



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

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

**October 14, 2025**

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

Invocation presented by Rabbi Marc Perman, 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 A. Leatherman and Commissioner Randall E. Wagner.

#### **APPROVAL OF MINUTES**

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve the minutes of September 9, 2025. The motion passed unanimously (5-0).

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

Commissioner Wagner thanked the staff of Washington County who coordinated the Maryland Department of Transportation (MDOT) meeting at the Public Safety Training Center.

Commissioner Leatherman assisted the Clear Spring Historical Society with working to preserve a property that was built in 1792 on Greencastle Pike. He shared the property is owned by the Fulton family who is cooperating with the Historical Society to preserve, document, and disassemble the home and barn which will eventually need to be moved to a different location. Commissioner Leatherman attended the 102<sup>nd</sup> Annual Banquet of the Washington County Farm Bureau. He shared a story of the Smith family's farming activities and their beekeeping business.

Commissioner Harvey attended the MDOT meeting and shared information on the safety issues, the County's needs, and his concerns for change. He shared the 250<sup>th</sup> Anniversary of the United States Navy. Commissioner Harvey commented on the anniversary of the bombing of the U.S.S. Cole where seventeen (17) sailors were killed and thirty-nine (39) wounded. He thanked the local families of Seaman Craig Wibberly and Fireman Patrick Roy and people like Commissioner Cline who continuously recognize these brave individuals from our community. Commissioner Harvey attended the Farm Bureau Banquet where the farm of the year was recognized. He shared that the Clearspring Historical Society and the Historical Advisory Committee are working together on details to move the farmhouse and the barn that they are preserving to the Agricultural Center. Commissioner Harvey shared that today is the National Day of Remembrance for Charlie Kirk. He shared the principals of Mr. Kirk.

Commissioner Cline thanked staff for their MDOT presentation. He shared topics discussed at the meeting regarding better workarounds for the construction detours and requested funding for I-81. Commissioner Cline attended the 102<sup>nd</sup> Annual Banquet of the Washington County Farm Bureau. He attended the Big Brother and Big Sister annual awards ceremony. He congratulated Big Brother of the year Zach Jamison and Big Sister of the year Jenny Ruppenthal. He attended the 4-H open house for National 4-H week at the Agricultural Center. Commissioner Cline attended and recognized local business on their anniversaries: Ernst Market celebrated eighty years; 40 West Deli celebrated three

years; Ruth's Market celebrated their first year and Branded Chophouse celebrated their second anniversary. He attended the Apple Fest at the Rural Heritage Museum. He attended the Clear Spring Fire Department and Community Days where they displayed their new fire tanker. Commissioner Cline shared the anniversary of U.S.S. Cole tragedy and the loss of two local sailors and he shared a story of visiting with their families. He would like the Commissioners to consider dedicating October 12<sup>th</sup> as Remember the U.S.S. Cole Day in Washington County.

Commissioner Barr shared his recent experience with his illness, he thanked his fellow Commissioners, County Staff, and the County Clerk. He commented on the outstanding care he received at Meritus Medical Center. Commissioner Barr commented on his board membership for the Maryland Association of Counties (MACo) and shared information on the busy upcoming 2026 Legislative session. He thanked staff again for their concern and assistance on the day he became ill.

### **STAFF COMMENTS**

Michelle Gordon, County Administrator presented that Agenda Item #20 will be moved to a future meeting.

Michelle Gordon, County Administrator, attended the MACo County Administrators Conference and shared topics of discussion to include the 2026 Legislative priorities, energy issues in the state, budgetary issues and multiple funding shifts to local governments. She attended the MDOT meeting and shared information on reductions in state funding and multiple topics that were discussed. Ms. Gordon toured the recently completed bridge replacement project at Swope Road. She commended staff at the Highway's Department for an incredible job and also recognized Tyler Price, Matt Miller, Michael Sprecher, John Divelbiss, Brandon Mauck, Sam Stouffer, Christi Line, Lance Hopkins and Eric Derr. Ms. Gordon attended the Advisory Board meeting for the University Systems of Maryland Hagerstown Campus. She attended Recruit Class 6 & 7 Firefighter Graduation. Ms. Gordon attended the ribbon cutting ceremony at the DM Bowman Workforce Family Training Center and she shared that the County has contributed \$2.5 Million to the project. She traveled to Garrett County to attend the Tri County Council meeting where she met the Western Maryland County Administrators. She attended the Emergency Preparedness Expo and thanked Staff in Emergency Management and Cody Swope, Emergency Management Specialist, for coordinating the event. Ms. Gordon attended multiple other meetings with state and local partners regarding economic development and community initiatives. She attended the Washington County Coalition Meeting to discuss the 2026 Legislative priorities. Ms. Gordon thanked Monical Lyndsey and staff in Engineering, who coordinated the MDOT Consolidated Transportation meeting, she shared the County's transportation priority items discussed at the meeting. She congratulated the Halfway EMS employees on the EMS transition to County employment as we welcomed twelve new full-time medics.

