



Board of County Commissioners of Washington County, Maryland

Open Session Minutes

May 20, 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 8:00 a.m. with the following members present: Vice-President Jeffrey A. Cline, Commissioner Derek Harvey, Commissioner Randal Leatherman and Commissioner Randall E. Wagner.

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

CITIZEN PARTICIPATION

Kristin Aleshire – Hagerstown
Justin Holder – Sharpsburg
Curtis Reigh – Hagerstown
Stephanie Phillips – Hagerstown
Jeremy Tindal - Hagerstown

RECESS

INVOCATION AND PLEDGE OF ALLEGIANCE

Invocation presented by Pastor James Brooks, 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, Commissioner Randal Leatherman and Commissioner Randall E. Wagner.

APPROVAL OF MINUTES

Commissioner Wagner, seconded by Commissioner Harvey, moved to approve the minutes of May 6, 2025. The motion passed unanimously (5-0).

COMMISSIONERS' REPORTS AND COMMENTS

Commissioner Wagner thanked the Commission on Aging for their Annual meeting. He attended the Airport Advisory Committee meeting, he recommended visiting the Aviation Museum at the Airport. Commissioner Wagner attended the 45th Annual John C. Frye Awards and congratulated the four recipients of the awards. He wished everyone a safe Memorial Holiday weekend.

Commissioner Leatherman thanked the County Highways Department for their prompt responses in closing roads and their work during the recent flooding. He commented on the multiple rescues made

by our Fire and Rescue Departments in Allegany County, Morgan County, on the C&O Canal and other areas during the flooding. Commissioner Leatherman attended the Commission on Aging Annual meeting and commented on the Senior Center facility. He attended the Hagerstown Community College Commencement and commented on the family members who supported the graduates. Commissioner Leatherman commented on Commissioner Cline's commencement speech to the graduates.

Commissioner Harvey commented on the multiple events attend by the County Commissioners. He attended the ceremony for National Police week recognizing the fallen of Washington County. He commented on the Memorial Day weekend and upcoming parades in Sharpsburg and Boonsboro. Commissioner Harvey shared Memorial Day is an important time to remember and show our appreciation of the sacrifices of the fallen and our veterans that not only have impacted our community in Washington County but across the Country as well.

Commissioner Cline thanked Commissioner Leatherman. He shared that this is National Emergency Services week, and he thanked the first responders from fighting fires to swift water rescues. He received a photograph and a thank you note from Allegany County Commissioner President David Caporale for our response and aide during the recent flooding. Commissioner Cline commented on the collaboration that Washington County has with Allegany, Frederick and Garrett counties in times of need. He attended the Maryland Municipal League meeting in the Town of Hancock. He shared that newly appointed Director, Elizabeth Stahlman, of the Tri-County Council briefed the municipalities leaders on the programs they have available. Commissioner Cline attended multiple locations visited by the National Pike Wagon Train. He attended the Kid Alive Fest at Children's Village. He thanked the first responders who were teaching the children safety issues. Commissioner Cline attended the opening part of the Drug Court graduation ceremony. He attended the Police Week Memorial service. Commissioner Cline congratulated the graduates of the Barr Construction Institute Class of 2025; he attended the ceremony which was held at the DM Bowman Family Workforce Training Center. He shared that the facility was built with funding from the state of Maryland and a \$2,500,000.00 contribution from Washington County Government. Commissioner Cline attended the Commission on Aging Board of Directors annual meeting. He congratulated all of the staff at the Senior Center. He attended the grand opening of Grove Pools. Commissioner Cline attended the 45th Annual John C. Frye Awards for Historic Preservation. He congratulated Selena Wilkes and the other recipients of the awards, and he recognized the County Clerk for her work assisting with the event. Commissioner Cline attended Character Counts, and he thanked Carolyn Brooks for the program. He attended the Class of 2025 Washington County Fire Academy graduation. He shared the passing of Donald "Laco" Anderson of Williamsport and commented on his contributions to the Williamsport community.

