



Board of County Commissioners of Washington County, Maryland

Open Session Minutes

October 15, 2024

MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

A moment of silence was observed, followed by the Pledge of Allegiance to the Flag by the full assemblage.

CALL TO ORDER

President John F. Barr called the regular meeting of the Board of County Commissioners of Washington County, Maryland, to order at 9:02 a.m. with the following members present: Vice-President Jeffrey A. Cline, Commissioner Derek Harvey, Commissioner Randall E. Wagner and Commissioner Wayne K. Keefer.

COMMISSIONERS' REPORTS AND COMMENTS

Commissioner Wagner attended the Fraternal Order of Police meeting with former Governor Larry Hogan at the Sheriff's Department. He attended the beam signing ceremony at the Boys and Girls Club.

Commissioner Keefer did not have any comments.

Commissioner Harvey commented on Columbus Day also recognized as Indigenous Peoples Day. He commented on Israel and the Jewish inhabitants.

Commissioner Cline attended the beam signing ceremony at the Boys and Girls Club. He attended the soft opening of Ruth's Market in Williamsport. Commissioner Cline attended Starry Night for Kids' Sake celebration. He attended the 101st Farm Bureau meeting. He remembered the USS Cole bombing and honored the lives of Craig Wibberley and Patrick Roy.

Commissioner Barr commented on the Governor's Service and Volunteerism Committee. He attended the Starry Night for Kids' Sake Celebration. Commissioner Barr attended the 23rd induction of athletes to the Athletic Hall of Fame at Hagerstown Community College. He attended the first concert of the 40th season at the Maryland Symphony Orchestra. Commissioner Barr attended St. John's UCC Church in Clearspring. He shared upcoming events.

STAFF COMMENTS

Michelle Gordon, County Administrator shared Brian Lowman of Emergency Management has been deployed to Florida to assist with emergency management operations. She attended the County Administrators MACo conference. Ms. Gordon commented on the meetings she attended and topics reviewed at the conference. She shared information on the next meeting.

CITIZEN PARTICIPATION

Carol Mowen – Hagerstown

PRESENTATION BY GATEKEEPERS OF MARYLAND

Bill Gaertner and Keith Roys, Gatekeepers of Maryland, shared a presentation to the Board of County Commissioners regarding the Gatekeepers program, the struggles experienced by inmates released in Washington County, Maryland and the services they provide to those inmates.

PUBLIC HEARING – APPLICATION FOR ZONING MAP AMENDMENT RZ-24-002

President Barr convened a Public Hearing at 9:45 a.m. to obtain public comment for application for Zoning Map Amendment RZ-24-002.

County Clerk, Dawn Marcus administered the Oath of Testimony.

Travis Allen, Senior Planner, Planning and Zoning, presented that application is being made to apply the Rural Business (RB) floating zone over a 6.82-acre portion of a property through a rezoning map amendment. The applicants John and Lisa Halteman seek a map amendment for a property at 12635 Flying Duck Lane on National Pike east of Clear Spring. The applicant wishes to establish several small-scale agricultural related trades or services in existing farm buildings, most of which would not be permitted by right under the current zoning designation. This item was presented to the Washington County Planning Commission at a public information meeting held during their regular meeting on September 9, 2024. At the same meeting, members unanimously recommended in favor of the proposed map amendment.

Commissioner Cline left the meeting at 9:52 a.m. and returned at 9:53 a.m.

Fred Frederick, Esquire, presented testimony on behalf of John and Lisa Halteman. He shared the multiple business of Mr. Halteman. No new construction is being requested.

The Public Hearing was opened for public comment: There was no public comment.

The Public Hearing was closed at 9:59 a.m.

The Public Hearing was opened for Commissioner comments:
The Commissioners shared their comments.

Zach Kieffer, County attorney shared requirements for the Rural Business overlay.

The Commissioners reached a consensus (5-0) to move forward with the rezoning amendment. This item will come back in the future for final approval.

PUBLIC HEARING – APPLICATION FOR ZONING MAP AMENDMENT RZ-24-003

President Barr convened a Public Hearing at 10:04 a.m. to obtain public comment for application for Zoning Map Amendment RZ-24-003.