### **RECESS**

### **PUBLIC HEARING – APPLICATION FOR ZONING MAP AMENDMENT RZ-25-006**

President Barr convened a Public Hearing at 9:30 a.m. to obtain public comment for the application for Zonin Map Amendment RZ-25-006.

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. Application is being made to rezone three properties surrounding the AC&T store totaling .891 acres, near the intersection of Virginia Avenue (U.S. 11) and Brookmeade Circle and adjacent to the I-81 interchange (Exit 2), from the current Residential Transition (RT) to the Highway Interchange (HI) classification. The applicant Fast Gas Company seeks a map amendment for three properties located at the location noted above. This item was presented to the Washington County Planning Commission at a Public Information Meeting held during their regular meeting on July 7, 2025. The members unanimously recommended for approval of the proposed map amendment at their August 4th meeting. Three oral public comments at the July meeting were voiced in opposition to the rezoning due to concerns about potential impacts on the adjacent residential areas from expanded commercial operations at the AC&T.

Testimony was received from attorney Jason Divelbiss on behalf of applicant Fast Gas Company.

The Public Hearing was opened for public comment:

Curtis Reigh

Shaun Porter

RECESS

The Public Hearing was opened for Commissioner questions.

The Public Hearing was closed at 10:05 a.m.

The Public Hearing was opened for Commissioner comments.

Commissioner Cline, seconded by Commissioner Leatherman, moved to support the application for Zoning Map Amendment RZ-25-006 as presented. The motion passed unanimously (5-0).

## **2. AGENDA ITEM DISCUSSION AND CONSENSUS VOTE: APPLICATION FOR ZONING TEXT AMENDMENT RZ-25-005, ACCESSORY DWELLING UNITS**

Travis Allen, Senior Planner, Planning and Zoning presented the request for a consensus to either approve or deny the applicant's request to amend text in the Zoning Ordinance. Application is being 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 members recommended approval of the proposed amendments, with the caveat that the size limit of ADUs be increased to a maximum size of 1,500 square feet.

Commissioner Harvey, seconded by Commissioner Cline, moved to approve the amendments to the RZ-25-005, with a maximum size of 1200 square foot limit. The motion passed unanimously (5-0).

## **3. CHARACTER COUNTS! FUNDING REQUEST AND OCTOBER 2025 PROCLAMATION**

Carolyn Brooks, Director, Character Counts!, presented the request to approve \$3,000.00 in funding for direct expenses associated with the year-end event (Elementary Youth Celebration) and for scholarships from the Commissioners Contingency Fund. The Board of County Commissioners presented a proclamation to Ms. Brooks for Character Counts month.

Commissioner Cline, seconded by Commissioner Harvey, moved to increase the funding request to \$10,000.00 for Character Counts from the Commissioner Contingency Fund as presented. In addition to approve \$10,000.00 in annual funding for Character Counts. The motion passed unanimously (5-0).

**4. DISABILITY EMPLOYMENT AWARENESS MONTH PROCLAMATION**

The Board of County Commissioners presented a proclamation for Disability Employment Awareness Month to David Barnhart, Chair, Washington County Disabilities Advisory Committee. Mr. Barnhart shared the purpose and information on promoting disability employment awareness.

Commissioner Harvey left the meeting at 10:33 a.m. and returned at 10:34 a.m.

