



Board of County Commissioners of Washington County, Maryland

Open Session Minutes

April 8, 2025

INVOCATION AND PLEDGE OF ALLEGIANCE

Invocation presented by John F. Barr, 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 8:00 a.m. with the following members present: Vice-President Jeffrey A. Cline, Commissioner Derek Harvey and Commissioner Randall E. Wagner.

President John F. Barr recited the newly adopted rules of Meeting Conduct and Meeting Sequence.

CITIZEN PARTICIPATION

Amy Simmons – Keedysville
Stephanie Phillips – Hagerstown
Dave Williams – Smithsburg
Shaun Porter – Hagerstown

RECESS

CITIZEN PARTICIPATION CONTINUED

Curtis Reigh - Hagerstown

RECESS

INVOCATION AND PLEDGE OF ALLEGIANCE

Invocation presented by Reverend Dionne Hall, followed by the Pledge of Allegiance to the Flag by the full assemblage.

APPROVAL OF MINUTES

Commissioner Wagner, seconded by Commissioner Harvey, moved to approve the minutes of March 18, 2025. The motion passed unanimously (4-0).

COMMISSIONERS' REPORTS AND COMMENTS

Commissioner Wagner commented on the emergency rescue of a resident during the recent house fire in Williamsport. He thanked all of the firefighters, from the multiple stations, who responded and saved the life of the resident.

Commissioner Harvey did not have any comments.

Commissioner Cline attended the Commission on Aging Legacy Gala at St. James School. He attended the first responder ladder testing and hose training this week at the Public Safety Training Center. Commissioner Cline shared our first responders are always training and they are there when you need

them. He attended the Veteran's Ceremony with Jim Kline and his team, and he welcomed the Vietnam Veterans home.

Commissioner Barr attended the Commission on Aging Legacy Gala at St. James School. He attended the annual tribute and athletic scholarship fundraiser for Hagerstown Community College. Commissioner Barr attended the Sine Die breakfast in Annapolis and afterwards attended the gathering of MACo for the last day of the Legislative Session. He commented on the Legislative Session. Commissioner Barr shared upcoming events.

STAFF COMMENTS

Michelle Gordon, County Administrator, reminded residents that we lifted the burn ban and she provided safety information for outdoor burning. She commented that agenda item #1 will be rescheduled to the April 15, 2025 meeting. Ms. Gordon shared that the Williamsport evening meeting scheduled for next week has been canceled.

She requested a letter of support for Agent P. Training, Inc., who is requesting support for their FY2025 application from the Performance Incentive Grant Fund to provide vocational training to students in Washington County. They are not requesting any funding from the County.

The Commissioners reached a unanimous consensus (4-0) for the Agent P. Training, Inc., letter of support.

She requested a letter of support for the Washington County Historical Society Miller House 200th Curatorial Facility Initiative. They are seeking grant funding for design work associated with the renovations to the building at the rear of the Miller House Museum in downtown Hagerstown. They are not requesting any funding from the County.

The Commissioners reached a unanimous consensus (4-0) for the Washington County Historical Society Miller House letter of support.

She requested a letter of support for Comcast for the Maryland Broadband Extension and Access Deployment Grant application. They are requesting funding for the expansion of broadband infrastructure in Washington County to underserved areas. They are not requesting any funding from the County.

The Commissioners reached a unanimous consensus (4-0) for the Comcast letter of support.

1. ADEQUATE PUBLIC FACILITIES ORDINANCE (APFO) MITIGATION REQUEST – ELMWOOD FARMS SECTION 5D

This item has been moved to the April 15, 2025, agenda.

2. INTENT TO CONVEY REAL PROPERTY

Todd Moser, Real Property Administrator, Engineering; and Andrew Eshleman, Director, Public Works, presented the request to adopt the ordinance, conveying real property located at 116 West Baltimore Street, also known as the Dwyer Center, and to authorize the execution of necessary documentation to finalize the conveyance. The County entered into an agreement of sale with the highest offer from Venture Point 10, LLC for \$375,000.00 on March 13, 2025. Staff are ready to proceed with the conveyance of property at this time.

Commissioner Wagner, seconded by Commissioner Cline, moved to approve to adopt the ordinance, conveying the real property located at 116 West Baltimore Street as presented. The motion passed (3-0-1). Commissioner Barr abstained from the vote.

