



Board of County Commissioners of Washington County, Maryland

Amended Open Session Minutes

August 26, 2025

INVOCATION AND PLEDGE OF ALLEGIANCE

Invocation presented by Pastor Les McIntosh, 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 9:02 a.m. with the following members present: Vice-President Jeffrey A. Cline, Commissioner Derek Harvey, Commissioner Randal A. Leatherman and Commissioner Randall E. Wagner.

APPROVAL OF MINUTES

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

COMMISSIONERS' REPORTS AND COMMENTS

Commissioner Wagner thanked staff for setting up the booths at MACo and their hard work and preparation for the conference. He thanked the Washington County Soil Conservation for hosting an open house for their 85th anniversary. Commissioner Wagner attended the Pittsburgh Institute of Aeronautics (PIA) graduation. He commented on the success of the PIA program.

Commissioner Leatherman encouraged the public to be aware with students returning back to school. He commented on school bus stop safety. Commissioner Leatherman shared that Washington County Public Schools have relaunched their new website which can be found at WCPSMD.com.

Commissioner Harvey attended Augustoberfest at the Washington County Agricultural Center. He attended the C&O Canal Days. Commissioner Harvey commented on the success of National Night out in the various municipalities. He shared the Washington County Volunteer Fire Association held their monthly meeting. Commissioner Harvey shared his wishes for Washington County Public Schools success on the new school year. He provided information on the Williamsport School issues. Commissioner Harvey discussed the Freedom of Information Act requests and costs associated with the requests.

Commissioner Cline thanked staff who represented Washington County at MACo. He attended the Washington County Soil Conservation anniversary celebration and recognized Dee Price. Commissioner Cline attended the PIA graduation. He attended Augustoberfest. Commissioner Cline attended National Night Out in Boonsboro. He attended Krumpe's Donut Alley Rally 5K. Commissioner Cline attended the Leitersburg Peach Festival. He attended the C&O Canal Days in Williamsport. Commissioner Cline attended multiple fire company events in the County.

Commissioner Barr thanked Pastor McIntosh for the Invocation. He attended the MACo Summer Conference and shared information discussed during the conference. Commissioner Barr thanked staff who represented the County at the booth at MACo. He attended the Washington County Soil

Conversation anniversary celebration and recognized Dee Price. Commissioner Barr attended the Leitersburg Peach Festival. He shared information received from the MDOT meeting at MACo.

STAFF COMMENTS

Brandi Kentner, Director, Purchasing, recognized Carin Bakner for her completion of the Procurement Certified Buyers Certificate. The Board of County Commissioners presented a Certificate of Recognition to Ms. Bakner.

Michelle Gordon, County Administrator, attended the Maryland Theater Board meeting. She shared that the County recently received a 2.8 million dollar grant passing through the State for design of our Transit Facility and we hosted a tour of the facility with representatives from the Maryland Department of Transportation (MDOT). Ms. Gordon attended the funeral and celebration of life services for employees Derek Bish and Darrius Hutzle. She offered her condolences to their families. Ms. Gordon attended the MACo Summer Conference, and she thanked staff from Business and Economic Development and Public Relations for the County booth and for their presentation of information regarding the County. She attended the County Administrator's meeting, the MDOT transportation meeting and met with Senator April Delaine at MACo. Ms. Gordon shared an update on information received from the MDOT transportation meeting. She also shared the many topics and funding priorities that were discussed at the MACo conference.

Michelle Gordon, County Administrator, recited two decisions from the Open Meetings Act Compliance Board.

1. PUBLIC HEARING – REQUESTS BY ORGANIZATIONS TO BE ADDED TO THE LIST OF NONPROFIT ORGANIZATIONS TO WHICH THE BOARD OF COUNTY COMMISSIONERS MAY CONTRIBUTE FUNDS, PURSUANT TO SECTION 1-108 OF THE CODE OF THE PUBLIC LOCAL LAWS OF WASHINGTON COUNTY, MARYLAND (THE “1-108 LIST)”

President Barr convened a Public Hearing at 9:30 a.m. to obtain public comment for requests for organizations to be added to the 1-108 list of nonprofit organizations to which the Board of County Commissioner may contribute funds.