**5. BID AWARD (PUR-1756) – HEATING, VENTING, AIR CONDITIONING AND AUTOMATIC TEMPERATURE CONTROLS MAINTENANCE SERVICES (HVAC/ATC) AT COUNTY FACILITIES**

Carin Bakner, Buyer, Purchasing; and Daniel Hixon, Deputy Director-Public Works, Buildings, Grounds and Facilities, presented the request to award the Heating, Venting, Air Conditioning and Automatic Temperature Controls Maintenance Services (HVAC/ATC) contract to the responsive, responsible bidder Mechanical Services Industries, of Frederick, MD based on the total lump sum bid of \$233,255.00 based on the total of all quarterly maintenance service locations, hourly rates, and the base bid formula contained in its bid dated September 2, 2025. The Total Base Bid formula included in the bid document for determining the low bidder was as follows: 600 Hours x \$ (Regular HVAC Master Labor Rate) Plus 600 Hours x \$(Regular HVAC Journeyman Labor Rate) Plus 250 Hours x \$ (Regular HVAC Apprentice Labor Rate) = Total Base Bid. The County sets the percentage markup for repair parts and materials billed at cost plus a percentage at fifteen (15%) percent.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to award the Heating, Venting, Air Conditioning and Automatic Temperature Controls Maintenance Services (HVAC/ATC) contract to Mechanical Services Industries as presented. The motion passed unanimously (5-0).

**6. CONTRACT RENEWAL (PUR-1569) – UNIFORMS FOR WASHINGTON COUNTY SHERIFF'S OFFICERS**

Carin Bakner, Buyer, Purchasing; and Sheriff Brian Albert, Washington County Sheriff's Office, presented the request to renew the contract for Uniforms for Washington County Sheriff's Officers with Galls, LLC of Lexington, KY, per the rates included in its letter dated September 19, 2025. Galls LLC is requesting a 9% increase above the current rates due to increased costs from suppliers and changes to market conditions affecting labor, utility, and shipping costs.

Commissioner Leatherman, seconded by Commissioner Cline, moved to renew the contract for Uniforms for Washington County Sheriff's Officers with Galls, LLC as presented. The motion passed unanimously (5-0).

**7. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-25-0210) GROUND SUPPORT EQUIPMENT FOR THE HAGERSTOWN REGIONAL AIRPORT**

Carin Bakner, Buyer, Purchasing; and Neil Doran, Director, Hagerstown Regional Airport, presented the request to authorize by Resolution, for the Hagerstown Regional Airport to purchase one (1) new Ground Power Unit in the amount of \$91,810.84, one (1) new Aircraft Towing Tractor in the amount of \$198,670.42 and two (2) Carts totaling the amount of \$40,350.19 for the total sum amount of \$330,831.45 from Aero Specialties Ground Support Equipment of Boise, ID, and to utilize the cooperative contract that was awarded by GSA Advantage Contract No. GS-30F-0030X.

Commissioner Wagner, seconded by Commissioner Cline, moved to authorize by Resolution, for the Hagerstown Regional Airport to purchase one (1) new Ground Power Unit, one (1) new Aircraft

Towing Tractor and two (2) Carts from Aero Specialties Ground Support Equipment as presented. The motion passed unanimously (5-0).

**8. BID AWARD (PUR-1768) TERMINAL REPLACEMENT SEATING FOR THE HAGERSTOWN REGIONAL AIRPORT**

Brandi Kentner, Director, Purchasing; and Neil Doran, Director, Hagerstown Regional Airport, presented the request to award the purchase of Terminal Replacement Seating at the Hagerstown Regional Airport to Callas Contractors, LLC of Hagerstown, MD, for a total sum cost of \$410,500.00. This approval is contingent upon the final approval of the contract by the County Attorney's office.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to award the purchase of Terminal Replacement Seating at the Hagerstown Regional Airport to Callas Contractors, LLC as presented. The motion passed unanimously (5-0).

**9. SOLE SOURCE PROCUREMENT AWARD (PUR-1776) FOR MENTAL HEALTH CASE MANAGEMENT PROGRAM – ADULTS AND OLDER ADULTS**

Brandi Kentner, Director, Purchasing; and Meaghan Willis, Program Director Day Reporting Center, presented the request to approve a Sole Source procurement to Potomac Community Services in the amount of \$69,866.00 for Mental Health Case Management Program for adults and older adults, aligning with Maryland's Department of Health, Behavioral Health Administration, targeted case management provider approved August 4, 2025.