Commissioner Barr commented on the hours that the Commissioners serve the community each week. He thanked Pastor Brooks for his invocation. Commissioner Barr commented on the Hagerstown Junior College, the Hagerstown Community College and the apprenticeship programs offered. He attended the first graduating class of the Barr Construction Institute Class of 2025 held at the DM Bowman Family Workforce Training Center. He attended the 45th Annual John C. Frye Awards ceremony. Commissioner Barr attended ceremonies for Police Week. He attended the Clear Spring High School Band and Orchestra Concert. He shared his granddaughter plays the Cello in the Orchestra and the Oboe in the Band. Commissioner Barr attended the Spring Concert of the Rohrsersville Cornet Band. He shared the band has played for 188 continuous years and is made up with community members from all over the area. He shared that the concert was centered around paying respect to the service of the Orchestra Director Ameritas, Richard Haines, who was the conductor for forty-four (44)

years and a member of the band for eighty-two (82) years. Commissioner Barr commented on Memorial Day. Commissioner Barr shared information on the upcoming Comprehensive Plan Hearing.

STAFF COMMENTS

Chip Rose, Director of Human Resources, presented the request to offer Courtney McKinley the position of Training/QA Supervisor, Emergency Communications Systems at a Grade 13, Step 6 with a salary of \$34.12/hour.

Commissioner Wagner, seconded by Commissioner Harvey, moved to offer Courtney McKinley the position of Training/QA Supervisor and to backfill the ECS Supervisor position as presented. The motion passed unanimously (5-0).

Gene Bolanowski, Airport Operations Manager presented the request to increase the amount of the allowance for payment of an invoice to Highlight. The previous approval in July 2024 was for payment of \$166,159.00. The work was completed on April 19, 2025, and was invoiced at \$169,281.14, we are seeking approval to pay the total invoice with the additional \$2,922.14. The funds will come out of the Airport Operating Budget.

Commissioner Cline, seconded by Commissioner Wagner, moved to approve the payment of the invoice as presented. The motion passed unanimously (5-0).

Dawn Marcus, County Clerk, presented the request to approve the reappointments Elise Weber and Mary Hendrickson to serve a second three-year term from July 1, 2025, through June 30, 2028, on the Washington County Commission for Women. This is not a paid board.

Commissioner Wagner, seconded by Commissioner Cline, moved to approve the reappointments of Elise Weber and Mary Hendrickson as presented. The motion passed unanimously (4-0-1). Commissioner Harvey abstained from the vote.

Dawn Marcus, County Clerk, presented the request to approve the appointment of Eda Howard to serve a first full, three year term from June 1, 2025, through May 31, 2028, on the Area Agency on Aging Advisory Council. This is not a paid board.

Commissioner Harvey, seconded by Commissioner Wagner, moved to approve the appointment of Eda Howard as presented. The motion passed unanimously (5-0).

Dawn Marcus, County Clerk, presented the request to approve the appointment of Christal Christian to fulfill a partial term, through June 30, 2026, on the Area Agency on Aging Advisory Council. This is not a paid board.

Commissioner Wagner, seconded by Commissioner Harvey, moved to approve the appointment of Christal Christian as presented. The motion passed unanimously (5-0).

Michelle Gordon, County Administrator, attended the John Frye Awards. She thanked the Water Quality and Emergency Service workers, volunteer partners, 911 Emergency Services and Highways Departments for handling the weather and flooding emergencies to keep our dedicated employees and community residents safe. She thanked Kelcee Mace, Chief Financial Officer and the Budget and

Finance Department staff for their work on the FY2026 Budget. She attended the Maryland Municipal League meeting in the Town of Hancock. Ms. Gordon shared that we are expected to close on the FY2025 debt issuance today of \$18,500,000.00 for all funds; \$13,000,000.00 is for tax supported debts and \$5,500,000.00 is for self-supported debt, it is expected to close at 10:30 a.m. with the interest rates hovering around 3.8%. She clarified numbers related to our debt service and debt issuance; estimated debt service which is the amount that we pay back on our debt issuance for FY2026 is \$20,900,000.00 of that \$16,200,000.00 is allocated to the General Fund for tax supporting debt only. In FY2026 we estimate we will issue an additional \$22,300,000.00 in new money bonds and of that \$14,000,000.00 is estimated to be tax supported debt and \$8,300,000.00 is estimated to be self-supporting debt.

