5% lamp power regulation with +/- 10% input voltage regulation. Ballasts are factory pre-wired and tested. Metal halide ballasts are capable of starting at -20° F or -30° C and HPS at -40° F or -40° C. NOTE: All ballasts are EISA / Title 20 / Title 24 compliant where applicable.

Refractive (R52) Specification Sheet

Project Name:	Location:	MFG: Hadco
Fixture Type:	Catalog No.:	Qty:

CERTIFICATIONS:

UL Listed to U.S. safety standards for wet locations. cUL Listed to Canadian safety standards for wet locations. Manufactured to ISO 9001:2000 Standards.

WARRANTY:

Three-year limited warranty.

Max. EPA:

2.08 sq. Ft. (Varies depending on options selected)

Max. Weight:

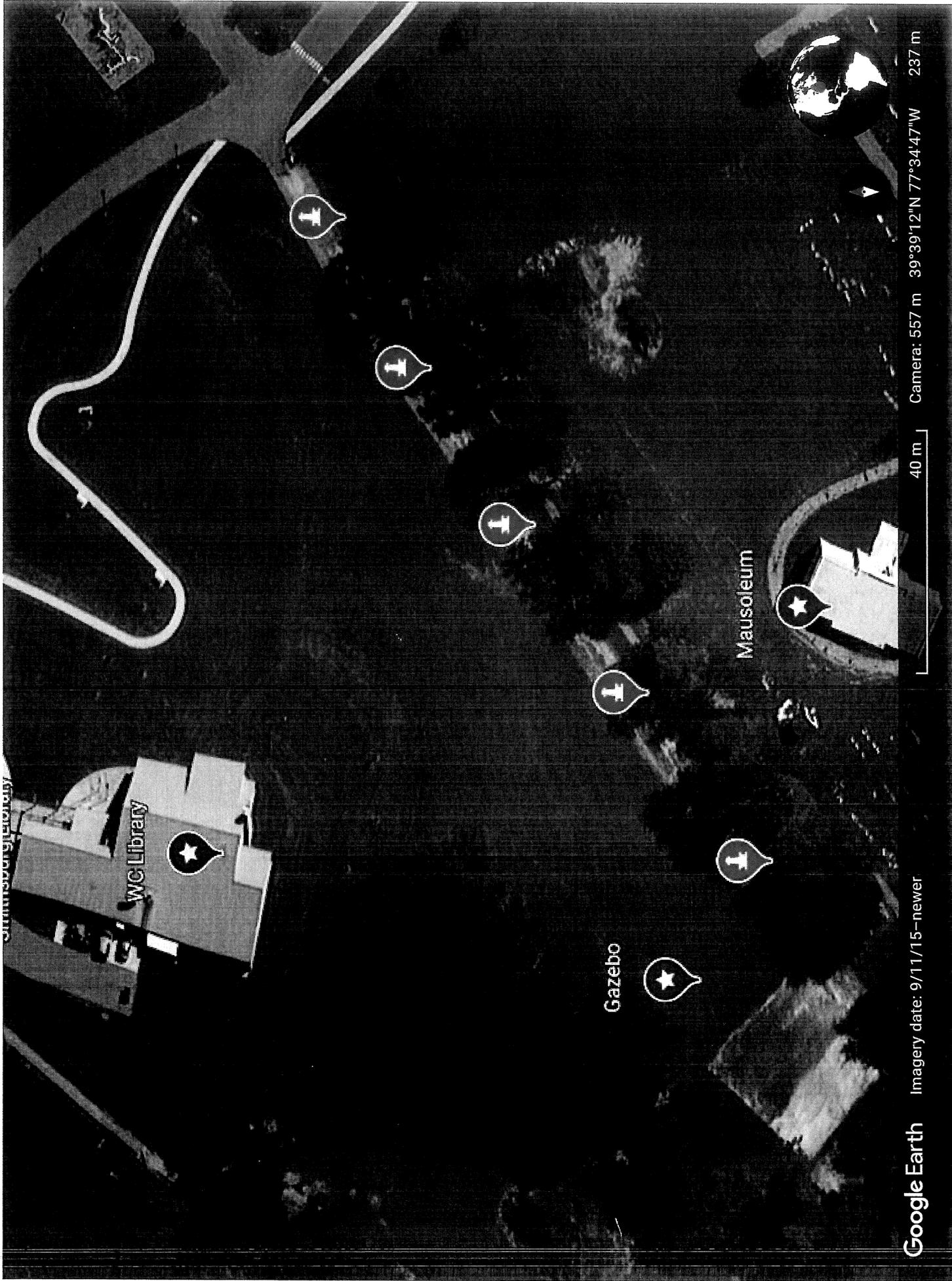
50 lbs

IESNA Classifications:

Semi Cutoff: with C and D roof and/or G or T refl



EXHIBIT B



Community Cemetery

WC Library

Mausoleum

Gazebo

Current Utility Billing Policy



**TOWN OF SMITHSBURG, MD
RESIDENTIAL UTILITY BILLING POLICY**

PROVIDING FOR THE MANNER IN WHICH TOWN PROVIDED RESIDENTIAL UTILITIES ARE BILLED AND COLLECTED.

BILLING. Quarterly bills are mailed each January, April, July and October. All accounts are established in the property owner's name and are billed to the property owner. (The Town does not mail utility bills or notices to tenants of rental properties.)

All users of the Town's water supply system, including owners of unoccupied dwellings, shall be billed the quarterly minimum rates for water and/or sewer.

Owners of all established residential units, including unoccupied dwellings, shall be billed the quarterly fee for sanitation collection.

***All payments are due by midnight on the last business day of the billing month and includes online payments.** Checks are to be made payable to the "Town of Smithsburg." Personal checks cannot be post-dated, and are not held for a future deposit date and post-marked envelopes are also not accepted. After this time, an interest penalty charge of 10% (ten per cent) will be added to the overdue bill. Checks having to be returned for non-signatures or incomplete information are also subject to late fees. The town is not responsible for the non-receipt of invoices or payments due to post office related matters.

After the billing due date, a disconnection notice – including the deadline for payment and the date and time of the disconnection of water services – will be mailed. (Disconnection notices are the final notification for payment mailed to property owners prior to disconnection of services.) Disconnection will occur on the third Wednesday following the utility bill due date.