Commissioner Cline, seconded by Commissioner Leatherman, moved to approve a Sole Source procurement to Potomac Community Services in the amount of \$69,866.00 as presented. The motion passed unanimously (5-0).

**10. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-25-0211) FOUR (4) NEW 2026 FORD F550 TRUCKS**

Brandi Kentner, Director, Purchasing; and Zane Rowe, Deputy Director, Highways Department, presented the request to authorize by Resolution, for the Highway Department to purchase three (3) New 2026 Ford F550 4x2 Trucks in the amount of \$92,853.00 each; and one (1) New 2026 Ford F550 4x4 Truck in the amount of \$122,780.00 for the total sum of \$401,339.00 from Hertrich Fleet Services, Inc., of Milford, DE (corrected from the ARF), and to utilize the cooperative contract that was awarded by Howard County Maryland, contract #4400004546.

Commissioner Cline, seconded by Commissioner Leatherman, moved to authorize by Resolution, for the Highway Department to purchase three (3) New 2026 Ford F550 4x2 Trucks and one (1) New 2026 Ford F550 4x4 Truck from Hertrich Fleet Services, Inc., as presented. The motion passed unanimously (5-0).

**11. SOLE SOURCE PROCUREMENT (PUR-1777) E-PLANSOFTWARE FOR PLAN REVIEW AND PERMITTING DEPARTMENT**

Brandi Kentner, Director, Purchasing; and Joshua O'Neal, Chief Technical Officer, Information Technology, presented the request to authorize the purchase of software and technical services in the amount of \$104,491.80 from e-PlanSoft of Irvine, CA for the County's Divisions of Permit & Inspections, Engineering, and Planning & Zoning.

Commissioner Harvey, seconded by Commissioner Cline, moved to authorize the purchase of software and technical services from e-PlanSoft as presented. The motion passed unanimously (5-0).

**12. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-25-0212) – LEASE FOR ONE (1) 4K WATER TRUCK W/ NEW 2026 FREIGHTLINER M2106 FOR THE DEPARTMENT OF SOLID WASTE**

Brandi Kentner, Director, Purchasing; and David Mason, Deputy Director, Solid Waste, presented the request to authorize, by Resolution, the Department of Solid Waste to lease of one (1) 4k Water Truck w/New 2026 Freightliner M2106 from Caterpillar Financial Services Corporation with an annual payment in the amount of \$54,997.10 for the total financed sum of \$219,988.40 and to utilize another jurisdiction's contract (#011723-CAT) that was awarded by Sourcewell to Caterpillar, Inc. This is also contingent on the final approval of the lease agreement by the County Attorney's Office,

Commissioner Harvey, seconded by Commissioner Wagner, moved to authorize, by Resolution, the Department of Solid Waste to lease of one (1) 4k Water Truck w/New 2026 Freightliner M2106 from Caterpillar Financial Services Corporation as presented. The motion passed unanimously (5-0).

**13. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-25-0213) TENNIS COURT RESURFACING FOR ELEVEN (11) WASHINGTON COUNTY LOCATIONS**

Brandi Kentner, Director, Purchasing; and Andrew Eshleman, Director, Public Works, presented the request to authorize by Resolution, for the Parks Department to purchase materials and services for the resurfacing of eleven (11) tennis courts throughout Washington County for the total amount of \$1,323,317.71, from Keystone Sports Construction, of Phoenixville, PA, and to utilize the cooperative contract that was awarded by Edgemarket, contract ECIN: (269EMCPS-22-004-CP-KSC).

Commissioner Cline, seconded by Commissioner Leatherman, moved to authorize by Resolution, for the Parks Department to purchase materials and services for the resurfacing of eleven (11) tennis courts from Keystone Sports Construction as presented. The motion passed unanimously (5-0).

**14. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-25-0214) – ONE (1) PIERCE ENFORCER PUMPER FOR THE DIVISION OF EMERGENCY SERVICES**

Brandi Kentner, Director, Purchasing; and Eric Jacobs, Assistant Director, Emergency Services, presented the request to authorize by Resolution for the purchase of one (1) Pierce Enforcer Pumper Truck to Atlantic Emergency Solutions, of Manassas, VA., for the total sum of \$1,026,542.00 and to utilize another jurisdiction's contract (F12-23) that was awarded by Houston-Galveston Area Council (H-GAC) to Atlantic Emergency Solutions.