3. BUHRMAN MALPF EASEMENT AGREEMENT

Chris Boggs, Rural Preservation Administrator, Planning and Zoning, presented the request to approve an easement agreement and commitment to the Samuel J. Buhrman and Brittany E. Buhrman Maryland Agricultural Land Preservation Foundation (MALPF) easement project from the Washington County Land Preservation General Operating fund in the amount of \$24,990.00. MALPF corrected the amount to \$18,292.00.

Commissioner Harvey, seconded by Commissioner Cline, moved to approve an easement agreement and commitment to the Samuel J. Buhrman and Brittany E. Buhrman Maryland Agricultural Land Preservation Foundation (MALPF) easement project in the amount of \$18,292.00 as presented. The motion passed unanimously (4-0).

4. 2025 HOUSING BOND ALLOCATION TRANSFER

Jill Baker, Director, Planning and Zoning, presented the request to approve the transfer of Washington County's 2025 Housing Bond Allocation in the amount of \$7,173,121.00 back to the Department of Housing and Community Development for use in issuing housing bonds on behalf of Washington County. Ms. Baker will provide information to the Commissioners as to funds that were received last year and how many homeowners and renters benefited from the funding.

Commissioner Cline, seconded by Commissioner Harvey, moved to approve the transfer of Washington County's 2025 Housing Bond Allocation in the amount of \$7,173,121.00 back to the Department of Housing and Community Development as presented. The motion passed unanimously (4-0).

5. UNITED STATES DEPARTMENT OF AGRICULTURE (USDA) COMMUNITY FACILITIES GRANT

Maria Kramer, Director, Grant Management; and David Hays, Director Emergency Services, presented the request to approve acceptance of a Congressionally Directed Community Facilities Grant from the United States Department of Agriculture (USDA). The amount of the grant award is \$1,000,000.00.

Commissioner Harvey, seconded by Commissioner Cline, moved to approve acceptance of a Congressionally Directed Community Facilities Grant from the United States Department of Agriculture as presented. The motion passed unanimously (4-0).

6. JAIL BASED MEDICATION ASSISTED TREATMENT (MAT) PROGRAM – APPROVAL TO SUBMIT APPLICATION AND ACCEPT FUNDING AS AWARDED

Carsten Ahrens, Senior Grant Manager, Grant Management; and Meaghan Willis, Program Director, Day Reporting Center, presented the request to approve submission of application and accept funding as awarded for the Jail Based Medication Assisted Treatment Program. The Washington County Detention Center (WCDC) is requesting approval to submit an application to the Governor's Office for Crime Prevention, Youth, and Victim Services requesting \$399,347.00 in funding to support the Jail Based Medication Assisted Treatment (MAT) and accept any awarded funding.

Commissioner Harvey, seconded by Commissioner Cline, moved to approve submission of application and accept funding as awarded for the Jail Based Medication Assisted Treatment Program as presented. The motion passed unanimously (4-0).

7. GOVERNOR'S OFFICE FOR CHILDREN FY26 COMMUNITY PARTNERSHIP AGREEMENT PROPOSAL

Richard Lesh, Grant Manager, Grant Management, presented the request to approve the submission of the FY26 Community Partnership Agreement proposal to the Governor's Office for Children in the amount of \$756,266.00 and accept funding as awarded.

Commissioner Cline, seconded by Commissioner Harvey, moved to approve the submission of the FY26 Community Partnership Agreement proposal to the Governor's Office for Children as presented. The motion passed unanimously (4-0).

8. BUSINESS AND ECONOMIC DEVELOPMENT INCENTIVE PROGRAM

Linda Spence, Financial Programs Administrator, Business and Economic Development; and Jonathan Horowitz, Director, Business and Economic Development, presented the request to Approve the proposed termination of two business and economic development financial incentive programs as presented. The Department of Business and Economic Development (DBED) recommends elimination of the Pad-Ready Site Stimulus Program and the New Jobs Tax Credit Program to replace with other programs.

Commissioner Harvey, seconded by Commissioner Cline, moved to approve the proposed termination of two business and economic development financial incentive programs, the Pad-Ready Site Stimulus Program and the New Jobs Tax Credit Program as presented. The motion passed unanimously (4-0).