If services are disconnected, a reconnection fee of \$100.00 will be added to the overdue bill; the reconnection fee must be paid in full prior to reconnection of services.

DISCONNECTION POLICY. On the day of disconnection, a notice that service has been terminated will be left on the premises or will be presented to the property owner, if present. (Public Works personnel are not permitted to accept any form of payment.)

RETURNED CHECKS. An additional \$35.00 fee will be added to the utility bill for a check returned for any reason. If payment is received by check on the day of or just prior to disconnection and the check is later returned for insufficient funds, services will be terminated immediately.

PAYMENT PLANS. If a leak has occurred on the property which results in the quarterly bill at least doubling the average of the last four quarters, payment arrangements may be made to pay the overage over a six month period. The second quarterly bill that is distributed during the payment plan period must be paid in full by its due date.

METER READING. A property owner, whose water meter cannot be accessed by a meter reader, due to weeds or other impediments, will be in violation of the Town's Property Maintenance Code and subject to a fine of \$100 each day the violation remains.

REPLACEMENT METERS. If a customer requests a water meter to be tested or calibrated by the manufacturer after the Town's Public Works staff has determined the meter to be in working order, the customer will be billed an additional \$50, unless the manufacturer deems the meter to be faulty. If the manufacturer deems the meter faulty, the meter will be repaired/replaced by Public Works Staff and the customer will be notified.

TAMPERING WITH WATER METERS. The Public Works Department is the ONLY authorized agency permitted to access a meter vault. Anyone found to have accessed a meter vault, tampered with a water meter, or turned a meter on or off; will be subject to fines, termination of service and all applicable penalties under the law.

