



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

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

**June 24, 2025**

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

Invocation presented by Reverend Brandt Montgomery, followed by the Pledge of Allegiance to the Flag by the full assemblage.

#### **CALL TO ORDER**

Vice-President Jeffrey A. Cline called the regular meeting of the Board of County Commissioners of Washington County, Maryland, to order at 9:03 a.m. with the following members present: Commissioner Derek Harvey, Commissioner Randal A. Leatherman and Commissioner Randall E. Wagner. President John F. Barr was absent.

#### **APPROVAL OF MINUTES**

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve the minutes of June 3, 2025. The motion passed unanimously (4-0).

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

Commissioner Harvey commented on Agriculture. He commended the City of Hagerstown, Mayor, Hagerstown Police Department and he shared a new ordinance passed by the City. Commissioner Harvey attended the Washington County Juneteenth ceremony at the Halfway African American Cemetery.

Commissioner Leatherman attended the Washington County Juneteenth ceremony at the Halfway African American Cemetery. He commended Elizabeth Paul for her efforts with the cemetery. Commissioner Leatherman thanked Officer Langley Dean for his service.

Commissioner Wagner attended the Washington County Juneteenth ceremony at the Halfway African American Cemetery. He thanked Elizabeth Paul, the volunteers and Jaime Dick of the Recreation and Parks Department. Commissioner Wagner shared information on local cooling centers.

Commissioner Cline wished Officer Langley Dean a speedy recovery. He thanked Officer Dean and all officers for their service. Commissioner Cline attended the Washington County Juneteenth ceremony at the Halfway African American Cemetery. He attended the Mayor's Miss Maryland luncheon. Commissioner Cline attended the National Road Museum grand opening, and he thanked Richard Keesecker and his team for their efforts on the opening. He attended the flag retirement ceremony at the Williamsport Red Men Lodge 84 where Troop 58 of Downsville retired the flags.

#### **STAFF COMMENTS**

Michelle Gordon, County Administrator, attended the Washington County Juneteenth ceremony at the Halfway African American Cemetery. She thanked staff; Danny Hixon, Jaime Dick and the Recreation and Parks Department for the installation of the bench. Ms. Gordon thanked the Board of County Commissioners for making it possible to dedicate the bench to the friends of the Halfway African American Cemetery. She attended the employee appreciation night at the Flying Boxcars game. She thanked the Department of Human Resources and the Board of County Commissioners for providing the event for the employees and their families. Ms. Gordon attended the University Systems of

Hagerstown Board of Regents meeting. She attended the Governor's meeting on rural county public safety with the Sheriff's Department, and she shared the topics that were discussed. Ms. Gordon met with Delegate Shindler with President Barr to discuss 2026 potential legislative items. She extended her prayers to Officer Langley Dean as he recovers from his line of duty injury.

#### **1. YOUTH MERITORIOUS AWARD PRESENTATION**

Richard Lesh, Grant Manager, Grant Management, presented throughout the school year the Board of County Commissioners present "Youth Meritorious Awards" to students attending both public and private schools or those being home schooled in Washington County. The following individual was selected based on her scholastic achievement, leadership qualities, community service performed or other positive contributions to her community. The Board of County Commissioners presented the Youth Meritorious Award to: Ariella Adjangba-Baker - Williamsport High School.

#### **2. FY26 HEALTHY FAMILIES HOME VISITING GRANT – APPROVAL TO SUBMIT APPLICATION**

Richard Lesh, Grant Manager, Grant Management, presented the request to approve the submission of the grant application to the Maryland State Department of Education in the amount of \$400,000.00 and to accept funding as awarded for the Healthy Families Home Visiting Grant.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve the submission of the Healthy Families Home Visiting grant application and to accept funding as awarded as presented. The motion passed unanimously (4-0).