Commissioner Wagner left the meeting at 9:30 a.m. and returned at 9:31 a.m.

Zachary J. Kieffer, County Attorney, presented the Board may approve inclusion of one or more organizations to the 1-108 list or may take the matter under advisement for action at a later date. The following non-profit organizations have submitted letters of request to be added to the 1-108 List: Shield for All Seasons, Inc.; Senior Services Network, Inc.; Mt. Aetna Volunteer Fire Department; Mediation First, Inc.; Legal Aid Bureau, Inc. dba Maryland Legal Aid; Good News Hagerstown, Inc.; Global Vision Christian School Broadfording; First Hose Fire Company of Boonsboro; Fierce Cheer Sponsors, Inc.; Congregation B'nai Abraham; Cibus Mission; and Boonsboro Town Alliance.

The Public Hearing was opened for public comment:

Curtis Reigh

Recess

Shaun Porter

Michael Armel

Ron Humbel

Denise Cintron

Sandrine Mabaya
Shawn Boward
Cassandra Clements

The Public Hearing was opened for Commissioner questions.

The Public Hearing was closed at 10:14 a.m.

The Public Hearing was opened for Commissioner comments.

The Commissioners requested additional information to review. This item will be brought back at a future meeting.

2. PUBLIC HEARING: APPLICATION FOR ZONING TEXT AMENDMENT RZ-25-005, ACCESSORY DWELLINGS UNITS

President Barr convened a Public Hearing at 10:20 a.m. to obtain public comment for the application for Zoning Text Amendment RZ-25-005, Accessory Dwelling Units.

The County Clerk administered the Oath of Testimony.

Travis Allen, Senior Planner, Planning and Zoning, and Jill Baker, Director, Planning and Zoning, presented for the purpose to take public comment on the rezoning application. Application has been made to amend several sections of the Zoning Ordinance to permit the creation of a new housing type in the County, Accessory Dwelling Units (ADU).

The Public Hearing was opened for public comment:
Shaun Porter
Nancy Allen

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.

The Commissioners will take the information received under advisement.

3. FORGET-ME-NOT MONTHS (SEPTEMBER, OCTOBER, NOVEMBER 2025) PROCLAMATION

The Board of County Commissioners presented a proclamation to the Disabled American Veterans Organization for Forget-Me-Not months.

CONVENE AS THE WASHINGTON COUNTY BOARD OF HEALTH

Commissioner Wagner, seconded by Commissioner Leatherman, moved to convene as the Board of Health at 10:49 a.m. The motion passed unanimously (5-0).

4. SOR IV (STATE OPIOID RESPONSE) ADOLESCENT CLUBHOUSE

Earl Stoner, Health Officer, Washington County Health Department, presented that the Health Department is recommending that the Board of Health award the contract to Horizon Goodwill

Industries of Washington County in the Amount of \$252,900.00, for the contract period of July 1, 2025, through June 30, 2026, for the SOR IV (State Opioid Response) Clubhouse.

Commissioner Wagner, seconded by Commissioner Cline, moved to approve the Board of Health award the contract to Horizon Goodwill, as presented. The motion passed unanimously (5-0).

RECONVENE AS BOARD OF COUNTY COMMISSIONERS, WAHSINGTON COUNTY

Commissioner Wagner, seconded by Commissioner Cline, moved to reconvene as the Board of County Commissioners, Washington County, Maryland at 10:50 a.m. The motion passed unanimously (5-0).

5. ADOPTION OF THE 2040 COMPREHENSIVE PLAN FOR WASHINGTON COUNTY

Jill Baker, Director, Planning and Zoning, presented the request to approve the adoption of the 2040 Comprehensive Plan. The Planning Commission held a public hearing on January 13, 2025, to present the final draft of the Plan and received public comment. After consideration of the comments received, the Planning Commission made some adjustments and recommended the final draft as presented to the Board of County Commissioners for adoption. The Board held a public hearing on June 13, 2025, on the Planning Commission recommended document. The Board has now considered all the information received during the public comment period which ended at the close of the public hearing.