Jill Baker, Director, Planning and Zoning; and Kyla Shingleton, Comprehensive Planner, Planning and Zoning, presented that application has been made by the Planning Commission for Washington County to amend several sections of the Zoning Ordinance to incorporate language relating to the definitions, locations and separation requirements for cannabis growing, processing and dispensary facilities in the county. She shared the state regulations and mandates for dispensaries. This amendment was reviewed by the Planning Commission at a public information meeting held on September 9, 2024. The Planning Commission voted unanimously to recommend approval of this text amendment.

The Public Hearing was opened for public comment:
Kathy Reeder shared her support for the proposed amendment.
Kitty Chamos shared her support for the proposed amendment.

The Public Hearing was closed at 10:18 a.m.

The Public Hearing was opened for Commissioner comments:
The Commissioners shared their comments.

Commissioner Wagner, seconded by Commissioner Cline, moved to approve the amendment as presented. The motion passed unanimously. The Commissioners commented that they were voting to approve due to the state mandate requirements.

MERITUS HEALTH – COMMUNITY HEALTH INITIATIVES

Dr. Maulik Joshi, President and CEO of Meritus Health; and Beth Fields Dowdell, Director, Community Health and Outpatient Care Management, Meritus Health, shared a presentation of information regarding Meritus Health’s community health initiatives.

Commissioner Cline left the meeting at 10:43 a.m. and returned at 10:45 a.m.

HCC DENTAL HYGIENE PROGRAM – RECOGNIZING DENTAL HYGIENE MONTH

Dr. James Klauber, Hagerstown Community College, shared an update on the success of the HCC Dental Hygiene program. He presented dental gift bags to the Commissioners, staff and citizens in attendance.

COMMUNITY ORGANIZATION FUNDING – AVAILABLE FUNDING AND SERVICE PRIORITY AREA ALLOCATIONS

Kelcee Mace, Chief Financial Officer, presented the request to approve the Community Organization Funding Service Priority Areas and their respective available funding amounts as presented (or amended). She shared an updated 1-108 list with the Commissioners. The suggested funding amounts:

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| Arts & Culture \$135,600.00 (11.3%) | Domestic Violence \$266,400.00 (22.2%) |
| Families & Children \$494,400.00 (41.2%) | Recreation \$93,600.00 (7.8%) |
| Seniors \$196,800.00 (16.4%) | Other \$13,200.00 (1.1%) |
| Total = \$1,200,000.00 (100.0%) | |

Commissioner Cline, seconded by Commissioner Harvey, moved to approve the funding allocations as presented. The motion passed unanimously (5-0).

RECESS

FY 2025 PROGRAM OPEN SPACE ANNUAL PROGRAM REVISION

Andrew Eshleman, Director, Public Works, presented the request to approve a revision to the FY 2025 Program Open Space (POS) project list to include the Boonsboro Shafer Park basketball resurfacing project as recommended by the Recreation and Parks Advisory Board. The Town of Boonsboro is requesting a revision to an approved FY24 POS project that would need to be added to the FY25 POS Annual Program.

Commissioner Cline, seconded by Commissioner Harvey, moved to approve the revision as presented. The motion passed unanimously (5-0).

SIDELING HILL OVERLOOK PARK BUDGET ADJUSTMENT

Andrew Eshleman, Director, Public Works, presented the request to approve a budget adjustment in the amount of \$175,000.00 from the General CIP Reserves to the newly created Sideling Hill Overlook Park account for the renovation of the Sideling Hill Overlook.

Commissioner Cline, seconded by Commissioner Harvey, moved to approve the budget adjustment as presented. The motion passed unanimously (5-0).

ADMINISTRATIVE OFFICE OF THE COURTS SECURITY FUNDING – APPROVAL TO ACCEPT MOU MODIFICATION OF ADDITIONAL GRANT AWARD

Richard Lesh, Grant Manager, Grant Management, presented the request to approve the acceptance of additional grant funds of \$15,039.99 for a total amount of \$57,959.99 for Circuit Court security funding.