#### **3. MARYLAND 9-1-1 BOARD – APPROVAL TO SUBMIT APPLICATION AND ACCEPT AWARDED FUNDING**

Richard Lesh, Grant Manager, Grant Management, presented the request to approve the submission of grant application to the Emergency Numbers Systems Board in the amount of \$2,681,763.76 and accept funding as awarded to fund a Multi- Site Geo-Diverse 911 System Upgrade under a comprehensive 5-year contract.

Commissioner Leatherman, seconded by Commissioner Wagner, moved to approve the submission of the grant application to the Emergency Numbers Systems Board and to accept funding as presented. The motion passed unanimously (4-0).

#### **4. DAY REPORTING CENTER – APPROVAL TO USE OPIOID RESTITUTION FUNDS**

Maria Kramer, Director, Grant Management; and Major Craig Rowe, Warden, Washington County Detention Center, presented the request to approve use of \$399,350.00 of the Opioid Restitution Local Direct Funds to support two programs at the Day Reporting Center for FY26. Approval of this request will allow for two vital programs at the Day Reporting Center to be fully funded for FY26. The programs are the Washington County Jail-Based Medication-Assisted Treatment Program and Recover, "Rebuild, & Reconnect" Reentry Workshops.

Commissioner Harvey, seconded by Commissioner Wagner, moved to approve use of \$399,350.00 of the Opioid Restitution Local Direct funds as presented. The motion passed unanimously (4-0).

#### **5. MULTI-SIGNATURE CHANGE ORDER FOR COMPREHENSIVE HEALTH CARE SERVICES FOR INMATES – APPROVAL OF THE CHANGE ORDER**

Major Craig Rowe, Warden, Washington County Sheriff's Office Detention Center, presented the request to approve the Multi-Signature Change Order from \$3,853,910.00 to \$4,308,970.00, an increase

of \$455,060.00 for inmate medical claims exceeding the amount originally budgeted. The State of Maryland reimburses the County for claims exceeding a total of \$25,000.00 per inmate. The County expects to receive reimbursement of \$308,477.84. The remainder can be absorbed in the FY25 budget.

Commissioner Harvey, seconded by Commissioner Leatherman, moved to approve the Multi-Signature Change Order as presented. The motion passed unanimously (4-0).

## **RECESS**

### **6. COMMUNITY LEGACY GRANT APPLICATION – REQUEST FOR APPROVAL**

Jennifer Kinzer, Deputy Director, Planning & Zoning; Carsten Ahrens, Senior Grant Manager, Grant Management, presented the request to approve submission of the grant application for rehabilitation of Fort Ritchie Building 603 to the Maryland Department of Housing & Community Development (DHCD) in the amount of \$800,000.00 and subsequently accept awarded funding and enter into a subrecipient agreement with Cascade Properties, LLC.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve submission of the grant application for rehabilitation of Fort Ritchie Building 603 and to accept funding as awarded as presented. The motion passed unanimously (4-0).

### **7. 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 10833 Hopewell Road and Parcel 704 Lot 1 on Hopewell Road in Williamsport; and approve an ordinance approving said purchase; and to authorize the execution of the necessary documentation to finalize the acquisition.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve the option agreement for partial property acquisition for 10833 Hopewell Road and Parcel 704 Lot 1 as presented. The motion passed unanimously (4-0).

### **8. ACCEPTANCE OF REAL PROPERTY, DECLARATION OF SURPLUS PROPERTY, AND INTENT TO CONVEY REAL PROPERTY FOR THE CHASE SIX BOULEVARD PROPERTY**

Todd Moser, Real Property Administrator, Engineering, presented the request to approve the acceptance of real property conveyance from the Washington County Board of Education (BOE) concerning property consisting of +/- 1.61 acres located on the eastern margin of Maryland Route 66, also known as Mapleville Road; to adopt the ordinance declaring the property as surplus; to approve conveyance of the same; and to authorize execution of the necessary documentation to finalize conveyance for zero consideration to Town of Boonsboro and the State Highway Administration. The County's sole purpose and intent in accepting the transfer of the proposed surplus property is to act as a pass-through entity to facilitate transfer of proposed surplus property to the Town of Boonsboro and BOE for the Chase Six Boulevard Project.

