



## **Board of County Commissioners of Washington County, Maryland**

### ***Open Session Minutes***

**May 6, 2025**

#### **INVOCATION AND PLEDGE OF ALLEGIANCE**

Invocation presented by President 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 8:01 a.m. with the following members present: Vice-President Jeffrey A. Cline, Commissioner Derek Harvey, Commissioner Randy Leatherman and Commissioner Randall E. Wagner.

#### **CITIZEN PARTICIPATION**

Dionne Hall – Washington County  
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.

#### **CALL TO ORDER**

President John F. Barr called the regular meeting of the Board of County Commissioners of Washington County, Maryland, to order at 9:00 a.m. with the following members present: Vice-President Jeffrey A. Cline, Commissioner Derek Harvey and Commissioner Randall E. Wagner.

#### **APPROVAL OF MINUTES**

Commissioner Wagner, seconded by Commissioner Harvey, moved to approve the minutes of April 15, 2025. The motion passed unanimously (4-0-1).

#### **COMMISSIONERS' REPORTS AND COMMENTS**

Commissioner Wagner welcomed everyone.

Commissioner Leatherman attended the Horizon Goodwill Awards dinner at Meritus. He attended the afternoon tea with the Women's Club. Commissioner Leatherman attended the grand opening of Shear Radiance. He attended the Girls Inc., open house.

Commissioner Harvey thanked the Delegation and Senators that represent Washington County. He attended the Post Legislative Forum at Hagerstown Community College (HCC), he thanked Dr. Klauber and HCC for hosting the event. Commissioner Harvey shared information regarding the budget. Commissioner Harvey recognized staff and his fellow Commissioners for the work that is being done in the County.

Commissioner Cline attended the Horizon Goodwill Awards dinner. He visited Nutters Ice Cream on their 29<sup>th</sup> anniversary. Commissioner Cline attended the Big Brothers and Big Sisters bowl for Kids Sake event. He traveled to Cumberland to attend the George Edwards Board meeting and commented on how well his colleagues from Garrett County and Allegheny County worked together on the George Edwards Board.

Commissioner Barr thanked his fellow Commissioners for all of their dedication and efforts that the Board puts forth. He commented on the dedication of the staff and Commissioners. Commissioner Barr commented on the storm damage cleanup; he thanked the various departments for all of their work during the recovery efforts. He shared upcoming events.

### **STAFF COMMENTS**

Chip Rose, Director of Human Resources, presented the request to offer a promotion to Corey Mowen for the position of Superintendent of Landfill Operations at a Grade 15, Step 10, with an hourly salary of \$42.34.

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

Linda Spence, Financial Programs Administrator, Business and Economic Development shared an update on the 2025 Washington County Career Expo. She thanked the Commissioners for their support of the event.

Zachary Kieffer, County Attorney, presented Bylaw amendments for the Diversity and Inclusion Committee that refines the mission and priorities.

Commissioner Harvey, seconded by Commissioner Cline, moved to approve the Bylaw amendments for the Diversity and Inclusion Committee as presented. The motion passed unanimously (5-0).

Zachary Kieffer, County Attorney presented Bylaw amendments for the Agricultural Education Center Board. The amendment changes the number of consecutive terms a member may serve.

Commissioner Harvey, seconded by Commissioner Cline, moved to approve the bylaw amendments for the Agricultural Education Center as presented. The motion passed unanimously (5-0).

Michelle Gordon, County Administrator, attended the Land Use Council meeting. She attended the Post Legislative Forum and thanked the Delegation for representing Washington County. Ms. Gordon commented on the results from the bond rating agencies presentation by the Budget and Finance and Business and Economic Development Departments staff. She shared that they met with Standard and Poor's, Moody's and Fitch rating agencies, all three have assigned AA+ or AA1 ratings to the County's existing bonds and upcoming bond issuance and noted that the County has AAA financial policies and management as well as our debt profile. She commented on the debt ratios, reserves and financial flexibility; the County's weakness continues to be economic indicators. She shared that 40% of our workforce lives outside of Washington County. Ms. Gordon thanked the Budget and Finance staff for the work they have done.