Commissioner Cline, seconded by Commissioner Harvey, moved to approve the 2040 Comprehensive Plan; with the suggested amendments as included in the packet; with an effective date of October 1, 2025, as presented. The motion passed unanimously (5-0).

6. AMENDMENTS TO THE ADEQUATE PUBLIC FACILITIES ORDINANCE (APFO) AND THE BUILDING EXCISE TAX ORDINANCE (BETO) CONTINUED FROM JUNE 3, 2025

Jill Baker, Director, Planning and Zoning, presented the request to approve the proposed Amendments to the Adequate Public Facilities Ordinance. A public hearing was held for these proposed amendments on May 6, 2025. There was a subsequent meeting held on June 3, 2025, to discuss the comments and testimony provided at the public hearing. Staff recommended **the BETO** not going below the 1.75 per square foot for residential. Staff suggested increasing **the APFO** for the routine building permits to 50 per year and the apartment and condo building permits to 50 per year. Staff recommended an effective date July 1, 2026. Staff proposed a review of the APFO every two years.

Commissioner Wagner clarified staff's proposed changes. From the proposal of \$2.00 to not going below \$1.75; and instead of 25 permits per year there is a possibility of 50 permits per year; and instead of a January 1, they would go to July 1, 2026, start date for people already in the pipeline. Those are the three major things.

Commissioner Harvey, seconded by Commissioner Wagner, moved to approve the Adequate Public Facilities Ordinance and **the Building Excise Tax Ordinance** as presented. The motion passed unanimously (5-0).

7. ADEQUATE PUBLIC FACILITIES ORDINANCE (APFO) MITIGATION PROPOSAL – ELMWOOD FARM SECTION 5D

Jill Baker, Director, Planning and Zoning; and William C. Wantz, Attorney, representing developers of Elmwood Farm Section 5D, Jim Fitzgerald, Developer, and John Dalavalle, Developer, presented the request to approve an APFO school mitigation plan for Section 5D of the Elmwood Farms subdivision. The developer is now submitting a mitigation plan to provide a monetary contribution of \$5,000.00 per lot (for a total of \$95,000.00 for the 19 lots). The request to increase the AMC

contribution to \$5,000 per lot will assist the Board in accumulating revenue that will help pay for the construction of new schools.

Commissioner Cline, seconded by Commissioner Wagner, moved to approve the Adequate Public Facilities Ordinance mitigation proposal-Elmwood Farm Section D as presented. The motion passed unanimously (5-0).

8. SOLE SOURCE AWARD (PUR-1767) – VESTA 9-1-1 HARDWARE REFRESH UPGRADE FOR THE DEPARTMENT OF EMERGENCY COMMUNICATIONS

Brandi Kentner, Director, Purchasing; and Alan Matheny, Director, Emergency Management and Communications, presented the request to award a contract for the purchase and installation of Vesta 9-1-1 Hardware Refresh Upgrade, all related hardware and software to Carousel Industries of Newport News, VA, for the total proposal value of \$2,306,963.76, which includes annual maintenance and support for five years at \$70,760.00 per year. The award is contingent upon the County Attorney's approval of the final Service Agreement between the County and the recommended vendor.

Commissioner Harvey, seconded by Commissioner Wagner, moved to award the contract for the purchase and installation of Vesta 9-1-1 Hardware Refresh Upgrade to Carousel Industries as presented. The motion passed unanimously (5-0).

9. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-25-0202) AUTOMATED SPEED ENFORCEMENT SYSTEM – WASHINGTON COUNTY SHERIFF'S OFFICE

Brandi Kentner, Director, Purchasing; and Colonel Pete Lazich, Washington County Sheriff's Office presented the request to authorize by Resolution, the approval for the Washington County Sheriff's Office to enter into a contract to lease Automated Speed Enforcement System, at a cost of \$3,499.00 per month (per unit), speed enforcement system cameras from Altumint, of Lanham, MD and to utilize another jurisdiction's contract (RFP No. Purch 2024-049) that was awarded by Calvert County Department of Finance & Budget Purchasing Office. The award is contingent upon approval of the final contract agreement by the County Attorney's Office.