Commissioner Harvey, seconded by Commissioner Leatherman, moved to approve the acceptance of real property conveyance from the Board of Education; to adopt the ordinance declaring the property surplus; and to authorize execution of the documentation as presented. The motion passed unanimously (4-0).

**9. FORT RITCHIE CELL TOWER LEASE**

Todd Moser, Real Property Administrator, Engineering; and Andrew Eshleman, Director, Public Works, presented the request to approve the Fort Ritchie Cell Tower lease, and to authorize the execution of the necessary documentation to finalize the lease agreement. Vertical Bridge (VB-S1 Assets, LLC/formally Liberty Towers) presented the County with a proposed lease extension consisting of five additional, 5-year renewal periods beginning in February 2034.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve the Fort Ritchie Cell Tower lease and to authorize execution of the necessary documentation as presented. The motion passed unanimously (4-0).

**10. MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE EASTERN PANHANDLE REGIONAL PLANNING & DEVELOPMENT COUNCIL (REGION IX) AND THE BOARD OF COUNTY COMMISSIONERS FOR WASHINGTON COUNTY REPRESENTING THE HAGERSTOWN/EASTERN PANHANDLE METROPOLITAN PLANNING ORGANIZATION (HEPMPO)**

Jill Baker, Director, Planning and Zoning; and Matt Mullenax, Executive Director, HEPMPO, presented the request to execute the proposed MOU to assist the HEPMPO in carrying out regional transportation planning efforts. There is currently an MOU between the Region IX planning council and the Board of County Commissioners as they act on behalf of the HEPMPO that was executed in 2008. The purpose of the updated MOU is to clarify and update outdated language, acknowledge better delineate the additional financial responsibility that has impacted Region IX in the last 18 years, and amend the current administrators of the agencies.

Commissioner Harvey, seconded by Commissioner Leatherman, moved to approve to execute the proposed MOU between the Region IX planning council and the Board of County Commissioners as they act on behalf of the HEPMPO as presented. The motion passed unanimously (4-0).

**11. WASHINGTON COUNTY TRANSIT – FACILITY EXPANSION FEASIBILITY STUDY**

Andrew Eshleman, Director, Public Works; Shawn Harbaugh, Director, Transit; Matt Mullenax, Executive Director, Hagerstown/Eastern Panhandle Metropolitan Planning Organization; and Troy Truax, Michael Baker International, presented for information purposes the Hagerstown Eastern Panhandle Metropolitan Organization (HEPMPO) provided funding and contracted services via Michael Baker International to complete a Washington County Transit (WCT) Facility Expansion Feasibility Study. The study investigated WCT current and future facility and administrative needs through the year 2050.

**12. THE COMMUNITY FREE CLINIC CHARITY TOURNAMENT – LICENSE AGREEMENT**

Andrew Eshleman, Director, Public Works, presented the request to approve the License Agreement with the Community Free Clinic to use Board of County Commissioners of Washington County owned property at 520 Western Maryland Parkway, Hagerstown for a Charity Tournament. The Community Free Clinic hosts the annual MUDD Volleyball Tournament.

**RECESS**

Commissioner Wagner, seconded by Commissioner Harvey, moved to approve the License Agreement with the Community Free Clinic as presented. The motion passed unanimously (4-0).