UNUSUALLY EXCESSIVE WATER USE. In the event that a meter reading reflects an unusually high water usage which is due to a broken pipe or leak in the plumbing on the property, then the town will allow, for a first such occurrence during a five (5) year period, a reduction in the amount of the water bill. In order to be granted the reduction, the property owner must submit a written request to the Town for the reduction and state the nature of the cause of the high water usage and the action taken to correct and resolve the problem. The revised bill will be established as based upon two (2) times the average of the water usage for the property for the four (4) quarters immediately preceding the high water reading. In the event that there is a second occurrence within five (5) years of an unusually high meter reading for a same property, then the property owner shall be responsible for the entire water bill; provided, however, that if it can be demonstrated to the satisfaction of the Town that the leaking water did not empty into the Town's sanitary sewer system, then the Town may, but is not required to, waive all or some of the sewer bill.**

Effective July 1, 2016
Amended February 7, 2017
Amended July 9, 2019
Amended November 5, 2019*
Amended April 2021**

Working (Proposed) Utility Billing Policy

**TOWN OF SMITHSBURG, MD
RESIDENTIAL UTILITY BILLING POLICY**

PROVIDING FOR THE MANNER IN WHICH TOWN PROVIDED UTILITIES ARE BILLED AND COLLECTED.

BILLING. Quarterly bills are mailed each January, April, July and October. All accounts are established in the property owner's name and are billed to the property owner. (The Town does not mail utility bills or notices to tenants of rental properties.)

All users of the Town's water supply system, including owners of unoccupied dwellings, shall be billed the quarterly minimum rates for water and/or sewer.

Owners of all established residential units, including unoccupied dwellings, shall be billed the quarterly fee for sanitation collection.

***All payments are due by midnight on the last business day of the billing month and includes online payments.** Checks are to be made payable to the "Town of Smithsburg." Personal checks cannot be post-dated, and are not held for a future deposit date and post-marked envelopes are also not accepted. After this time, an interest penalty charge of \$60.00 ~~10% (ten per cent)~~ will be added to the overdue bill. Checks having to be returned for non-signatures or incomplete information are also subject to late fees. **The Town is not responsible for the non-receipt of invoices or payments due to post office related matters. (Recommendation By Councilperson Knight-Simane to omit)**

Requests to waive late fees, to remove disconnection fees, or to lessen or remove any other fees will be made in writing to the Town Manager. The request and recommendation will be presented to the Mayor for decision. (Recommendation by the Town Manager).

After the billing due date, a disconnection notice – including the deadline for payment and the date and time of the disconnection of water services – will be mailed. (Disconnection notices are the final notification for payment mailed to property owners prior to disconnection of services.) Disconnection will occur on the third Wednesday following the utility bill due date.

If services are disconnected, a reconnection fee of \$100.00 will be added to the overdue bill; the reconnection fee must be paid in full prior to reconnection of services.

DISCONNECTION POLICY. On the day of disconnection, a notice that service has been terminated will be left on the premises or will be presented to the property owner, if present. (Public Works personnel are not permitted to accept any form of payment.)

RETURNED CHECKS. An additional \$35.00 fee will be added to the utility bill for a check returned for any reason. If payment is received by check on the day of or just prior to disconnection and the check is later returned for insufficient funds, services will be terminated immediately.

PAYMENT PLANS. If a leak has occurred on the property which results in the quarterly bill at least doubling the average of the last four quarters, payment arrangements may be made to pay the

overage over a six-month period. The second quarterly bill that is distributed during the payment plan period must be paid in full by its due date.

METER READING. A property owner, whose water meter cannot be accessed by a meter reader, due to weeds or other impediments, will be in violation of the Town's Property Maintenance Code and subject to a fine of \$100 each day the violation remains.

REPLACEMENT METERS. If a customer requests a water meter to be tested or calibrated by the manufacturer after the Town's Public Works staff has determined the meter to be in working order, the customer will be billed an additional \$50, unless the manufacturer deems the meter to be faulty. If the manufacturer deems the meter faulty, the meter will be repaired/replaced by Public Works Staff and the customer will be notified.