9. SOLE SOURCE AWARD (PUR-1734) – NEPTUNE METERS AND AMR SYSTEMS

Brandi Kentner, Director, Purchasing; and Davina Yutzy, Deputy Director, Water Quality Operations, presented the request to authorize a Sole Source procurement for the purchase of two hundred sixteen (216) Neptune R900I Water Meters from Core & Main of Martinsburg, WV, for the total sum in the amount of \$99,686.20 based on its quote dated March 14, 2025.

Commissioner Wagner, seconded by Commissioner Harvey, moved to authorize a Sole Source procurement for the purchase of two hundred sixteen (216) Neptune R900I Water Meters from Core & Main as presented. The motion passed unanimously (4-0).

10. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-25-0182) – TWELVE (12) 2025 CHEVROLET TAHOE VEHICLES FOR SHERIFF'S OFFICE

Brandi Kentner, Director, Purchasing; and Sheriff Brian Albert, Washington County Sheriff's Office, presented the request to authorize by Resolution, the Sheriff's Office to purchase twelve (12) – 2025 Chevrolet Tahoe vehicles from Hertrich Fleet of Milford, DE; for the total sum amount of \$653,740.00 and to utilize another jurisdiction's contract (#001B5600291) that was awarded by State of Maryland Department of General Services.

Commissioner Harvey, seconded by Commissioner Wagner, moved to authorize by Resolution, the Sheriff's Office to purchase twelve (12) – 2025 Chevrolet Tahoe vehicles from Hertrich Fleet as presented. The motion passed unanimously (4-0).

11. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INGT-25-0183) – PUBLIC SAFETY SOLUTIONS – RAVE ALERT PRO, DEPARTMENT OF EMERGENCY MANAGEMENT

Brandi Kentner, Director, Purchasing; and Alan Matheny, Director, Emergency Management, presented the request to authorize by Resolution, for the Department of Emergency Management to purchase the RAVE Alert Pro from Rave Mobile Safety of Framingham, MA for the proposed total amount of \$113,500.00 for a three-year period and to utilize another jurisdiction's contract (R210406) that was awarded by Omnia Partners.

Commissioner Harvey, seconded by Commissioner Cline, moved to authorize by Resolution, for the Department of Emergency Management to purchase the RAVE Alert Pro from Rave Mobile Safety as presented. The motion passed unanimously (4-0).

12. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INGT-25-0184) – EMERGENCY COMMUNICATIONS CENTER ASSESSMENT, DEPARTMENT OF EMERGENCY MANAGEMENT

Brandi Kentner, Director, Purchasing; and Alan Matheny, Director, Emergency Management, presented the request to authorize by Resolution, for the Department of Emergency Management to purchase services to provide a comprehensive assessment from Mission Critical Partners of Port Matilda, PA for the proposed amount total of \$120,765.00 and to utilize another jurisdiction's contract (HP08-21) that was awarded by Houston-Galveston Area Council (HGAC).

Commissioner Harvey, seconded by Commissioner Wagner, moved to authorize by Resolution, for the Department of Emergency Management to purchase services to provide a comprehensive assessment from Mission Critical Partners as presented. The motion passed unanimously (4-0).

13. BID AWARD (PUR-1727) SEVENTY-TWO STAINLESS STEEL BOLLARD COVERS AT THE HAGERSTOWN REGIONAL AIRPORT

Brandi Kentner, Director, Purchasing; and Andrew Eshleman, Director, Public Works, presented the request to award the procurement of seventy-two (72) stainless steel bollard covers at the Hagerstown Regional Airport. to Humana Chemicals, Inc. of Potomac, MD for a Total Sum Bid Price of \$61,995.80.

Commissioner Wagner, seconded by Commissioner Harvey, moved to approve the procurement of seventy-two (72) stainless steel bollard covers at the Hagerstown Regional Airport. to Humana Chemicals, Inc. as presented. The motion passed unanimously (4-0).

14. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-25-0185) SECURITY UPDATES AT THE ANDREW F. WILKINSON COURTHOUSE, WASHINGTON COUNTY CIRCUIT COURT

Brandi Kentner, Director, Purchasing; and Kristin Grossnickle, Court Administrator at Andrew F. Wilkinson Courthouse, Washington County Circuit Court, presented the request to authorize by Resolution, for the Washington County Circuit Court to purchase and have installed various hardware and software components to allow for multiple security upgrades at the circuit courthouse from Skyline Technology Solutions of Glen Burnie, MD in the total amount of \$63,993.77 and to utilize another jurisdiction's contract that was awarded by the Carroll County Public Network (CCPN) contract (#49-F-1-24/25) November 13, 2024.