**13. BID AWARD (PUR-1749) POLE BARN BUILDING DESIGN AND CONSTRUCTION**

Brandi Kentner, Director, Purchasing; Andrew Eshleman, Director, Public Works; Tom Gozora, Facility Administrator, Agricultural Education Center; and Jay Miller, Board Member, Agricultural Education Center Advisory Board, presented the request to award the procurement of a Pole Barn Building Design and Construction, to the responsive, responsible bidder, Reese's Home Improvement, Inc., of Boonsboro, MD, for a total lump sum bid price of \$87,200.00

Commissioner Harvey, seconded by Commissioner Leatherman, moved to award the procurement of a Pole Barn Building Design and Construction to Reese's Home Improvement as presented. The motion passed unanimously (4-0).

**14. QUOTATION AWARD (Q-25-800) ELECTION MANAGEMENT SOLUTION AND SERVICES FOR THE WASHINGTON COUNTY BOARD OF ELECTIONS**

Brandi Kentner, Director, Purchasing; and Cory Green, Election Program Supervisor, Washington County Board of Elections, presented the request to award the quotation for the Election Management Solution and Services to the responsible, responsive bidder, Soch Inc., of Richmond, VA who submitted the responsive total lump sum of \$70,177.87.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to award the quotation for the Election Management Solution and Services to Soch Inc., as presented. The motion passed unanimously (4-0).

**15. REJECTION OF REQUEST FOR PROPOSAL (PUR-1743) EVENT PRODUCTION SERVICES**

Brandi Kentner, Director, Purchasing, presented the request to take action, in the best interest of the County, and to request the proposal for the Event Production Services be rejected due to the proposal exceeding the available budget, and request approval to re-advertise a revised document.

Commissioner Wagner, seconded by Commissioner Harvey, moved to reject the proposal for the production services for the event and to re-advertise with a revised document as presented. The motion passed unanimously (4-0).

**16. CONTRACT AWARD (PUR-1747) NORTHWEST QUADRANT UTILITY EXPANSION AT THE HAGERSTOWN REGIONAL AIRPORT**

Brandi Kentner, Director, Purchasing; and Neil Doran, Director, Hagerstown Regional Airport, presented the request to award the Northwest Quadrant Utility Expansion at the Hagerstown Regional Airport project to the responsive, responsible bidder, C. William Hetzer, Inc. of Hagerstown, MD who submitted the lowest total sum bid in the amount of \$344,860.00 and contingent upon the County Attorney's Office approval of the contract Agreement.

Commissioner Wagner, seconded by Commissioner Harvey, moved to award the Northwest Quadrant Utility Expansion to C. William Heter, Inc., contingent upon the County Attorney's Office approval of the contract as presented. The motion passed unanimously (4-0).

**17. SOLE SOURCE AWARD (PUR-1755) – MOYNO PUMPS FOR THE DEPARTMENT OF WATER QUALITY**

Brandi Kentner, Director, Purchasing; and Joe Moss, Deputy Director – Engineering Services, Water Quality, presented the request to authorize a sole-source procurement for the purchase of two (2)

Moyno Pumps from Geiger Pump and Equipment of Baltimore, MD., for the total sum in the amount of \$125,349.62 based on its quote dated June 10, 2025.

Commissioner Leatherman, seconded by Commissioner Harvey, moved to authorize a sole-source procurement for the purchase of two (2) Moyno Pumps from Geiger Pump as presented. The motion passed unanimously (4-0).

**18. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-25-0195) 2024 FORD F-350 CREW CAB**

Brandi Kentner, Director, Purchasing, presented the request to authorize by resolution, for the Department of Emergency Services to purchase one (1) 2024 Ford F-350 Crew Cab 4X4 vehicle from Apple Ford of Columbia, MD at the price of \$83,977.00 and to utilize another jurisdiction's contract (#10000666-5) that was awarded by Baltimore County to Apple Ford.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to authorize by resolution the purchase one (1) 2024 Ford F-350 Crew Cab 4X4 vehicle from Apple Ford as presented. The motion passed unanimously (4-0).