**1. DRUG TREATMENT COURT MONTH (MAY 2025)**

Jennifer Bricker, Drug Court Coordinator, Circuit Court for Washington County; Kristin Grossnickle Court Administrator, Circuit Court for Washington County; and Michelle Scrugam, Drug Court Case Manager, Circuit Court for Washington County, shared an update on the Drug Treatment Court program. Davelle Frisby, of Hagerstown, shared his experience with the Drug Treatment Court program. Ms. Bricker shared that the next graduation ceremony will be held Friday, May 16, 2025, at 1:00 p.m. The Board of County Commissioners of Washington County presented a proclamation in honor of Drug Treatment Court Month.

**2. PRESERVATION MONTH (MAY 2025)**

Meghan Jenkins, Historic District Commission; Andy Stout, Executive Director, Washington County Historical Trust; and Laura Lane Unsworth, President Washington County Historical Society shared an update and upcoming events. The Board of County Commissioners of Washington County presented a proclamation for Preservation Month.

**3. PUBLIC HEARING –MODIFICATION OF WATER AND SEWER FEES FY2026**

President Barr convened a Public Hearing at 9:47 a.m. to obtain public comment for the modification of FY2026 Water and Sewer Fees.

Mark Bradshaw, Director, Environmental Management; and Kelcee Mace, Chief Financial Officer, presented the request to adopt the proposed modification of certain water and sewer fees. An increase in administrative and miscellaneous fees is necessary to keep pace with the costs these fees offset. The presented Schedule of Rates for FY2026 reflects proposed changes to several fees including allocation fees, design review fees, deduct meter fees, delinquent account fees, wastewater sludge processing fees, and new cross connection control fees. He shared we are in year two of the three-year increase. He shared there is an error in the administrative fees for review of the sewer sheets. The review fee is \$120.00 per sheet (not ten (10) sheets).

The Public Hearing was opened for public comment:

John Cardinale – Williamsport

Curtis Reigh – Hagerstown

The Public Hearing was opened for Commissioner questions.

The Public Hearing was closed at 10:02 a.m.

The Public Hearing was opened for Commissioner comments.

Commissioner Harvey, seconded by Commissioner Cline, moved to adopt the proposed water and sewer fee schedule as presented. The motion passed unanimously (5-0).

**4. PUBLIC HEARING – PROPOSED ESTABLISHMENT AND MODIFICATION TO CERTAIN LANDFILL USER FEES FOR FY2026**

President Barr convened a Public Hearing at 10:04 a.m. to obtain public comment for the proposed establishment and modification to certain FY2026 Landfill User Fees.

David Mason, Deputy Director, Solid Waste; and Kelcee Mace, Chief Financial Officer, presented the request to adopt the proposed fee establishment and modification of certain landfill user fees for FY2026. Solid Waste revenue requirements show that an increase in Solid Waste revenue is necessary

to support the Fund. Increases in expenses of various line items have increased more than 160% since 2018, when rates were last increased. The Department is proposing two options for Residential Permits for FY26. The first option utilizes the existing permit structure with increased fees. The second option will offer an All-Inclusive Permit; one price includes trash, recycling and yard debris in one permit.

The Public Hearing was opened for public comment:  
Curtis Reigh – Hagerstown

The Public Hearing was opened for Commissioner questions.

The Public Hearing was closed at 10:23 a.m.

The Public Hearing was opened for Commissioner comment.

Commissioner Harvey, seconded by Commissioner Wagner, moved to approve with the first option for the existing permit structure as presented. The motion passed unanimously (5-0).

**5. PUBLIC HEARING – MODIFICATION OF CHARGES, RENTALS, AND FEES AT THE HAGERSTOWN REGIONAL AIRPORT FOR FY2026**

President Barr convened a Public Hearing at 10:25 a.m. to obtain public comment for the modification of charges, rentals and fees at the Hagerstown Regional Airport.