Commissioner Harvey, seconded by Commissioner Leatherman, moved to authorize by Resolution, the approval to enter into a contract to lease Automated Speed Enforcement System from Altumint as presented. The motion passed unanimously (5-0).

10. CONTRACT AWARD (PUR-1640) EIGHT (8) PORTABLE LAW ENFORCEMENT RADIOS AND ACCESSORIES FOR THE WASHINGTON COUNTY SHERIFF'S DEPARTMENT

Brandi Kentner, Director, Purchasing; Major Todd Kerns, Patrol Commander, Washington County Sheriff's Office; and Tom Weber, Deputy Director, Wireless Communications, presented the request to authorize the Washington County Sheriff Department to utilize the Communications Systems and Service Sole Source contract PUR-1640 with Motorola for the purchase of eight (8) portable law enforcement radios and accessories from Motorola Solutions, Inc. of Linthicum, MD for a total sum amount of \$86,994.88.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to authorize the purchase of eight (8) portable law enforcement radios and accessories from Motorola Solutions, Inc. as presented. The motion passed unanimously (5-0).

11. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-25-0203) – PURCHASE OF FOUR (4) NEW 2025 TRAIL KING TRAILERS FOR THE WASHINGTON COUNTY HIGHWAYS DEPARTMENT

Brandi Kentner, Director, Purchasing; and Zane Rowe, Deputy Director, Highways Department, presented the request to authorize, by Resolution, for the Washington County Highway Department to purchase four (4) New 2025 Trail King 40-ton Trailers TK40RB from Cleveland Brothers of Bridgeport, WV, for the amount of \$277,202.00 and to utilize another jurisdiction's contract (092922-TKI) that was awarded by Sourcewell to Trail King.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to authorize, by Resolution, the purchase of four (4) New 2025 Trail King 40-ton Trailers TK40RB from Cleveland Brothers as presented. The motion passed unanimously (5-0).

12. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-25-0204) LINE STRIPING OF COUNTY ROADS

Brandi Kentner, Director, Purchasing; Doug Levine, Traffic Supervisor, Highways Department; and Andrew Eshelman, Director, Public Works, presented the request to authorize by Resolution, for the Highway Department to utilize the Howard County, Maryland line striping contract 4400004812 / PA-096-2023 with Alpha Space Control, LLC. of Chambersburg, PA for line striping of 1,635,514 linear feet at \$.107 a linear foot on various roads within the County in the amount of \$175,000.00.

Commissioner Harvey, seconded by Commissioner Cline, moved to authorize by Resolution to utilize the Howard County, Maryland line striping contract (4400004812 / PA-096-2023) with Alpha Space Control, LLC, for line striping and to double the amount for a total of \$350,000.00. (The additional \$175,000.00 funding will be derived from reserves.) The motion passed unanimously (5-0).

13. CONTRACT AWARD (PUR-1751) – EAST SIDE TERMINAL EXPANSION/REHABILITATION AT THE HAGERSTOWN REGIONAL AIRPORT

Andrew Eshleman, Director, Public Works; and Neil Doran, Director, Hagerstown Regional Airport, presented the request to award the contract for East Side Terminal Building Expansion/Rehabilitation Base Bid and Add Alternate #1 to Callas Contractors, LLC of Hagerstown, MD, for the total price of \$3,287,000.00 and to execute Contract Change Order #1 in the amount of \$102,930.00 removing the value of furnishings from the base bid project cost so they may be rebid under a separate contract; and to empower the BOCC President to execute a proposal from ADCI, Inc. to provide construction phase services in the amount of \$652,207.00.