Commissioner Harvey, seconded by Commissioner Keefer, moved to approve the acceptance of additional grant funds as presented. The motion passed unanimously (5-0).

REJECTION OF REQUEST FOR PROPOSAL (PUR-1693) EVENT PLANNING CONSULTANT/AGENCY

Rick Curry, Director, Purchasing; and Danielle Weaver, Director, Public Relations and Marketing; presented the request to take action, in the best interest of the County and to request the proposal for the Event Planning Consultant / Agency be rejected due to the proposal did not provide the requested information. The Public Relations and Marketing Department will take over the event planning.

Commissioner Cline, seconded by Commissioner Keefer, moved to reject the request for proposal as presented. The motion passed unanimously (5-0).

INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-24-0159) TWO (2) MACK CHASSIS/CAB DUMP TRUCKS

Rick Curry, Director, Purchasing; and Zane Rowe, Deputy Director, Highways Department, presented the request to authorize by resolution, the Highway Department to purchase two (2) 4x2 Mack dump trucks from Baltimore Truck Center, Inc. of Hagerstown, MD. The cost of each truck is \$282,250.00 for a total amount of \$564,500.00 and to utilize another jurisdiction's contract (RFP #032824) that was awarded by Sourcewell to Mack Trucks, Inc.

Commissioner Wagner, seconded by Commissioner Harvey, moved to approve purchase two (2) Mack dump trucks from Baltimore Truck Center, Inc. as presented. The motion passed unanimously (5-0).

POLICE RECRUITMENT AND RETENTION GRANT – APPROVAL TO ACCEPT AWARDED FUNDING

Cody Miller, Quartermaster/Grants Manager, Washington County Sheriff's Office; and Richard Lesh, Grant Manager, Grant Management, presented the request to approve the acceptance of funding awarded under the FY25 Police Recruitment and Retention Grant Program from the Governor's Office of Crime Prevention, Youth, and Victim Services in the amount of \$46,607.00.

Commissioner Cline, seconded by Commissioner Wagner, moved to approve the acceptance of funding awarded under the FY25 Police Recruitment and Retention Grant Program as presented. The motion passed unanimously (5-0).

PROPERTY ACQUISITION AT KENDING LANE

Todd Moser, Real Property, Administrator, Engineering; and Dave Mason, Deputy Director, Solid Waste, presented the request to approve an ordinance approving said purchase and to authorize execution of the necessary documentation to finalize the acquisition; and approve a budget adjustment for this acquisition. An agreement of sale was executed to purchase approximately fifteen (15) acres on Kending Lane for \$195,000.00.

Commissioner Harvey, seconded by Commissioner Wagner, moved to approve an ordinance approving said purchase and to authorize execution of the necessary documentation to finalize the acquisition as presented. The motion passed unanimously (5-0).

SANDY HOOK WATER SUPPLY AGREEMENT

Mark Bradshaw, Director, Environmental Management, presented the request to approve the Sandy Hook Water Supply Agreement between the County and the City of Brunswick.

Commissioner Harvey, seconded by Commissioner Wagner, moved to approve the Sandy Hook Water Supply Agreement as presented. The motion passed unanimously (5-0).

JOINT SEWER SERVICE AGREEMENT (JSSA) AMENDMENT #2

Mark Bradshaw, Director, Environmental Management, presented the request to approve the second amendment to the JSSA to allow the Boy Scouts of America (BSA) property on Crestwood Drive to connect directly to the County sewer and to extend authority to the City of Hagerstown one (1) year from the flow transfer date so they can collect any outstanding sewer fees for the BSA property.

Commissioner Harvey, seconded by Commissioner Wagner, moved to approve the second amendment to the JSSA as presented. The motion passed unanimously (5-0).

PR 24, HIRING PRACTICES

Chip Rose, Director, Human Resources; and Michelle Gordon, County Administrator; presented the request to approve the recommended changes to PR-24, Hiring Practices.

Commissioner Harvey, seconded by Commissioner Cline, moved to approve the recommended changes to PR-24, Hiring Practices as presented. The motion passed unanimously (5-0).