Commissioner Harvey, seconded by Commissioner Leatherman, moved to authorize by Resolution for the purchase of one (1) Pierce Enforcer Pumper Truck to Atlantic Emergency Solutions as presented. The motion passed unanimously (5-0).

**15. REVISIONS TO THE CURRENT BYLAWS FOR THE RECREATION & PARKS ADVISORY BOARD**

Jaime Dick, Deputy Director, Parks & Recreation; and Andrew Eshleman, Director, Public Works, presented the request to approve the Recreation & Parks Advisory Board bylaws with the proposed revisions. The current bylaws for the Recreation & Parks Advisory Board are outdated. It is advised that the bylaws revisions be adopted as they are consistent with the Rec & Parks Board's actual role as more advisory than managerial, while remaining consistent with the relevant sections of the CPLL.

Commissioner Wagner left the meeting at 11:03 a.m. and returned at 11:04 a.m.

Commissioner Cline, seconded by Commissioner Harvey, moved to approve the Recreation & Parks Advisory Board bylaws with the proposed revisions as presented. The motion passed unanimously (5-0).

**16. JOINT-USE AGREEMENT FOR THE REHABILITATION AND RESURFACING OF PUBLIC TENNIS COURTS IN THE COUNTY**

Andrew Eshleman, Director, Public Works; and Aaron Weiss, Assistant County Attorney, presented the request to approve and execute the Joint-Use Agreement as written. On January 26, 2024, the former Use Agreement related to public tennis courts between the Board of Education and the Board of County Commissioners (the "County") expired. The parties now desire to modify and execute a new Joint-Use Agreement which will shift the long-term responsibilities for the maintenance and care of certain public tennis courts to the Board of Education.

Commissioner Cline, seconded by Commissioner Leatherman, moved to approve and execute the Joint-Use Agreement for the Rehabilitation and Resurfacing of Public Tennis Courts in the County as presented. The motion passed unanimously (5-0).

**17. RECOGNITION OF MANUFACTURING MONTH, OCTOBER 2025**

Linda Spence, Financial Programs Administrator, Business and Economic Development, presented the presentation of two short videos in recognition of Manufacturing Month. The Manufacturing Month videos are designed to showcase the diversity and innovation of the manufacturing industry in Washington County. The videos showcased Beachley Furniture Company and the DVF Corporation.

**18. ADOPTION OF RESOLUTION TO EXTEND FOREIGN TRADE ZONE #255'S SERVICE AREA**

Linda Spence, Financial Programs Administrator, Business and Economic Development; and Jonathan Horowitz, Director, Business and Economic Development, presented the request to approve the Resolution as presented. The Foreign Trade Zone (FTZ) #255 is presenting a resolution for approval that would allow up to 250 acres of its 2,500-acre area available for use by businesses located outside the county. A five-year sunset period is recommended, giving the County time to measure results and adjust if needed. Before the period ends, the FTZ #255 Administrator will present findings and recommendations to the Board of County Commissioners.

Commissioner Wagner, seconded by Commissioner Cline, moved to approve the resolution to extend Foreign Trade Zone #255's Service Area as presented. The motion passed unanimously (5-0).

**19. VIXEN HOLLOW POS- STATESIDE EASEMENT**

Chris Boggs, Rural Preservation Administrator, Planning and Zoning, presented the request to approve the Vixen Hollow LLC Program Open Space – Stateside (POS-Stateside) Easement project, in the amount of \$321,552.00 for 47.79 easement acres, paid for 100% by the Maryland Department of Natural Resources (DNR), and to adopt an ordinance approving the easement purchase and to authorize the execution of the necessary documentation to finalize the easement purchase. The Vixen Hollow LLC property is located at 13030 Bikel Road, Smithsburg, and the easement will serve to permanently preserve a valuable equestrian, scenic, and environmental property in the County. Mr. Boggs shared that we currently have 42,795 acres of preserved land in the County.

Commissioner Harvey, seconded by Commissioner Cline, moved to approve the Vixen Hollow LLC Program Open Space – Stateside (POS-Stateside) Easement project as presented. The motion passed unanimously (5-0).