Commissioner Wagner, seconded by Commissioner Cline, moved to approve to award the contract for East Side Terminal Building Expansion/Rehabilitation Base Bid and Add Alternate #1 to Callas Contractors, LLC and to execute Contract Change Order #1 as presented. The motion passed unanimously (4-0-1). Commissioner Barr abstained from the vote.

Commissioner Wagner, seconded by Commissioner Cline, moved to approve to empower the Board of County Commissioners President to execute a proposal from ADCI, Inc. to provide construction phase services as presented. The motion passed unanimously (5-0).

14. POTOMAC EDISON EASEMENT REQUEST

Todd Moser, Real Property Administrator, Engineering; and Andrew Eshleman, Director, Public Works, presented the request to approve the Potomac Edison easement and to authorize the execution of the necessary documentation to finalize the easement. Potomac Edison has requested an easement

for an underground circuit along road frontage of Black Rock Golf Course. The easement would be ten (10) feet in width.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve the Potomac Edison easement request along Black Rock Golf Course as presented. The motion passed unanimously (5-0).

15. FY26 SENIOR CITIZEN ACTIVITIES CENTER OPERATING FUND GRANT – APPROVAL TO ACCEPT AWARDED FUNDING

Richard Lesh, Grant Manager, Grant Management; and Sandy Wood, COO, Washington County Commission on Aging, presented the request to approve the acceptance of funding awarded under the Senior Citizens Activities Center Operating Fund Grant program from the Maryland Department of Aging in the amount of \$28,601.00, which will be utilized to offset the cost of salaries for the Senior Center staff. The grant performance period is from July 1, 2025, through June 30, 2026. There is no matching fund requirement for this grant.

Commissioner Cline, seconded by Commissioner Leatherman, moved to approve the acceptance of funding awarded under the Senior Citizens Activities Center Operating Fund Grant program as presented. The motion passed unanimously (5-0).

16. 2025 EMERGENCY MANAGEMENT PERFORMANCE GRANT – APPROVAL TO RATIFY THE SUBMISSION OF THE GRANT APPLICATION AND ACCEPT AWARDED FUNDING

Cody Swope, Emergency Management Specialist, Emergency Management; and Richard Lesh, Grant Manager, Grant Management, requested ratification of the submission of the application for the Emergency Management Performance Grant Program to the Maryland Department of Emergency Management (MDEM) agency and approval to accept the funding as awarded by the agency. Due to the delayed release of the Notice of Funding Opportunity from the State Emergency Management Agency and the constricted application submission deadline, they proceeded to sign and submit the grant application on the deadline (August 6, 2025). The expected amount of the grant is \$93,022.39. The performance period for the grant is from October 1, 2025, through September 30, 2027. There is a 100% fund match requirement for this grant which will be accomplished by using the Director of Emergency Management salary as in-kind services.

Commissioner Harvey, seconded by Commissioner Wagner, moved to approve the ratification of the application for the Emergency Management Performance Grant and to accept funding as awarded as presented. The motion passed unanimously (5-0).

17. STATE HOMELAND SECURITY GRANT PROGRAM – APPROVAL TO RATIFY THE SUBMISSION OF THE GRANT APPLICATION AND ACCEPT AWARDED FUNDING

Cody Swope, Emergency Management Specialist, Emergency Management; and Richard Lesh, Grant Manager, Grant Management, requested ratification of the submission of the application for the State Homeland Security Grant to the Maryland Emergency Management Agency and approval to accept the funding as awarded by the agency. Due to the delayed release of the Notice of Funding Opportunity from the State Emergency Management Agency and the constricted application submission deadline, they proceeded to sign and submit the grant application on the deadline (August 6, 2025). The expected amount of the grant is \$153,703.91. The performance period of the grant is October 1, 2025, through August 31, 2028. There is no matching fund requirement for this grant.

Commissioner Leatherman, seconded by Commissioner Wagner, moved to approve the ratification of the application for the State Homeland Security Grant and to accept funding as presented. The motion passed unanimously (5-0).