Neil Doran, Director, Hagerstown Regional Airport; and Kelcee Mace, Chief Financial Officer, presented the request to adopt the proposed FY2026 increase in current charges, rentals and fees at the Hagerstown Regional Airport. The new schedule of rates and charges, if adopted will become effective July 1, 2025. An approximately 3% increase in T-Hangar rental charges is necessary to maintain compliance with fair market value grant assurance required by the FAA as well as aging facilities and operations. There are no other fee increases being proposed in the FY26 budget.

The Public Hearing was opened for public comment:  
Curtis Reigh – Hagerstown

The Public Hearing was opened for Commissioner questions.

The Public Hearing was closed at 10:32 a.m.

The Public Hearing was opened for Commissioner comment.

Commissioner Wagner, seconded by Commissioner Harvey, moved to approve the modification of the rental fees as presented. The motion passed (4-0-1). Commissioner Leatherman abstained from the vote.

**6. PUBLIC HEARING - AMENDMENTS TO THE ADEQUATE PUBLIC FACILITIES ORDINANCE (APFO) AND THE BUILDING EXCISE TAX ORDINANCE (BETO)**

President Barr convened a Public Hearing at 10:33 a.m. to obtain public comment for amendments to the Adequate Public Facilities Ordinance (APFO) and the Building Excise Tax Ordinance (BETO).

Jill Baker, Director, Planning and Zoning, presented the request to approve the proposed amendments for the APFO and BETO. The proposed amendments for these ordinances are being contemplated due

to a lack of consistency, efficiency and coordination with local municipalities specifically regarding school mitigation efforts. The focus on school mitigation is due to significant capital costs associated with maintenance and repair of existing schools and construction of new schools that historically have been funded predominately by the Board of County Commissioners. Because the two ordinances are currently linked together regarding school mitigation, it becomes confusing as to what fees are due because of APFO requirements and what are due because of BETO requirements. These amendments seek to break that link between the two documents and let them stand on their own in adherence to their individual purpose. Ms. Baker shared a letter received from the City of Hagerstown yesterday regarding the public hearing.

The Public Hearing was opened for public comment:

Joanna Woo – Hagerstown

Ed Schreiber – Washington County Homebuilders Association.

The Public Hearing was opened for Commissioner questions.

The Public Hearing will be left open for two weeks for additional public comment.

The Public Hearing was closed at 10:57 a.m.

The Commissioners reached a consensus (5-0) to bring the amendments to the Adequate Public Facilities Ordinance and the Building Excise Tax Ordinance back for further consideration in two weeks.

#### **7. CONTRACT RENEWAL (PUR-1696) ORACLE PRODUCTS AND SERVICES FOR INFORMATION TECHNOLOGY DEPARTMENT**

Brandi Kentner, Director, Purchasing; and Josh O'Neal, Chief Technology Officer, Information Systems, presented the request to renew the contract for Oracle Products and Services for the Information Technology Department with Mythics, LLC of Virginia Beach, VA based on its quote in the amount of \$327,322.07. This approval is also contingent on the approval of the FY26 budget.

Commissioner Wagner left the meeting at 10:58 a.m.

Commissioner Harvey, seconded by Commissioner Cline, moved to approve the request to renew the contract for Oracle Products and Services as presented. The motion passed unanimously (4-0). Commissioner Wagner was absent from the vote.

#### **8. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-25-0190) THIRTEEN (13) NEW CONSOLETTA 2-WAY RACK MOUNTED RADIOS FOR WASHINGTON COUNTY DEPARTMENT OF EMERGENCY MANAGEMENT AND COMMUNICATIONS**

Brandi Kentner, Director, Purchasing; Thomas Weber, Deputy Director, Wireless Communications; and Alan Matheny, Director, Emergency Services and Communications, presented the request to authorize by Resolution for the Washington County Department of Emergency Management and Communications to purchase thirteen (13) APX New Consolette 2-way rack-mounted radios to be installed in the server room of the Primary ECC. These radios would be primarily for emergency use only. The radios will be purchased from Motorola Solutions of Linthicum Heights, MD, for a total proposal price of \$159,326.91 and to utilize another jurisdiction's contract (21-069) that was awarded by the Metropolitan Washington Council of Governments to Motorola Solutions.