**20. LETTER OF SUPPORT OF OLIVER HOMES, INC.**

This item was removed from the agenda.

**21. WASHINGTON COUNTY OPIOID RESTITUTION FUND**

Maria Kramer, Director, Grant Management, presented the request for approval of submission of the Washington County Opioid Abatement Plan to the Maryland Office of Opioid Response (MOOR) for review and subsequent approval. The County's Local Abatement Plan Submission includes twelve projects that would be funded with the county's Targeted Abatement Funds. This plan is a five-year abatement plan and requires yearly monitoring and reporting to the Maryland Office of Opioid Response (MOOR) to ensure funds are being spent according to published guidelines.

Projects included in the Local Abatement Plan Submission are as follows:

- School Based Prevention Programs in partnership with WCPS;
- Community Wide Media Campaign;
- Support for community evidence-based treatment and recovery programs;
- Facilitation of Awareness Events and Town Halls;
- Expanded Naloxone Education and Distribution through EMS;
- Targeted Treatment for Incarcerated Population;
- Increased Education and Training for First Responders;
- Hiring of an Opioid Restitution Fund Manager;
- Support for community organization prevention programs aimed at children and families;
- Development of dashboard for tracking and reporting use of funds;
- Increased coordination of county-wide organizations and agencies to prevent duplication of services; and
- Ongoing monitoring and reporting on programs and initiatives funded through the abatement plan.

Commissioner Cline, seconded by Commissioner Harvey, moved to approve submission of the Washington County Opioid Abatement Plan to the Maryland Office of Opioid Response (MOOR) for review and subsequent approval as presented. The motion passed unanimously (5-0).

**22. BUDGET ADJUSTMENT FOR OFFICE SUPPORT IN TREASURER'S OFFICE**

Chip Rose, Director, Human Resources, presented the request to approve a budget adjustment to provide office support in the Treasurer's office through the end of the calendar year. The total cost should remain under \$25,000.00. Each year the office hires 4-5 part-time employees to help with the peak summer volume of citizens paying taxes. One of those part time employees has volunteered to work up to 25 hours/week. As she is already trained and familiar with the office, the Treasurer is requesting a budget adjustment to extend that part time employee's support through December.

Commissioner Harvey, seconded by Commissioner Leatherman, moved to approve the budget adjustment as presented. The motion passed unanimously (5-0).

**23. PRETREATMENT COORDINATOR**

Chip Rose, Director, Human Resources; and Davina Yutzy, Deputy Director, Water Quality, presented the request to extend an offer for position 979: Pretreatment Coordinator, Grade 13, Step 1, at \$65,437.00/annually (\$31.46 an hour) to Javier Mercado.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve to extend an offer to Javier Mercado as presented. The motion passed unanimously (5-0).

**24. TEAM BUILDING BUDGET & WORK BOOT REIMBURSEMENTS IN FY2026**

Chip Rose, Director, Human Resources; and Kelcee Mace, Chief Financial Officer, presented the request to approve to restore funding for Team Building and Boot reimbursements in FY 2026. Last year, Directors had a budget of \$25.00 /employee for team building and up to \$125.00 for work/safety boot reimbursements. The total cost to continue these programs is under \$40,000.00. Staff could repurpose budget dollars that were set aside for the Time to Care Act premiums as they have been delayed this year.

Michelle Gordon, County Administrator amended the amount to \$39,875.00.

Commissioner Cline, seconded by Commissioner Harvey, moved to approve to restore funding for Team Building and Boot reimbursements in FY 2026 as presented. The motion passed unanimously (5-0).

**25. ADULT PUBLIC GUARDIANSHIP REVIEW BOARD APPOINTMENTS**

Dawn Marcus, County Clerk, presented the request to appoint Thomas Waldron to serve a first, full three-year term from November 1, 2025, through September 30, 2028, as the Psychiatrist Representative on the Adult Public Guardianship Review Board.

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

In addition, to appoint Laurie Beth Baturin to serve a partial term through March 31, 2027, as a Community Representative.

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

In addition, to appoint Shana Matthews to serve a first, full three-year term from September 1, 2025, through August 31, 2028, as the Department of Social Services, Professional Representative.

Commissioner Leatherman, seconded by Commissioner Wagner, moved to approve the appointment of Shana Matthews as presented. The motion passed unanimously (5-0).