18. USTA GRANT FUNDING TO RESURFACE WCPS TENNIS COURTS

Timothy Alexander, Assistant Parks Supervisor, Public Works, Parks and Facilities; and Maria Kramer, Director, Grant Management, presented the request to approve the grant application for and acceptance of capital funding from the USTA (United States Tennis Association) for tennis court rehabilitation and resurfacing up to \$625,000.00. The grant requires a 50% funding match; funds are available in the parks CIP budget Hard Court Resurfacing account.

Commissioner Wagner, seconded by Commissioner Harvey, moved to approve the grant application from the United States Tennis Association and accept funding as presented. The motion passed unanimously (5-0).

19. MOU BETWEEN THE TOWN OF SMITHSBURG AND THE BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY

Greg Cartrette, Director/Code Official, Permits and Inspections; and Rosalinda Pascual, Deputy County Attorney, presented the request to approve and accept the Memorandum of Understanding (MOU) between the Town of Smithsburg and the Board of County Commissioners. The Town of Smithsburg has requested that Washington County Division of Permits & Inspections take over the building permits, collection of fees and building inspections inside the town limits of Smithsburg, with an effective date of September 1, 2025. The County will receive 75% of the revenue of building permits received inside of the Town of Smithsburg.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve and accept the Memorandum of Understanding between the Town of Smithsburg and the Board of County Commissioners as presented. The motion passed unanimously (5-0).

21. EMS STAFFING TRANSITION DISCUSSION, VOLUNTEER FIRE COMPANY OF HALFWAY

Chip Rose, Director, Human Resources; and R. David Hays, Director, Emergency Services, presented the request to approve to hire three (3) of the twelve (12) approved positions as lieutenants for the EMS employee transition of the Volunteer Fire Company of Halfway (VFCH), and, to include transitioning the current part time EMS employees into county employment under the terms and conditions of the Staffing MOU. The three (3) lieutenants would be included as a part of the 12 positions that were authorized to hire in the June 3, 2025, Open Session presentation to the BOCC.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve to hire three (3) lieutenants for the EMS employee transition at the Volunteer Fire Company of Halfway as presented. The motion passed unanimously (5-0).

22. AMENDMENT TO COUNTY REAL TAX CREDIT ORDINANCE FOR FALLEN HEROES

Aaron Weiss, Assistant County Attorney, presented the request to adopt the amended Washington County Property Tax Credit Ordinance for Fallen Heroes. Effective June 1, 2025, Senate Bill 502 of the 2025 Maryland General Assembly's Regular Session, the scope of Section 9-210 of the Property Tax Article has been expanded. Notably, the new statute allows a local government to expand the scope of eligibility for property tax credits to include correctional and judicial officers.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to adopt the amended Washington County Property Tax Credit Ordinance for Fallen Heroes as presented. The motion passed unanimously (5-0).

23. SHERIFF'S OFFICE: TOWN OF FUNKSTOWN COMMUNITY DEPUTY AGREEMENT AND WCPS SCHOOL RESOURCE OFFICER MOU

Zachary Kieffer, County Attorney presented to request (1) to approve the Community Deputy Agreement between the Town of Funkstown, Washington County Sheriff's Office and Board of County Commissioners. (1) Community Deputy Agreement governs terms and conditions under which the Sheriff's Office provides a Community Deputy to the Town of Funkstown.; and (2) to approve the School Resource Officer Memorandum of Understanding (MOU) between Board of Education, Sheriff's Office and Board of County Commissioners. (2) School Resource Officer MOU governs the terms and conditions under which the Sheriff's Office renders special law enforcement services for public schools within the jurisdiction of the Sheriff's Office.

Commissioner Harvey, seconded by Commissioner Leatherman, moved to approve (1) the Community Deputy Agreement between the Town of Funkstown, the Washington County Sheriff's Office and the Board of County Commissioners as presented. The motion passed unanimously (5-0).

Commissioner Wagner, seconded by Commissioner Harvey, moved to approve (2) the School Resource Officer Memorandum of Understanding as presented. The motion passed unanimously (5-0).

