



Board of County Commissioners of Washington County, Maryland

Open Session Minutes

October 22, 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. Pastor Les MacIntosh opened the meeting with prayer.

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: Commissioner Derek Harvey, and Commissioner Randall E. Wagner. Vice-President Jeffrey A. Cline, and Commissioner Wayne K. Keefer were absent.

APPROVAL OF MINUTES

Commissioner Wagner, seconded by Commissioner Harvey, moved to approve the minutes of October 8, 2024. The motion passed unanimously (3-0).

COMMISSIONERS' REPORTS AND COMMENTS

Commissioner Harvey thanked pastor MacIntosh. He attended the fall All-Breeds Dairy Show at the Agricultural Center. Commissioner Harvey attended the Maryland Department of Transportation (MDOT) Consolidated Transportation Plan Tour. He commented on early voting, and he shared the three early voting locations.

Commissioner Wagner attended the Life Net81 (Air Methods) 15-year anniversary event at the Hagerstown Airport. He attended the 35th Annual Breast Cancer Awareness Step and Stride event at Hagerstown Community College. Commissioner Wagner attended the Apotheke DuJardin grand opening at Fort Ritchie. He attended the MDOT Transportation Plan Tour. Commissioner Wagner attended the Honorable Andrew F. Wilkinson Remembrance Ceremony and the Dedication of the Courthouse. He attended the 70th Anniversary of the Pleasant Valley Ruritan.

Commissioner Barr attended the Fairplay Fire Hall early loan release ceremony. He attended the Honorable Andrew F. Wilkinson Remembrance Ceremony and the Dedication of the Courthouse. Commissioner Barr attended the MDOT Consolidated Transportation Plan Tour. He attended the Life Net81 (Air Methods) 15-year anniversary event. Commissioner Barr attended the grand opening of Plant the Seeds of Maryland Homecare. He attended the grand opening of the Baile and Bagels & Brews. He shared upcoming events.

STAFF COMMENTS

The Honorable Brett R. Wilson, Circuit Court Judge; and Kristin Grossnickle, Circuit Court Administrator, thanked County staff and the Board of County Commissioners for the Courthouse name change and dedication. They shared that an Administrative Order of recognition will be enrolled into the Circuit Court.

Chip Rose, Director, Human Resources presented the request to advance Joseph Rathvon to the position of GIS Manager, Information Technology, at a Grade 15, Step 9, \$85,925.00/annually. With an effective date of October 26, 2024.

Commissioner Wagner, seconded by Commissioner Harvey, moved to approve to advance Joseph Rathvon as presented. The motion passed unanimously (3-0)

Dawn Marcus, County Clerk presented the request to approve the proposed 2025 Board of County Commissioners meeting schedule.

Commissioner Wagner, seconded by Commissioner Harvey, moved to approve the 2025 meeting schedule as presented. The motion passed unanimously (3-0).

Dawn Marcus, County Clerk presented the request to approve the appointment of Frank Quillen, to serve a first, full one-year term, from November 1, 2024, through October 31, 2025 on the Building Code Board of Appeals. This is not a paid board.

Commissioner Wagner, seconded by Commissioner Harvey, moved to approve the appointment of Frank Quillen as presented. The Motion passed unanimously (3-0).

Dawn Marcus, County Clerk presented the request to approve the appointment of John Cavey, to serve a first, full two-year term, from November 1, 2024, through October 31, 2026 on the Building Code Board of Appeals. This is not a paid board.

Commissioner Wagner, seconded by Commissioner Harvey, moved to approve the appointment of John Cavey as presented. The Motion passed unanimously (3-0).

Dawn Marcus, County Clerk presented the request to approve the appointments of John Louderback, Edward Parker and Ricky Mellot, to serve a first, full three-year term, from November 1, 2024 through October 31, 2027, on the Building Code Board of Appeals. This is not a paid board.

Commissioner Wagner, seconded by Commissioner Harvey, moved to approve the appointments of John Louderback, Edward Parker and Ricky Mellot as presented. The Motion passed unanimously (3-0).

Dawn Marcus, County Clerk presented the request to approve the reappointment of Lieutenant Mark Price to serve a second, three-year term, from October 1, 2024, through September 30, 2027 as the Sworn Deputy member on the Animal Control Authority of Washington County. This is not a paid board.