Commissioner Harvey, seconded by Commissioner Cline, moved to authorize by Resolution for the Washington County Department of Emergency Management and Communications to purchase thirteen (13) APX New Consolette 2-way rack-mounted radios as presented. The motion passed unanimously (4-0). Commissioner Wagner was absent from the vote.

**9. SOLE SOURCE PROCUREMENT (PUR-1748) KEYSTONE (CAD) INTERFACE**

Brandi Kentner, Director, Purchasing; and Alan Matheny, Director, Emergency Management and Communications, presented the request to authorize a sole-source procurement for CAD Interface software, maintenance, and annual licensing fees used by the Division of Emergency Management and Communications (DEMAC) in the amount of \$145,037.00 from Keystone Public Safety Inc., of Maple Shade, NJ.

Commissioner Wagner returned to the meeting at 11:02 a.m.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to authorize a sole-source procurement for CAD Interface software, maintenance, and annual licensing fees used by the Division of Emergency Management and Communications as presented. The motion passed unanimously (5-0).

**10. DESIGNATION OF WASHINGTON COUNTY FIRE CODE OFFICIAL TO SERVE AS AN ASSISTANT STATE FIRE MARSHAL**

Greg Cartrette, Director/Code Official, Permits and Inspections; and Rosalinda Pascual, Deputy County Attorney, presented the request for approval of Director Permits & Inspections/Code Official to be designated as the Washington County Fire Code Official to serve as the Assistant State Fire Marshal.

Commissioner Harvey, seconded by Commissioner Cline, moved to approve the Director Permits & Inspections/Code Official to be designated as the Washington County Fire Code Official as presented. The motion passed unanimously (5-0).

**11. WASHINGTON COUNTY TRANSIT – FIVE YEAR TRANSIT DEVELOPMENT PLAN**

Andrew Eshleman, Director, Public Works; and Shawn Harbaugh, Director, Transit, presented for informational purposes the Washington County Transit, Five Year Transit Development Plan (TDP). Matt Mullinex, Hagerstown Eastern Metropolitan Planning Organization, shared additional information regarding the TDP.

**12. WASHINGTON COUNTY TRANSIT – TRANSIT ADMINISTRATION AND FLEET MAINTENANCE FACILITY CONSOLIDATION PLAT**

Andrew Eshleman, Director, Public Works; Shawn Harbaugh, Director, Transit; and Matt Mullinex, Hagerstown Eastern Metropolitan Planning Organization, presented the request to approve the recordation of the Transit Administration and Fleet Maintenance facility consolidation subdivision plat contingent upon City of Hagerstown plan review approval.

Commissioner Harvey, seconded by Commissioner Cline, moved to approve the recordation of the Transit Administration and Fleet Maintenance facility consolidation subdivision plat as presented. The motion passed unanimously (5-0).

**CLOSED SESSION**

Commissioner Harvey, seconded by Commissioner Wagner, moved to convene in closed session at 11:21 a.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 individuals.

(1) Confidential personnel matters to be discussed:

- Discussion of appointments to Board of Zoning Appeals.
- Hiring recommendation for open position in Business and Economic Development; and

To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State. (4)

- Discussion of incentive program offerings for cannabis industry sectors; and

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

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

- Discussion of County-involved legal matters.

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

- Appointments to the Washington County Board of Zoning Appeals;
- Hiring recommendation for the Business Specialist position, Business and Economic Development;
- Economic Developments incentive programs to businesses withing the cannabis industry;
- 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 John F. Barr, Jeffrey A. Cline, Derek Harvey, Randy Leatherman 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; Jill Baker, Director, Planning and Zoning; Jonathan Horowitz, Director, Business and Economic Development; Linda Spence, Financial Programs Administrator, Business and Economic Development; and Chip Rose, Director Human Resources.

#### **RECONVENE IN OPEN SESSION**

Commissioner Harvey, seconded by Commissioner Wagner, moved to reconvene in open session at 12:12 p.m. The motion passed unanimously (5-0).

#### **ADJOURNMENT**

Commissioner Harvey, seconded by Commissioner Wagner, moved to adjourn at 12:12 p.m. The motion passed unanimously (5-0).



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Dawn L. Marcus, *County Clerk*