TAMPERING WITH WATER METERS. The Public Works Department is the ONLY authorized agency permitted to access a meter vault. Anyone found to have accessed a meter vault, tampered with a water meter, or turned a meter on or off; will be subject to fines, termination of service and all applicable penalties under the law.

UNUSUALLY EXCESSIVE WATER USE. In the event that a meter reading reflects an unusually high water usage which is due to a broken pipe or leak in the plumbing on the property, then the town will allow, for a first such occurrence during a five (5) year period, a reduction in the amount of the water bill. In order to be granted the reduction, the property owner must submit a written request to the Town for the reduction and state the nature of the cause of the high water usage and the action taken to correct and resolve the problem. The revised bill will be established as based upon two (2) times the average of the water usage for the property for the four (4) quarters immediately preceding the high water reading. In the event that there is a second occurrence within five (5) years of an unusually high meter reading for a same property, then the property owner shall be responsible for the entire water bill; provided, however, that if it can be demonstrated to the satisfaction of the Town that the leaking water did not empty into the Town's sanitary sewer system, then the Town may, but is not required to, waive all or some of the sewer bill.

Effective July 1, 2016

Amended February 7, 2017

Amended July 9, 2019

Amended November 5, 2019

Amended April 2021

Accept Resignation of Edward Felden

Chad Rooney

From: Margie Gyurisin <mgyurisin@verizon.net>
Sent: Tuesday, June 21, 2022 5:44 PM
To: Chad Rooney; Donald Souders
Subject: Fwd: Smithsburg parks Edward Fielding resignation

The Smithsburg Parks Commission accepted Edward Fielding's resignation from the commission. I am forwarding it to you for action at the next council meeting.

Thanks.

-----Original Message-----

From: Margie Gyurisin <mgyurisin@verizon.net>
To: EDWARD FIELDEN <efielden@aol.com>
Sent: Sat, Jun 4, 2022 9:30 pm
Subject: Re: Smithsburg parks

Glad to hear that your business is doing well.

Thank you for your help on the commission. if you find you have time again in the future, let us know.

Sent from the all new AOL app for Android

On Sat, Jun 4, 2022 at 2:43 PM, EDWARD FIELDEN
<efielden@aol.com> wrote:

Margie, thanks for reaching out. My schedule has been so busy with tennis court work that I've had no time to get involved with the Smithsburg Park Commission. I think it's best I resign from the commission at this time . I appreciate the opportunity to serve on this commission however. Thanks again, Skip Fielden

Sent from my iPad

On Jun 4, 2022, at 10:13 AM, Margie Gyurisin <mgyurisin@verizon.net> wrote:

Skip,

Good morning. Hope you are well.

We've missed you at several of our Park's commission meetings. Just wanted to check in and see if you were still interested in serving on the commission.

Let me know.

Margie

Sent from the all new AOL app for Android

**Appointment of Judith Ferro McFarland
to Parks Commission**

Chad Rooney

From: Margie Gyurisin <mgyurisin@verizon.net>
Sent: Tuesday, June 21, 2022 5:41 PM
To: Chad Rooney; Donald Souders
Cc: jeannettedan@gmail.com; mwagner@ashtoresource.org
Subject: Smithsburg Parks Commission - Judith Ferro McFarland Application

The Parks Commission voted to approve/advance Judith Ferro McFarland's application to join the commission for the council approval at the July 5, 2022 meeting unless you have one before that date.

Thanks.



Town of Smithsburg

Commission/Board Application Form

Name: Judith Ferro McFarland

Address: P.O. Box 156 @ Maple Ave.