20. PARTNERSHIP AGREEMENT: PARAMEDIC PROGRAM

R. David Hays, Director, Emergency Services; Kevin Lewis, Deputy Director, Emergency Services; and Dr. James Klauber, President, Hagerstown Community College, presented the request to approve to enter a Partnership Agreement with Hagerstown Community College for the Paramedic Program, collaboratively administered between the Division of Emergency Services (DES) and Hagerstown Community College (HCC). The purpose of this agreement is to establish the terms, obligations, and responsibilities of and between HCC and Board of County Commissioners (BOCC) to provide collective oversight and training for the Paramedic Program. The Partnership Agreement's content and program structure remain consistent with the previous Memorandum of Understanding.

Michelle Gordon, County Administrator, shared that there is a 70/30 split of tuition. The County retains 70% of the tuition and HCC retains 30% of the tuition to recognize the cost sharing arrangement.

Commissioner Cline, seconded by Commissioner Wagner, moved to approve to enter into a Partnership Agreement with Hagerstown Community College for the Paramedic Program as presented. The motion passed unanimously (5-0).

24. INTERFAITH SERVICE COALITION, MARTHA'S HOUSE, COMMISSIONER CONTINGENCY FUNDING REQUEST

Michelle Gordon, County Administrator; and Jerry Spencer, Interfaith Service Coalition, presented the request to approve, for one-time use of Commissioner Contingency funding for the Interfaith Service Coalition (ISC), in an amount not to exceed \$39,000.00 for one-time expenses associated with the foundation repairs to Martha's House in Hancock, MD. ISC has provided staff with all requested documents, and a building and zoning permit (HK2025-0013) was issued to their selected contractor on June 9, 2025. Staff recommended that funds be disbursed on a reimbursement basis and will require ISC to submit proof of work completed from the contractor prior to payment.

Commissioner Cline, seconded by Commissioner Wagner, moved to amend the amount to a one-time funding for the Interfaith Service Coalition for Martha's House in the amount of up to \$44,000.00. The motion passed unanimously (5-0).

25. HAGERSTOWN REGIONAL AIRPORT ADVISORY COMMISSION – APPOINTMENT

Dawn Marcus, County Clerk, presented the request to appoint Aaron Vittini to serve a partial term through October 31, 2026, on the Airport Advisory Commission.

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

26. WASHINGTON COUNTY BOARD OF SOCIAL SERVICES – APPOINTMENT

Dawn Marcus, County Clerk, presented the request to appoint Carrie Johnson to serve a partial term through June 30, 2027, on the Board of Social Services; and to appoint Lt. Andrew Lewis, to serve a partial term through June 30, 2026, on the Board of Social Services. Ms. Marcus noted a correction to the ARF date for Carrie Johnson.

Commissioner Cline, seconded by Commissioner Leatherman, moved to approve the appointments of Carrie Johnson and Lt. Andrew Lewis as presented. The motion passed unanimously (5-0).

CLOSED SESSION

Commissioner Harvey, seconded by Commissioner Leatherman, moved to convene in closed session at 12:16 p.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 related to reclassification of position in Sheriff's Office.
- Hiring Recommendation for open County position.
- Hiring Recommendation for open County position.
- Discussion of discipline of County employee.
- Discussion of discipline of County employee.
- Discussion of reclassification or repurpose of County position.

To consider the acquisition of real property for a public purpose (3).

- Open session discussion would disadvantage and weaken County bargaining position.

To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State. Open session discussion would deter business from active engagement in discussion (4).

- Discussion of retention of national chain.

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

- Status update and legal advice from County Attorney on County-involved legal matter.
- Legal advice from outside council pertaining to settlement of litigation.

To consult with staff about pending litigation (8). Open session discussion would divulge confidential litigation strategies and case theories and settlement discussions.

- Discussion of upcoming arbitration hearing.

To discuss public security. Public Body has determined open session discussion would constitute risk to public safety. (10)

- Discussion of security of County facilities.