1. PRESENTATION OF JUROR APPRECIATION PROCLAMATION

Board of County Commissioners of Washington County presented a proclamation to The Honorable Brett R. Wilson, Administrative Judge; Kristin Grossnickle, Court Administrator, Kevin Tucker, Clerk of the Circuit Court; and Kristy Burgan, Jury Clerk, Circuit Court for Washington County, Maryland, for Juror Appreciation Month.

2. PRESENTATION OF MS AWARENESS WEEK PROCLAMATION

Board of County Commissioners of Washington County presented a proclamation to Michael Tomlin, Member, National Multiple Sclerosis Society – Greater DC-Maryland Chapter for MS Awareness Week.

3. PRESENTATION OF EMERGENCY MEDICAL SERVICES WEEK PROCLAMATION

Board of County Commissioners of Washington County presented a proclamation to David Chisholm, Assistant Director- Emergency Medical Services, Emergency Services; Melanie Higgins, Captain-Quality Assurance, Emergency Services; and Todd Smith, Chief, Boonsboro EMS Rescue Services, for Emergency Medical Services Week.

4. COUNTY SUPPORT FOR MARYLAND STATE CAPITAL GRANT APPLICATION RE: WILLIAMSPORT LIBRARY PROJECT

Kathleen O'Connell, Director of Public Services; and Jennifer Keysor, Director of Operations, Washington County Free Library, presented the request for the Board of County Commissioners of Washington County to provide written support to Washington County Free Library for the Maryland State Capital Grant (FY27) for Libraries, which is due in FY25.

Michelle Gordon, County Administrator commented that she needs to make corrections to some of the numbers that were submitted. She shared that there are funds in capital reserves however she requested to amend the letter to include the numbers that we have in the FY26 Budget of \$17,444,000.00 and the County contribution of \$4,489,050.00; the local portion is \$5,328,060.00. The library's expected contribution is \$749,000.00.

Commissioner Cline, seconded by Commissioner Wagner, moved to approve the letter of support with the corrections as amended by the County Administrator. The motion passed unanimously (5-0).

RECESS

5. PUBLIC HEARING – APPLICATION FOR ZONING MAP AMENDMENT RZ-25-001

President Barr convened a Public Hearing at 10:00 a.m. to obtain public comment for the application for Zoning Map Amendment RZ-25-001.

The County Clerk administered the Oath of Testimony.

Travis Allen, Senior Planner, Planning and Zoning, presented the purpose of this public hearing is to take public comment on the rezoning application. The Commissioners have the option to reach a consensus to either approve or deny the request after the public hearing closes or deliberate on the issue at a later date. Applicants Myron and Hazel Horst seek a map amendment for a property at 6821 Sharpsburg Pike ¼ mile north of Antietam Battlefield. The applicant wishes to establish a tire repair shop that would not be permitted under its current zoning designation. This item was presented to the Washington County Planning Commission at a Public Information Meeting held during their regular meeting on April 7, 2025. Members unanimously recommended in favor of the proposed map amendment at that same meeting.

The Public Hearing was opened for public comment:
Attorney Noel Manalo, commented on behalf of Myron and Hazel Horst.

The Public Hearing was opened for Commissioner questions.

The Public Hearing was closed at 10:37 a.m.

The Public Hearing was opened for Commissioner comments.

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

6. APPROVAL OF TRI PARTY MOU FOR THE CHASE SIX BOULEVARD & CAMPUS AVENUE REALIGNMENT PROJECT

Rachel Souders, Town Manager, Town of Boonsboro, presented the request to approve to enter into the Memorandum of Understanding for the Chase Six Boulevard & Campus Avenue Realignment Project with the Washington County Board of Education and Town of Boonsboro. The subject Project will extend Chase Six Blvd across Mapleville Road and connect it to a realigned Campus Avenue, complete with a traffic signal and crosswalks, which will create a much safer intersection for both vehicular and foot traffic to the Boonsboro School Campus.

Commissioner Wagner, seconded by Commissioner Cline, moved to approve to enter into the Memorandum of Understanding for the Chase Six Boulevard & Campus Avenue Realignment Project as presented. The motion passed unanimously (5-0).