Commissioner Wagner, seconded by Commissioner Harvey, moved to approve the reappointment of Mark Price as presented. The motion passed unanimously (3-0).

Dawn Marcus, County Clerk presented the request to approve the appointment of Gerry McCarney to serve a first, full, three-year term, from November 1, 2024, through October 31, 2027 on the Animal Control Authority of Washington County. This is not a paid board.

Commissioner Wagner, seconded by Commissioner Harvey, moved to approve the reappointment of Gerry McCarney as presented. The motion passed unanimously (3-0).

Dawn Marcus, County Clerk presented the request to approve the reappointment of Dr. Raegon Clutz, to serve a third, three-year term, from September 1, 2024, through August 31, 2027 and to change his position from the Consumer Representative to the Child Advocate on the Mental Health Authority and approve an exception to the two-term limit as written in Washington County Policy PR-22. This is not a paid board.

Commissioner Wagner, seconded by Commissioner Harvey, moved to approve the reappointment of Dr. Raegon Clutz as presented. The motion passed unanimously (3-0).

Dawn Marcus, County Clerk presented the request to reappoint ZSun-nee Miller-Matema, to serve a second, three-year term from September 1, 2024, through August 31, 2027 on the Washington County Diversity and Inclusion Committee. This is not a paid board.

Commissioner Wagner, seconded by Commissioner Harvey, moved to approve the reappointment of ZSun-nee Miller Matema as presented. The motion passed unanimously (3-0).

Dawn Marcus, County Clerk presented the request to reappoint Dr. Terrance Ngwa, to serve a second three-year term from November 1, 2024, through October 31, 2027 on the Washington County Diversity and Inclusion Committee. This is not a paid board.

Commissioner Wagner, seconded by Commissioner Harvey, moved to approve the reappointment of Dr. Terrance Ngwa as presented. The motion passed unanimously (3-0).

Michelle Gordon, County Administrator, attended the Maryland Association of Counties legislative meeting. She attended the MDOT Consolidated Transportation Plan Tour. She attended the Maryland Theater Board meeting. Ms. Gordon attended the Honorable Andrew F. Wilkinson Remembrance Ceremony and the Dedication of the Courthouse. She reminded employees of the upcoming spirit week and to review the changes to HR Policy PR25 which was amended and approved last week. She shared additional upcoming events.

CITIZEN PARTICIPATION

Jeannie Massey – South Washington County

Michelle Gordon, County Administrator corrected her staff comments, HR Policy PR24 was amended and approved last week.

BID AWARD (PUR-1710) SWIMMING POOL RESURFACING AND ASSOCIATED IMPROVEMENTS

Brandi Naugle, Buyer, Purchasing; and Danny Hixon, Deputy Director, Buildings, Grounds and Facilities, presented the request to award the contract for swimming pool resurfacing and associated improvements at the Martin L. “Marty” Snook Pool to the responsible, responsive vendor Winkler Pool Management, Inc. of Hyattsville, MD, for the lump sum amount of \$92,335.88 and for the square footage price of \$14.40 for possible contingent work.

Commissioner Wagner, seconded by Commissioner Harvey, moved to approve to award the contract for to Winkler Pool Management, Inc., as presented. The motion passed unanimously (3-0).

INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-24-0163) ONE (1) TORO GROUNDS MASTER 4500 MOWER FOR THE BLACK ROCK GOLF COURSE

Brandi Naugle, Buyer, Purchasing; and George Sweitzer, Golf Course Superintendent, presented the request to authorize by resolution, the approval to purchase one (1) Toro Grounds Master 4500 mower for the Black Rock Golf Course in the amount of \$91,082.69 and to utilize another jurisdiction's contract that was awarded by the State of Maryland (contract #001B0600308) to Turf Equipment and Supply Company of Jessup, MD.

Commissioner Wagner, seconded by Commissioner Harvey, moved to approve to authorize by resolution, the approval to purchase one (1) Toro Grounds Master 4500 mower to Turf Equipment and Supply Company as presented. The motion passed unanimously (3-0).