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

- Legal advice regarding settlement litigation;
- Reclassification of a Deputy position to Sergeant, Sheriff's Office;
- Hiring of Pretreatment Coordinator position in Water Quality;
- Hiring of Assistant Maintenance Supervisor, Environmental Management;
- Discipline and/or removal of County employees;
- Reclassification of Permit Systems Specialist to Permit Operations Manager, Permits and Inspections;
- Arbitration hearing;
- Security of County facilities;
- Consideration of property acquisition;
- Retention of business of a national chain; 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 John F. Barr, Jeffrey A. Cline, Derek Harvey, Randal A. Leatherman and Randall E. Wagner; Dawn L. 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; Bruce Poole, Counsel; Brian Albert, Sheriff, Washington County Sheriff's Office; Chip Rose, Director Human Resources; Davina Yutzy, Deputy Director, Water Quality; Mark Bradshaw, Director, Environmental Management; Alan Matheny, Director, Emergency Management and Communications; Greg Cartrette, Director/Code Official, Permits and Inspections; Andrew Eshleman, Director, Public Works; Scott Hobbs, Director Engineering; Jonathan Horowitz, Director, Business and Economic Development; and Linda Spence, Financial Programs Administrator, Business and Economic Development.

RECONVENE IN OPEN SESSION

Commissioner Harvey, seconded by Commissioner Leatherman, moved to reconvene in open session at 4:15 p.m. The motion passed unanimously (5-0).

RECESS

EVENING MEETING WITH THE TOWN OF KEEDYSVILLE
Location: 100 West Washington Street, Hagerstown, Maryland 21740

INVOCATION AND PLEDGE OF ALLEGIANCE

Invocation presented by President John Barr, 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: Vice-President Jeffrey A. Cline, Commissioner Derek Harvey, Commissioner Randal A. Leatherman, and Commissioner Randall E. Wagner.

TOWN OF KEEDYSVILLE LEADERS' REPORTS AND COMMENTS

Mayor Ken Lord thanked the County Commissioners for hosting the meeting. He introduced the Town's topics of discussion. Mayor Lord shared the benefits of having residential deputy, Dakota Watkins. He shared information on the Town's meetings.

Town Administrator, Lisa Riner discussed golf cart regulations; and planning for the 250th anniversary celebration.

Council Member, Judy Kerns discussed the housing developments and education funding; strategies for addressing homelessness; cardiac rehabilitation appointment issues at Hagerstown Heart; and storm response times.

Council Member, Sarah Baker discussed annual property tax credits for first responders; planning for the 250th anniversary celebration; and fees paid for the residential deputy program.

COMMISSIONERS' AND COUNTY ADMINISTRATORS' REPORTS AND COMMENTS

Commissioner Wagner thanked the town for attending the meeting. He welcomed the Town to join in on the 250th anniversary celebration.

Commissioner Leatherman shared a memory of a sign slogan on the outskirts of the Town. He discussed the stocking of fish in Antietam Creek.

Commissioner Harvey thanked the Town for attending the meeting. He discussed the storm response times. Commissioner Harvey asked the Town to remind of their events that they have in the fall. He discussed the resident deputy program.

Commissioner Cline shared information on emergency response during the April storm.

Commissioner Barr welcomed the Town's members. He shared information regarding the Town Hall and his fondness for the area. Commissioner Barr looks forward to working together with Keedysville for the 250th anniversary. He shared the importance of small town America.

Michelle Gordon, County Administrator, shared information regarding golf cart regulations; she discussed the County Highway Facility at Route 34; education funding needs due to new housing developments; County benefits available for first responders and career staff; the cost for property tax credits; information on agencies who assist with homelessness; information on the 250th anniversary celebration; Opioid settlement funding; expansion of public transportation; appointment issues with Hagerstown Heart; storm response times and the opening of emergency centers for the citizens and extra services the County provided to the citizens with storm damage.

ADJOURNMENT

Commissioner Harvey, seconded by Commissioner Cline, moved to adjourn at 6:33 p.m. The motion passed unanimously (5-0).



Dawn L. Marcus, County Clerk

As amended June 30, 2026

Additions are in red