7. FY2026 PROGRAM OPEN SPACE ANNUAL PROGRAM

Andrew Eshleman, Director, Public Works, presented the request to approve the Annual FY 2026 Program Open Space (POS) project list as presented and recommended by the Washington County Recreation and Parks Advisory Board. As per POS guidelines, each year the Board of County Commissioners is required to adopt the annual POS Program. Washington County will receive \$544,413.00 in FY26 Program Open Space Funds.

Commissioner Harvey, seconded by Commissioner Wagner, moved to approve the Annual FY 2026 Program Open Space list as presented. The motion passed unanimously (5-0).

8. FY2026 OPERATING AND CAPITAL BUDGETS

Kelcee Mace, Chief Operating Officer; and Kimberly Edlund, Director, Budget and Finance, presented the request to approve the proposed FY2026 Operating and Capital Budgets as presented or provide further instruction on the budget. The overall General Fund budget is unchanged from what was presented at the budget hearing, except for the amount held in the general operations budget line for the wage scale decompression was allocated out to the proper departments. All other operating funds are unchanged from what was presented at the budget hearing. The FY26 Capital budget was updated from what was presented at the budget hearing to include additional State funding based on the recommendations of the Washington County Recreation and Parks Advisory Board, increasing the total budget by \$1,102,000.00 to \$111,833,000.00.

County Administrator, Michelle Gordon shared that there are a few minor changes to personnel requests that have been incorporated into the budget as well.

Commissioner Cline, seconded by Commissioner Harvey, moved to adopt the proposed FY2026 Operating and Capital Budgets as presented. The motion passed unanimously (5-0).

9. QUOTE AWARD (Q-25-797) BOTTLED WATER AND DISPENSER RENTALS FOR VARIOUS COUNTY DEPARTMENTS AND LOCATIONS

Aaron Weisner, Procurement Specialist, Purchasing; and Brandi Kentner, Director, Purchasing, presented the request to award the quote for bottled water and dispenser rentals for various County Departments and locations to the responsive, responsible quoter, Blue Triton Brands Inc., Promo Brands Corporation of Stanford, CT, with the total sum bid price of \$57,374.51.

Commissioner Wagner, seconded by Commissioner Harvey, moved to award the quote for bottled water and dispenser rentals to Blue Triton Brands Inc., as presented. The motion passed unanimously (5-0).

10. REQUEST FOR APPROVAL OF MEMORANDUM OF AGREEMENT (LEASE) WITH FEDERAL AVIATION ADMINISTRATION (FAA) FOR NAVIGATIONAL AID FACILITIES LOCATED AT THE HAGERSTOWN REGIONAL AIRPORT

Neil Doran, Director, Hagerstown Regional Airport presented the request for approval of Memorandum of Agreement (Lease) with Federal Aviation Administration (FAA) for Navigational Aid facilities located at the Hagerstown Regional Airport. In addition, to authorize the Airport Director to sign similar paperwork in the future between the County/Airport and the FAA that does not involve the expenditure of funds or extensive negotiation of terms, that is, standard FAA nationwide "boilerplate" agreements.

The request to authorize the Airport Director to sign similar paperwork and future agreements was not authorized per the County Administrator, Michelle Gordon.

Commissioner Wagner, seconded by Commissioner Harvey, moved to approve of Memorandum of Agreement (Lease) with Federal Aviation Administration (FAA) for Navigational Aid facilities located at the Hagerstown Regional Airport as presented. The motion passed unanimously (5-0).

11. KRETSINGER ROAD PROPERTY ACQUISITION

Todd Moser, Real Property Administrator, Engineering, presented the request to approve the option agreements for partial property acquisition including fee simple and easements for 13703 Kretsinger Road and 13708 Kretsinger Road; and approve an ordinance approving said purchase; and to authorize

the execution of the necessary documentation to finalize the acquisition. This is for a culvert replacement project on Kretsinger Road in Smithsburg.

Commissioner Wagner, seconded by Commissioner Cline, moved to approve the option agreements for partial property acquisition including fee simple and easements for 13703 Kretsinger Road and 13708 Kretsinger Road and ordinance as presented. The motion passed unanimously (5-0).