**19. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-25-0193) FIVE (5) 2026 CHEVROLET EQUINOX AWD FOR THE DEPARTMENT OF PERMITS AND INSPECTIONS**

Brandi Kentner, Director, Purchasing; and Greg Cartrette, Director/Code Official, Permits and Inspections, presented the request to authorize by resolution, for the Department of Permits and Inspections to purchase three (3) 2026 Chevrolet Equinox AWD vehicles from Hertrich Fleet of Milford, DE at the price of \$29,172 each for a total of \$87,516.00 and to utilize another jurisdictions contract (4400004546) that was awarded by Howard County.

Commissioner Harvey, seconded by Commissioner Wagner, moved to authorize by resolution the purchase of three (3) 2026 Chevrolet Equinox AWD vehicles from Hertrich Fleet as presented. The motion passed unanimously (4-0).

**20. CONTRACT AWARD (PUR-1726) – INSURANCE BROKERAGE AND RISK MANagements SERVICES**

Brandi Kentner, Director, Purchasing; and Tracy McCammon, Risk Management Coordinator, Human Resources, presented the request to award the contract for the Insurance Brokerage and Risk Management Services to the responsible, responsive proposer, CBIZ, Inc. of Cumberland, MD with the total proposal cost of \$96,000.00 per year, total cost of \$480,000.00 for the five year period of the contract.

ARF correction: The coordinating committee consisted of the Risk Management Administrator, Safety Compliance Coordinator, Director of Human Resources, Deputy Director of Human Resources and the Director of Purchasing. The County Administrator was removed from the list.

Commissioner Harvey, seconded by Commissioner Wagner, moved to award the contract for the insurance brokerage and risk management services to CBIZ, Inc., as presented. The motion passed unanimously (4-0).



**21. 2025-2026 PROPERTY AND CASUALTY INSURANCE RENEWAL**

Tracy McCammon, Risk Management Coordinator, Human Resources; and Patrick Buck, CBIZ Insurance Services, presented the request to renew the property and liability policies with Travelers Insurance Company and the airport liability with AIG. Also, approve the attached budget adjustment to cover the additional premium for the cyber liability policy. The total renewal is a 14.7% increase in premiums. The sub-limit for ransomware was removed which increased the cost for cybersecurity. A budget adjustment is requested to transfer funds to help pay for the increase in the cyber liability premium. Excluding the additional cost for cyber, premiums for FY 2026 are \$1,886,000.00.

Michelle Gordon, County Administrator shared that the budget adjustment is in the amount of \$30,000.00 with a reduction from General Operating budget's a Time to Care Act. The Time to Care Act mandate for family coverage has been deferred to FY2027, which was already budgeted for in FY2026, therefore we can fund the overage for the cyber liability coverage.

Commissioner Harvey, seconded by Commissioner Wagner, moved to renew the property and liability policies with Travelers Insurance Company and the airport liability with AIG and the budget adjustment as presented. The motion passed unanimously (4-0).

**22. ADOPTION OF THE RESOLUTION ADOPTING A FEE SCHEDULE FOR THE CIVIL CITATIONS OF THE WASHINGTON COUNTY FIRE PREVENTION CODE**

Greg Cartrette, Director/Code Official, Permits and Inspections, presented the request to approve the resolution that adopts the civil citations of the Washington County Fire Prevention Code subject to fines listed in the previously approved Fire Code Fee Schedule. Washington County held a public hearing and adopted a local Fire Prevention Code and its accompanying Fire code Fee Schedule on April 29, 2025. The Fee Schedule allows for fines as a result of civil citations. This resolution outlines the provisions of the Fire Prevention Code, which are considered civil citations and punishable by the relevant fee in the adopted Fee Schedule.

Commissioner Leatherman, seconded by Commissioner Harvey, moved to approve the resolution that adopts the fee schedule for the civil citations of the Washington County Fire Prevention Code as presented. The motion passed unanimously (4-0).