GOVERNOR'S OFFICE FOR CHILDREN ENOUGH CAPACITY GRANT

Richard Lesh, Grant Manager, Grant Management, presented the request to approve the submission of the FY25 ENOUGH Capacity Building grant application to the Governor's Office for Children requesting \$186,500.00 and accept funding as awarded.

Commissioner Wagner, seconded by Commissioner Harvey, moved to approve the submission of the FY25 ENOUGH Capacity Building grant application as presented. The motion passed unanimously (3-0).

CONSTRUCTION BID AWARD – AIRPORT PARKING LOT PAY SYSTEM

Scott Hobbs, Director, Engineering; Andrew Eshleman, Director, Public Works; and Neil Doran, Director, Hagerstown Regional Airport, presented the request to award the bid for the Airport Parking Lot Pay System contract to the lowest responsive, responsible bidder, WPS North American Parking Systems USA, DBA WPS USA Corp. of Eldersburg, Maryland, in the amount of \$79,992.00. Today's request is for phase one of the project. They expect the parking lot pay system equipment to be installed and in use by January 2025.

Michelle Gordon, County Administrator shared the new phase will be subject to the \$5.00 parking while under construction.

Commissioner Wagner, seconded by Commissioner Harvey, moved to approve to award the bid for the Airport Parking Lot Pay System contract to WPS North American Parking Systems USA, DBA WPS USA Corp., as presented. The motion passed unanimously (3-0).

WASHINGTON COUNTY ICE CREAM TRAIL 2024 UPDATE

Danielle Weaver, Director, Public Relations and Marketing; and Katie Yoder, Multimedia Specialist, Public Relations and Marketing, presented an update on the 2024 Ice Cream Trail.

AGRICULTURE – FACES OF FARMING PRESENTATION

Kelsey Keadle, Business Specialist, Agriculture, Business and Economic Development shared information regarding the Faces of Farming marketing campaign and she shared the marketing videos. The farms highlighted this week were Hixon Farm and Valley Meadows Farm.

PROCLAMATION FOR ECONOMIC DEVELOPMENT WEEK

Washington County Board of County Commissioners presented a proclamation to Jonathan Horowitz, Director, Business and Economic Development and his team for Economic Development Week. Mr. Horowitz shared they have an Economic Development contest starting this week for citizen engagement with local businesses.

CLOSED SESSION

Commissioner Harvey, seconded by Commissioner Wagner, moved to convene in closed session at 10:06 a.m. The motion passed unanimously (3-0).

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.
- Permission to advertise/overlap position at WCSO.
 - Hiring discussion for WCSO.
 - County Agricultural Land Preservation Advisory Board Appointment.
 - Hiring Recommendation for position in Department of Budget and Finance.
 - Discussion of personnel matter within Department of Public Works.
 - Discussion of personnel matters (2) affecting specific individuals.
 - Employee performance review.

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

- Hiring of correctional deputies for the Washington County Sheriff's Office;
- Advertise/overlap for position at the Washington County Sheriff's Office;
- Increase sworn positions for patrol/judicial division Washington County Sheriff's Office;
- Reappointments to the Washington County Ag Land Preservation Board;
- Hiring of Director, Office of Grant Management;
- Hiring of Maintenance and Equipment Operator, Highways Department;
- Voluntary Benefits, Department of Human Resources; and,
- Personnel Performance Review.

Present during closed session at various times were Commissioners John F. Barr, Derek Harvey, 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; Colonel Peter Lazich, Patrol, Washington County Sheriff's Office; Chris Boggs, Rural Preservation Administrator, Planning and Zoning; Jill Baker, Director, Planning and Zoning; Kelcee Mace, Chief Financial Officer; Chip Rose, Director Human Resources; and Zane Rowe, Deputy Director, Highways Department.

RECONVENE IN OPEN SESSION

Commissioner Wagner, seconded by Commissioner Harvey, moved to reconvene in open session at 11:03 a.m. The motion passed unanimously (3-0).

SECOND STAFF COMMENTS

Chip Rose, Director, Human Resources presented the request to advertise and hire with overlap the position of Administrative Assistant/Commitment Specialist, Washington County Sheriff's Office.

Commissioner Wagner, seconded by Commissioner Harvey, moved to approve to advertise for and hire with overlap the Administrative Assistant/Commitment Specialist position as presented. The motion passed unanimously (3-0).