Commissioner Harvey, seconded by Commissioner Wagner, moved to authorize by Resolution, for the Washington County Circuit Court to purchase and have installed various hardware and software

components to allow for multiple security upgrades at the circuit courthouse from Skyline Technology Solutions as presented. The motion passed unanimously (4-0).

15. FY2026 GENERAL FUND BUDGET – PROPOSED – DRAFT 3

Kelcee Mace, Chief Operating Officer; and Kim Edlund, Director, Budget and Finance, presented for Informational purposes the proposed Draft 3 of the FY2026 General Fund Budget.

16. FY26 GOLF COURSE BUDGET

Ryan Crabtree, Golf Course Manager, Black Rock Golf Course; and Andrew Eshleman, Director, Public Works, presented for informational purposes the proposed FY2026 Golf Course Budget.

Michelle Gordon, County Administrator, clarified information that contradicts statements made earlier in citizen comments. The Golf Course Fund generates fees to support its operations of about \$1,500,000.00. It only receives about \$158,000.00 from the general fund and that is generally to support capital projects to ensure that we have up to date facilities.

Commissioner Barr left the meeting at 9:50 a.m. and returned at 9:52 a.m.

17. FY26 TRANSIT BUDGET

Shawn Harbaugh, Director, Transit; and Andrew Eshleman, Director, Public Works, presented for informational purposes the proposed FY2026 Transit Budget.

18. FY26 AIRPORT BUDGET

Neil Doran, Director, Hagerstown Regional Airport; and Andrew Eshleman, Director, Public Works, presented for informational purposes the proposed FY2026 Airport Budget.

Commissioner Barr left the meeting at 10:12 a.m. and returned at 10:15 a.m.

19. EMPLOYEE APPRECIATION DAY

Chip Rose, Director, Human Resources presented the request to approve to partner with Flying Boxcars to host an Employee Appreciation Day and approve the purchase of tickets for employees (and up to three family members) for one of the home baseball games in June.

Michelle Gordon, County Administrator, recommended a cap on the amount of \$10,000.00.

Commissioner Harvey, seconded by Commissioner Cline, moved to approve to partner with the Flying Boxcars to host an Employee Appreciation Day as presented. With a maximum amount from the Commissioner Contingency fund of \$10,000.00. The motion passed unanimously (4-0).

CLOSED SESSION

Commissioner Wagner, seconded by Commissioner Cline, moved to convene in closed session at 10:19 a.m. The motion passed unanimously (4-0).

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) Confidential personnel matters to be discussed:

- Discussion of position classification in State’s Attorney’s Office.
- Employment Contract for Staff in Sheriff’s Office.

- Appointment to County Gaming Commission.
- Discussion of discipline of County Employee

To consult with counsel to obtain legal advice on a legal matter

(7) Providing legal advice to Board is covered by attorney/client privilege.

- County Attorney's Office to provide legal advice to Board re a contract negotiation.
- Update on County-involved legal matters.
- Discussion of potential litigation and settlement discussion with counsel.

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

- Reclassification of a position in the State's Attorney's Office;
- Employment contract for staff in the Sheriff's office;
- Discipline of County Employee;
- For boards and commission appointments and reappointments to the Washington County Gaming Commission; and
- Received legal advice and updates on pending litigation matters for which the County is a party.


Present during closed session at various times were Commissioners Jeffrey A. Cline, Derek Harvey, and Randall E Wagner; Dawn Marcus, County Clerk and Zachary J. Kieffer, County Attorney; Michelle Gordon, County Administrator; Rosalinda Pascual, Deputy County Attorney; Aaron Weiss, Assistant County Attorney; Victor Scarpelli, Assistant County Attorney; Gina Cirincion, State's Attorney; Sheriff Brian Albert; Maria Kramer, Director, Grant Management; Chip Rose, Director Human Resources; Laura McKenzie; Todd Moser, Real Property Administrator, Engineering; and Andrew Eshleman, Director, Public Works.

RECONVENE IN OPEN SESSION

Commissioner Harvey, seconded by Commissioner Wagner, moved to reconvene in open session at 11:28 a.m. The motion passed unanimously (4-0).

ADJOURNMENT

Commissioner Wagner, seconded by Commissioner Harvey, moved to adjourn at 11:38 a.m. The motion passed unanimously (4-0).



Dawn L. Marcus, *County Clerk*