12. HOPEWELL ROAD PROPERTY ACQUISITION

Todd Moser, Real Property Administrator, Engineering, presented the request to approve the option agreement for partial property acquisition including fee simple and easements for 10702 Hopewell Road and Parcel 695 on Hopewell Road in Williamsport; and an ordinance approving said purchase; and to authorize the execution of the necessary documentation to finalize the acquisition. This is for a culver replacement and realignment project on Hopewell and Wright Road.

Commissioner Wagner seconded by Commissioner Cline, moved to approve the partial property acquisition including fee simple and easements for 10702 Hopewell Road and Parcel 695 on Hopewell Road and ordinance as presented. The motion passed unanimously (5-0).

13. SEX OFFENDER COMPLIANCE AND ENFORCEMENT MARYLAND GRANT – APPROVAL TO ACCEPT AWARDED FUNDING

Lt. Daniel Monn, Quartermaster/Grants Manager, Washington County Sheriff's Office; and Carsten Ahrens, Senior Grant Manager, Grant Management, presented the request to approve the application for and the acceptance of funding awarded under the FY26 Sex Offender Compliance and Enforcement Maryland Grant Program from the Governor's Office of Crime Prevention and Policy in the amount of \$32,608.00.

Commissioner Wagner, seconded by Commissioner Harvey, moved to approve the application and acceptance of the FY26 Sex Offender Compliance and Enforcement Grant as presented. The motion passed unanimously (5-0).

CLOSED SESSION

Commissioner Wagner, seconded by Commissioner Harvey, moved to convene in closed session at 11:01 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). Personnel matters are confidential, precluding discussion in open session.

- Discussion of advertisement and hiring for position in Division of Environmental Management
- Discussion of Membership of Salary Study Commission

To consult with counsel to obtain legal advice on a legal matter (7). Open session discussion would breach attorney/client privilege.

- Consultation with outside counsel to discuss matter concerning County infrastructure.
- Update from County Attorney on County-involved legal matters.

To consult with staff, consultants, or other individuals about pending or potential litigation (8).

- Consultation with individuals about pending or potential litigation between volunteer emergency services provider and County, as authority having jurisdiction.

To conduct collective bargaining negotiations or consider matters that relate to the negotiations (9).

- Open session discussion would disadvantage County's bargaining position in the course of union negotiations.

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

- Advertise to hire Assistant Superintendent of Maintenance, Water Quality;
- Update on County water system infrastructure;
- Consultation regarding pending or potential litigation between volunteer emergency services provider and the County;
- FOP and NCEU collective bargaining review;
- Appointments to the Salary Study Commission;
- 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, Randal Leatherman and Randall E Wagner; Dawn Marcus, County Clerk and Zachary J. Kieffer, County Attorney; Michelle Gordon, County Administrator; Victor Scarpelli, Assistant County Attorney; Aaron Weiss, Assistant County Attorney; Rosalinda Pasqual, Assistant County Attorney; Michelle Priebe, Executive Assistant; Mark Bradshaw, Director, Environmental Management; Davina Yutzy, Deputy Director, Operations, Environmental Management; Ed Shea, HDR, Inc.; Chris Phipps, HDR, Inc.; Chris Dommert, HDR, Inc.; Eric Paltell, Labor Counsel; Sheriff Brian Albert, Washington County Sheriff's Office; Colonel Pete Lazich, Washington County Sheriff's Office; Andrew Bright, Attorney, Washington County Sheriff's Office; Chip Rose, Director Human Resources; David Hays, Director, Emergency Services; David Chisolm, Deputy Director, Oley Griffith, Volunteer Coordinator; James Sprecher, President Washington County Volunteer Fire Association, Attorney, Adam Greivell; Matt Toth, Halfway Volunteer Fire Company, and Adam Karsen, Halfway Volunteer Fire Company,

RECONVENE IN OPEN SESSION

Commissioner Harvey, seconded by Commissioner Wagner, moved to reconvene in open session at 1:56 p.m. The motion passed unanimously (5-0).

ADJOURNMENT

Commissioner Harvey, seconded by Commissioner Wagner, moved to adjourn at 1:56 p.m. The motion passed unanimously (5-0).



Dawn L. Marcus, County Clerk