**23. MOU BETWEEN OFFICE OF STATE FIRE MARSHAL (OSFM) AND WASHINGTON COUNTY**

Greg Cartrette, Director/Code Official, Permits and Inspections; and Rosalinda Pascual, Deputy County Attorney, presented the request to approve and to accept the revised Memorandum of Understanding (MOU) between the OSFM and Washington County pending State approval and County Attorney's office final review. The OSFM has presented a MOU detailing what responsibilities the OSFM will continue to have in Washington County and the responsibilities Washington County Division of Permits & Inspections will assume for enforcing fire prevention and the adopted fire code. The Deputy County Attorney provided redline changes in the ARF which was awaiting approval of such changes from the State. An updated MOU was provided to the Board of County Commissioners, which was approved by the State yesterday.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve and accept the revised Memorandum of Understanding between the Office of State Fire Marshal and Washington County as presented. The motion passed unanimously (4-0).

**24. APPOINTMENT - WASHINGTON COUNTY ADMINISTRATIVE CHARGING COMMITTEE**

Rosalinda Pascual, Deputy County Attorney, presented the request to approve the appointment of Doug Mullendore to fill the vacancy on the Washington County Administrative Charging Committee due to Charlie Summers' resignation. This current three-year term ends August 31, 2026. This is a paid board.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve the appointment of Doug Mullendore as presented. The motion passed unanimously (4-0).

**25. REAPPOINTMENT- WASHINGTON COUNTY POLICE ACCOUNTABILITY BOARD**

Rosalinda Pascual, Deputy County Attorney, presented the request to approve to reappoint Steve McCarty to serve his second full, three-year term with the Police Accountability Board from July 1st, 2025, through June 30th, 2028, and to appoint Amber Hill-Smart as the new Chair of the Police Accountability Board, for the remainder of her term, which ends August 31, 2026. This is not a paid board.

Commissioner Wagner, seconded by Commissioner Harvey, moved to approve to reappoint Steve McCarty and to appoint Amber Hill-Smart as the Chair of the Police Accountability Board as presented. The motion passed unanimously (4-0).

**26. APPROVAL OF SITING STUDY AND CVS 30% DESIGN STAGE REPORT FOR REPLACEMENT AIR TRAFFIC CONTROL TOWER**

Neil Doran, Director, Hagerstown Regional Airport; and Andrew Eshelman, Director, Public Works, presented the request to empower the BOCC President to execute documents related to Siting Study and CVS 30% Design Stage services with Engineering firm ADCI, and to authorize the Airport Director to apply for and accept related grant offer from the MAA. Project involves obtaining an updated Replacement Air Traffic Control Tower Siting Report as the previous report from 2016 has been determined by the FAA to be too old to use. Project includes Virtual Modeling to obtain FAA approvals and a CVS Report (Criteria, Plans, Cost) for the preferred alternative. Estimated to approximate a 30% design level. Maryland Aviation Administration (MAA) is offering to fund 75% of these costs as a FY26 Special Grant for a project not to exceed \$283,703.00. In addition, to approve a budget adjustment; a request to transfer local funding from three existing Airport CIP projects as identified in the budget adjustment document (EQP041 – \$5,000.00, COM026 – \$59,930.00, BLD 117 - \$10,932.00 and BLD088 – \$5,996.00). MAA 71.15% share. Local Match 28.85% (Airport Fund) MAA \$201,845.00, Airport Fund \$81,858.00. Mr. Eshelman pointed out that the numbers on the ARF are corrected to the numbers provided by Mr. Doran due to getting last minute information from the state at the end of the fiscal year regarding funding.

Commissioner Harvey, seconded by Commissioner Leatherman, moved to approve to empower the BOCC President to execute documents related to Siting Study and CVS 30% Design Stage services; and to authorize the Airport Director to apply for and except related grant funding; and the budget adjustment as presented. The motion passed unanimously (4-0).