Home Phone: 301-824-3741 Cell Phone: _____

Email: j2001ferro@aol.com

Commission/Committee/Board Applying For: Parks Commission

Is your home address located within the corporate boundaries of the Town of Smithsburg?
 Yes No _____ Not Sure _____

If you attended a college or university what was your area of study? English / Education

Are you currently employed? Yes _____ No

Who is your current employer? n/a

Have you previously served on any Town Commissions or Boards? Yes No _____
 (If yes, please list below the commission/committee/board and the period you served)

Have you previously served for any civic organization's including business, civic, community, fraternal, political, professional, recreational, religious, and social? Yes No _____
 (If yes, please list below the commission/committee/board and the period you served)

List any qualifications and/or background which relates to this position: Smithsburg Library Board Landscaping Committee

Please detail why you wish to serve the Smithsburg community, be descriptive in your response:
Have been serving the Smithsburg Community for more than 40 years in various capacities

Commission/Board members are required to attend meetings which could include Mayor and Town Council meetings, and participate in Commission/Board activities; are there any conflicts that would prevent you from meeting these requirements? Yes _____ No
(If yes, please explain any conflicts below)

Are you willing to complete required an Annual Financial Disclosure Form for all Commission/Board members? Yes No _____

Commission/Board applicants are encouraged to provide a current resume with a cover letter detailing your interest in serving the Town of Smithsburg and its citizens.

Judith Ferris Inc. Ferris
Signature

May 22 2022
Date

JUDITH FERRO McFARLAND
P. O. Box 156
6 Maple Avenue
Smithsburg, Maryland 21783
301-824-3741 E-mail address: j2001ferro@aol.com

SUMMARY: Seasoned professional with experience in human resources management, employment training, public relations, marketing, retail sales and volunteer public service. As President of the Smithsburg Library Board, coordinated the fund raising of more than \$1.2 million through private, public and government resources to build a new Smithsburg Library that opened in August 2006.

PROFESSIONAL EXPERIENCE:

Frederick County Job Training Agency (JTA) 1997 - 2000
Public Relations/Marketing Coordinator

Created and directed agency business services marketing plan; created all media releases, in-house publications, annual reports, brochures, fliers, forms, advertising; planned all public events.

Created curriculum; taught workforce skills to adult classes; coached professional job seekers.

Acted as marketing and human resources consultant to other county agencies under the Human Services umbrella when requested by the Frederick County Director of Human Services.

Forged successful partnerships with Frederick County businesses, state and county agencies and public service organizations to promote JTA business services and workforce development services.

Recruited both job seeking customers and business customers to utilize the workforce development services of JTA.

Farmers and Mechanics National Bank 1996
Human Resources Generalist

Recruited professional staff; executed special assignments such as job evaluations and compensation and budget analysis projects.

Richard F. Kline, Inc. - Construction 1991 - 1996
Human Resource Manager

Recruited employees; managed pension plan; designed and implemented insurance plans; developed community resources for Employee Assistance Program; wrote employment policies and manuals; developed and implemented employee ethics program; wrote in-house

booklets on ethics, truck driving, company vehicle responsibilities; edited and wrote company magazine/newsletter distributed to employees and the business community.

Frederick Trading Company - Distribution 1988 - 1991
Personnel Manager

Montgomery Ward - Retail 1984 - 1988
Interior Decorator - 1984 - 85
Fine Jewelry Manager - 1985 - 86
Personnel Manager - 1986 - 88

PUBLIC SERVICE EXPERIENCE:

Smithsburg, Maryland Town Council 1982 - 1986
Created and wrote Smithsburg newsletter, "The Trumpet" 1986 - 1994
Smithsburg Library Board of Directors, President 1982 - 2006
Smithsburg Library Board of Advisors 2006 - present
Frederick Co. Workforce Development Board, Assoc. Chair 1996
Christmas in April Board, Public Relations Chair 1997 - 2000
Smithsburg Emergency Medical Services Board, Secretary 1998 - 2001
Recognized as Citizen of the Year, Smithsburg, MD 2003
Maryland Attorney Grievance Commission,
Peer Review Committee 2002 - 2012
Washington County Gaming Commission 2007 - 2011
Smithsburg Board of Elections, Chair 2008 - 2013
Friends of Washington County Free Library 2007 - present
Citizens For Maryland Libraries, Vice President 2007 - 2009
Housing Authority of Washington County 2008 - 2012

EDUCATION:

Rhode Island College
Education Major: English