Chip Rose, Director, Human Resources presented the request to advertise and hire with overlap the position of Maintenance Equipment Operator II, Highways Department.

Commissioner Wagner, seconded by Commissioner Harvey, moved to approve to advertise and hire with overlap the position of Maintenance Equipment Operator II as presented. The motion passed unanimously (3-0).

Chip Rose, Director, Human Resources presented the request to hire Maria Kramer as the Director, Grant Management at a Grade 16, Step 1, \$74,734.00/annually, with an effective date of December 2, 2024.

Commissioner Wagner, seconded by Commissioner Harvey, moved to approve to hire Maria Kramer as presented. The motion passed unanimously (3-0).

Michelle Gordon, County Administrator, presented the request to approve the hiring of five (5) additional Correctional Officers in FY25; to be funded by a reduction in transfers to the CIP fund.

Commissioner Wagner, seconded by Commissioner Harvey, moved to approve the hiring of five (5) correctional officers as presented. The motion passed unanimously (3-0).

Michelle Gordon, County Administrator, presented the request to approve the hiring of eight (8) additional Sworn Deputies in FY25; to be funded by a reduction in transfers to the CIP fund.

Commissioner Wagner, seconded by Commissioner Harvey, moved to approve to the hiring of eight (8) Sworn Deputies as presented. The motion passed unanimously (3-0).

Dawn Marcus, County Clerk, presented the request to reappoint Robert Myers, to serve a second five-year term from October 1, 2022, through September 30, 2027, on the Washington County Agricultural Land Preservation Advisory Board. This is not a paid board.

Commissioner Harvey, seconded by Commissioner Wagner, moved to approve the reappointment of Robert Myers as presented. The motion passed unanimously (3-0).

Commissioner Wagner, seconded by Commissioner Harvey, moved to recess until 6:00 p.m. at Clear Spring Town Hall. The motion passed unanimously (3-0).

RECESS

EVENING MEETING AT THE TOWN OF CLEAR SPRING Location: 146 CUMBERLAND STREET, CLEAR SPRING, MARYLAND

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 evening meeting of the Board of County Commissioners of Washington County, Maryland, to order at 6:01 p.m. with the following members present: Commissioner Derek Harvey and Commissioner Randall E. Wagner. Vice-President Jeffrey A. Cline and Commissioner Wayne K. Keefer were absent.

TOWN OF CLEAR SPRING LEADERS' REPORTS AND COMMENTS

Mayor Steven Blickenstaff thanked the Board of County Commissioners for the pathway put in the Clear Spring Park. He commented on the water and sewer rates. He commented on the status of estates that were gifted to the Town. He recognized County staff and the Community Deputy. The town gifted the Commissioners with apple butter and apple sauce from Bragunier Orchards.

Juanita Grimm, Town Clerk, shared information on the Christmas Towne festivities.

COMMISSIONERS' REPORTS AND COMMENTS

Commissioner Harvey commented on the Town's Fourth of July celebration and other events. He shared that he would like to hear how the Commissioners can help the Town more. Commissioner Harvey commented on the chronicling of the Stone Homes book. He commented on the 250th Anniversary celebration.

Commissioner Wagner shared his family origins in the Town. He also commented on supporting the Town. Commissioner Wagner shared his appreciation for the apple butter and apple sauce from Bragunier Orchards.

Commissioner Barr commented on the Town's Christmas festivities. He shared he has been a resident of the town for forty-seven years and that his grandchildren attend the local schools. Commissioner Barr commented on the Plumb Grove mansion. He shared memories of the parades in the Town.

CITIZENS' PARTICIPATION

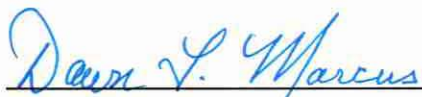
There was no citizen participation.

STAFF COMMENTS

Michelle Gordon, County Administrator, thanked the town for hosting the joint meeting. She shared her appreciation of Juanita Grimm's help on the 250th Anniversary Committee.

ADJOURNMENT

Commissioner Harvey, seconded by Commissioner Wagner, moved to adjourn at 6:20 p.m. The motion passed unanimously.



Dawn L. Marcus, *County Clerk*