**27. 2025 SAFER GRANT APPLICATION – REQUEST TO APPLY AND ACCEPT**

R. David Hays, Director, Emergency Services, presented the request to authorize the Division of Emergency Services (DES) to submit a FEMA SAFER Grant application to hire eighteen (18) firefighters and accept the grant funding, if awarded. By authorizing the DES to hire eighteen (18) additional firefighters, it will enable the DES to continue strategically placing firefighters in various



fire stations throughout Washington County. The grant period opened on May 23, 2025, and closes on July 3, 2025.

Michelle Gordon, County Administrator, clarified that the FY2026 budget includes funding for nine (9) additional firefighters. Mr. Hays is asking for eighteen (18) to be funded through the grant, if the grant is not approved, the Board of County Commissioners will continue to fund the nine (9) firefighters not the full eighteen (18).

Commissioner Harvey, seconded by Commissioner Wagner, moved request to authorize the Division of Emergency Services (DES) to submit a FEMA SAFER Grant application and to accept funding as presented. The motion passed unanimously (4-0).

### **CLOSED SESSION**

Commissioner Wagner, seconded by Commissioner Harvey, moved to convene in closed session at 10:56 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 individuals. (1). Personnel matters are confidential, precluding discussion in open session.

- Discussion of hiring part-time position in DES.
- Appointment to County Board of Social Services
- Appointments to Agricultural Education Center Advisory Board
- Appointment to Tri-County Council for Western Maryland
- Hiring of Fire Plans Examiner in Permits and Inspections.

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

- Update and legal advice from County Attorney concern

To consult with staff about potential litigation (8). Discussion in open session would damage litigation strategy in forthcoming collections actions.

- Discussion of billing/collections for hazardous spill clean ups.

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

- Appointments to the Washington County Board of Social Services, and Tri-County Council for Western Maryland; and Discussed membership Washington County Agricultural Education Center Advisory Board;
- Hiring recommendation for part-time Instructor, Emergency Services;
- Cost recovery for hazardous spill response;
- Received legal advice and updates on pending litigation matters for which the County is a party; and
- Hiring recommendation for Fire Plans Examiner/Inspector, Permits and Inspections;

Present during closed session at various times were Commissioners Jeffrey A. Cline, Derek Harvey, Randal A. Leatherman and Randall E. Wagner; Dawn Marcus, County Clerk; Michelle Gordon, County Administrator; Rosalinda Pascual, Deputy County Attorney; Aaron Weiss, Assistant County Attorney; Victor Scarpelli, Assistant County Attorney; R. David Hays, Director, Emergency Services; Kelcee Mace, Chief Financial Officer, Greg Cartrette, Director/Code Official, Permits and Inspections; and Chip Rose, Director Human Resources.

**RECONVENE IN OPEN SESSION FOR POTENTIAL ACTION ON CLOSED SESSION ITEMS**

Commissioner Harvey, seconded by Commissioner Wagner, moved to reconvene in open session at 11:46 a.m. The motion passed unanimously (4-0).

Chip Rose, Director, Human Resources; and Greg Cartrette, Director/Code Official, Permits and Inspections, presented the request for a motion to hire James Morgan as the Fire Plans Examiner/Inspector, at a Grade 14, Step 4, with an annual salary of \$75,379.00. With an effective date of June 21, 2025.


Commissioner Harvey, seconded by Commissioner Wagner, moved to approve the hire of James Morgan as presented. The motion passed unanimously (4-0).

Chip Rose, Director, Human Resources, presented the request to hire a part-time training instructor for the Public Safety Training, at a Grade 12, Step 2, with an annual salary of \$62,691.00.

Commissioner Harvey, seconded by Commissioner Leatherman, moved to approve to hire a part-time training instructor as presented. The motion passed unanimously (4-0).

**ADJOURNMENT**

Commissioner Harvey, seconded by Commissioner Wagner, moved to adjourn at 11:49 a.m. The motion passed unanimously (4-0).

  
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Dawn L. Marcus, County Clerk