POTENTIAL LEGISLATIVE ITEMS

Zachary Kieffer, County Attorney, presented potential issues the County may like to address during the next legislative session of the General Assembly in January 2025. The following have been identified as being items of potential interest.

1. Washington County Circuit Courthouse replacement/enhancement.
2. Funding for air traffic control tower at Hagerstown Regional Airport.
3. Regional Water Authority Study.
4. State funding of priority transportation projects (I-81, Route 11 Bridge in Williamsport, I70/Route 65).

5. Revision to the Washington County section of the Tax Article as it relates to the tax credit program.

Michelle Gordon, County Administrator requested to add the County's position related to the Kerwin Blueprint.

Commissioner Cline requested to add funding for the Public Safety Training Center for operational training. The Community Coalition also has a project list which should be included.

Commissioner Cline, seconded by Commissioner Keefer, moved to approve the list of legislative items as presented. The motion passed unanimously (5-0).

CLOSED SESSION

Commissioner Wagner, seconded by Commissioner Harvey, moved to convene in closed session at 11:46 p.m. The motion passed unanimously (5-0).

To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individual.

(1) These topics include the discussion of confidential personnel matters:

- Discussion of hiring for position in Information Technology department.
- Discuss appointments to County volunteer boards (Animal Control Board, Building Code Board of Appeals, County Mental Health Authority, Inc., Diversity and Inclusion Committee).
- Discussion of HR personnel matter and policy that affects certain individuals.
- Personnel discussion with HR Director.

To consider the acquisition of real property for a public purpose and matters directly related thereto.

(3) Discussion in open session would prejudice County position in ongoing negotiations.

- Discussion of possible new school location.

To consider a matter that concerns the proposal for a business to locate, expand, or remain in the State.

(4) Open session discussion would dissuade company from sharing proprietary information or otherwise looking elsewhere to locate.

- Discussion pertains to proprietary plans and development of the business to remain in Washington County.
- Discussion pertaining to funding support for businesses looking to locate or expand in the County.
- Discussion pertaining to proposed incentives for business to remain in the County.

In closed session, the Commissioners discussed; and reached a consensus to:

- Possible new school location;
- For boards and commission appointments and reappointments to the Animal Control Authority of Washington County, Building Code Board of Appeals, Washington County Mental Health Authority, and the Washington County Diversity and Inclusion Committee;
- Hiring recommendation for GIS Manager position in Information Technology;

- HR Policy PR 5;
- HR personnel matter;
- Funding support for businesses looking to locate or expand in the County;
- Proprietary plans and development of the business to remain in Washington County; and,
- Proposed incentives for business to remain in the County.

Present during closed session at various times were Commissioners John F. Barr, Jeffrey A. Cline, Derek Harvey, Wayne K. Keefer and Randall E. Wagner; Dawn Marcus, County Clerk; Zachary J. Kieffer, County Attorney; Michelle Gordon, County Administrator; Rosalinda Pascual, Deputy County Attorney; Aaron Weiss, Assistant County Attorney; Todd Moser, Real Property Administrator; Scott Hobbs, Director Engineering; Andrew Eshleman, Director, Public Works; Paula Cauffman, Permits Coordinator, Permits and Inspections; Becky Gander, Chief of Permitting, Permits and Inspections; Greg Cartrette, Director/Code Official, Permits and Inspections; Joshua O'Neal, Chief Technical Officer, Information Technology; Chip Rose, Director, Human Resources; Dominick Turano, Deputy Director, Human Resources; Jonathan Horowitz, Director, Business and Economic Development; and Linda Spence, Financial Programs Administrator, Business and Economic Development.

RECONVENE IN OPEN SESSION

Commissioner Cline, seconded by Commissioner Wagner, moved to reconvene in open session at 3:19 p.m. The motion passed (3-0). Commissioner Keefer and Commissioner Harvey were absent.

ADJOURNMENT

Commissioner Cline, seconded by Commissioner Wagner, moved to adjourn at 3:19 p.m. The motion passed (3-0). Commissioner Keefer and Commissioner Harvey were absent.



Dawn L. Marcus, *County Clerk*