In addition, to reappoint Diane Lewis to serve a fourth, full three-year term from July 1, 2025, through June 30, 2028, as a Local Non-Profit Representative. The Board also requests a waiver of the two-term limit as outlined in the Boards and Commissions County Policy PR-22.

Commissioner Harvey, seconded by Commissioner Wagner, moved to approve the reappointment of Diane Lewis and the waiver of the two-term limit as presented. The motion passed unanimously (5-0).

**26. COUNTY TAX ABATEMENT FOR REAL ESTATE TAX BILLS 2025 – 4919, 4918, 4917, AND 3736 HAGERSTOWN MULTI USE SPORTS AND EVENTS FACILITY (A/K/A MERITUS PARK)**

Michelle Gordon, County Administrator, presented the request to approve the abatement of the county portion of principal and interest for real estate tax bills 2025-4919, 2025-4918, 2025-4917, 2025-4500, and 2025-3736 in the amount \$194,323.90 (\$183,324.45 principal and \$10,999.45 interest) for Customer 326178- Hagerstown Multi Use Sports and Events Facility (A/K/A Meritus Park). Senate Bill 596 (2025) was approved by the Maryland State Legislation; and this bill exempts property owned

by the Hagerstown Multi-Use Sports and Events Facility, Inc. (Meritus Park) from property tax if it is used primarily for public social, recreational and entertainment purposes. This bill took effect June 1, 2025, and there is a provision to enable the County to review the prior years bills. There is one year of outstanding tax bills for 2025, and it is recommended to fund this by reductions in transfers to the Capital Fund.

Commissioner Harvey, seconded by Commissioner Leatherman, moved to approve the County tax abatement for Real Estate Tax Bills 2025-4919, 2025-4918, 2025-4917, 2025-4500, and 2025-3736 as presented. The motion passed unanimously (5-0).

### **CLOSED SESSION**

Commissioner Harvey, seconded by Commissioner Cline, moved to convene in closed session at 11:37 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 hiring of open County position
- Discussion of appointment to HGR Airport Advisory Commission
- Discussion of future opening of County position

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

- Legal advice pertaining to proposed County policy
- Legal advice pertaining to applicability and duties of County under a State statute
- Status update and legal advice from County Attorney on two County-involved legal matters

To discuss development of fire and rescue services. Board has determined discussion in open session of implementation and development of fire and rescue services would risk public safety.

- Discussion of placement of transport units within County.
- Volunteer Fire and EMS provision of services.
- Discussion of volunteer fire and rescue support requests (2).

In closed session, the Commissioners discussed; and/or reached a consensus regarding:

- Appointments to the Hagerstown Regional Airport Advisory Commission;
- Hiring recommendation for the Commercial Building Plans Examiner;
- Discussion of future opening of County position
- Discussion of two volunteer fire and rescue support requests;
- Discussion of volunteer fire and EMS provision of services;
- Discussion of placement of transport units within County;
- Received legal advice to proposed County Policy.
- Received legal advice regarding potential Legislative items involving the County;
- Received legal advice pertaining to applicability and duties of County under a State statute; 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 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; Greg Cartrette, Director, Permits and Inspections/Code Official; Chip Rose, Director Human Resources; R. David Hays, Director, Emergency Services; David Chisholm, Deputy Director, Emergency Services; Vern Wachter, Chief, First Hose Company of Boonsboro; George Meyer, President, First Hose Fire Company of Boonsboro; Jim Sprecher, Jr., President, Washington County Volunteer Fire and Rescue Association; Dale Fishack, Vice President, Washington County Volunteer Fire and Rescue Association; Danielle Weaver, Director, Public Relations and Marketing; Jena Repp, PR Coordinator, Public Relations and Marketing; Kelcee Mace, Chief Financial Officer; and Maria Kramer, Director, Grant Management.

**RECONVENE IN OPEN SESSION**

Commissioner Cline, seconded by Commissioner Wagner, moved to reconvene in open session at 2:52 p.m. The motion passed unanimously (5-0).

**ADJOURNMENT**

Commissioner Wagner, seconded by Commissioner Harvey, moved to adjourn at 2:52 p.m. The motion passed unanimously (5-0).



Dawn L. Marcus, County Clerk

