



Board of County Commissioners of Washington County, Maryland

Open Session Minutes

November 18, 2025

INVOCATION AND PLEDGE OF ALLEGIANCE

Invocation presented by President John F. Barr, followed by the Pledge of Allegiance to the Flag by the full assemblage.

CALL TO ORDER

President John F. Barr called the regular meeting of the Board of County Commissioners of Washington County, Maryland, to order at 9:01 a.m. with the following members present: Vice-President Jeffrey A. Cline, Commissioner Randal A. Leatherman and Commissioner Randall E. Wagner. Commissioner Derek Harvey was absent.

APPROVAL OF MINUTES

Commissioner Leatherman, seconded by Commissioner Wagner, moved to approve the minutes of October 21, 2025. The motion passed unanimously (4-0).

COMMISSIONERS' REPORTS AND COMMENTS

Commissioner Wagner thanked the Veterans who have served and thanked all who participated in the events on Veterans Day. He attended the Veterans Day ceremonies at Marty Snook Park and the Vietnam Monument War Memorial service. Commissioner Wagner thanked Jim Kline for organizing the ceremonies. He attended the grand opening and ribbon cutting ceremony at the Chesterton Academy of the Divine Family.

Commissioner Leatherman attended the 250th Birthday of the U.S. Marines at Elmwood Farms. He congratulated and thanked all Marines for their service.

Commissioner Cline attended the 250th Birthday of the U.S. Marines at Elmwood Farms. He attended Sharpsburg Volunteer Fire Department annual banquet. Commissioner Cline recognized Darryl Benner for his 50 years of service to the Sharpsburg Volunteer Fire Department and noted that he was awarded Volunteer Fire Fighter of the Year in 2012. He commented on the ISO rating in Sharpsburg which lowered property insurance for the residents in the service area. Commissioner Cline attended the Warriors Amongst Us ceremony at Trinity Reformed United Church of Christ in Boonsboro. He shared that Veteran Jack Myers was a speaker at the ceremony. Commissioner Cline attended the one year anniversary of Ruths Market and Sweet Notes Bakery in Williamsport. He attended Veteran's Day ceremonies at Marty Snook Park, in Funkstown and the Vietnam Monument War Memorial service in Hagerstown. Commissioner Cline attended the Veterans Day assemblies at Boonsboro High School and Clear Spring High School. He attended the Meritus Go for the Gold Weight Loss Program event. Commissioner Cline thanked Hagerstown Community College for hosting the Pre-Legislative Forum with the Delegation. He thanked the Delegation for meeting with the Board of County Commissioners. Commissioner Cline attended the dedication of the historic Springfield Manor house in Williamsport.

Commissioner Barr attended the Veteran's Day assembly at Clear Spring High School. He thanked the Clear Spring leadership, principal and staff for the event. Commissioner Barr attended the fall Maryland Association of County's event sessions. He shared legislation information discussed with the State of Maryland Cabinet members. Commissioner Barr attended the Maryland Symphony Concert

at the Maryland Theatre. He commented on the 40 years of service that the Maryland Symphony Orchestra has provided to our community.

STAFF COMMENTS

Michelle Gordon, County Administrator attended multiple meetings with State Officials over the last couple of weeks regarding County programs and Economic Development initiatives. She attended the Veteran's Day Wreath Laying ceremony at Marty Snook Park. She recognized her husband and her son as Veterans of the United States Marine Corp and her stepson who is currently serving in the United States Army. Ms. Gordon thanked all who have served in Washington County. She extended her condolences to the family of the tragic fatal fire as well as to the first responders who were on the scene. Ms. Gordon shared that staff are currently working on the FY2027 budget. She commented on the State of Maryland's deficit, revenue projections for FY2027 and forward and that they are cutting some of the Homeland Security Grants which funds a small portion of positions and equipment for the first responders and law enforcement which will likely cause cost cuts and shifts to grant programs and other areas as a result of the deficit.

Michelle Gordon, County Administrator requested a consensus for a letter of support for No Small Change. They are applying for a grant from the Maryland Historical Trust. They are not requesting any funding from the County.

The Commissioner reached a unanimous consensus (4-0) in support of the letter for No Small Change.

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 student has been selected based on her scholastic achievement, leadership qualities, community service performed and other positive contributions to her school and community. The Board of County Commissioners of Washington County presented the award to Gabby Gatchalian of North Hagerstown High School.

2. PRESENTATION OF THE JUNE 30, 2025, AUDITED FINANCIAL STATEMENTS

Chris Lehman, Partner, SB & Company; and Kelcee Mace, Chief Financial Officer, presented a review of the external independent audited financial statements for fiscal year ending June 30, 2025. Mr. Lehman shared a slide presentation.

3. OPTIONAL 4TH EARLY VOTING CENTER FOR WASHINGTON COUNTY

Tammy Downin, President, Board of Elections; Nancy Armstrong, Assistant Secretary, Board of Elections; and Barry Jackson, Director, Board of Elections, presented the request for approval of a fourth Early Voting center in Washington County. They recommended the Virginia Avenue Election Facility site.

Commissioner Cline, seconded by Commissioner Leatherman moved to approve the fourth Early Voting Center as presented. The motion passed unanimously (4-0).

4. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-25-0220) – ONE (1) NEW 2026 FORD F-350 EXTENDED CAB FOR THE BUILDINGS, GROUNDS, AND FACILITIES DEPARTMENT

Carin Bakner, Buyer, Purchasing; and Daniel Hixon, Deputy Director, Buildings, Grounds and Facilities, presented the request to authorize by Resolution, the Buildings, Grounds & Facilities

Department to purchase one (1) New 2026 Ford F-350 Extended Cab with snow plow attachment from Apple Ford of Columbia, MD, for the total sum amount of \$64,836.20, and to utilize another jurisdiction's contract (SCON-10003179) that was awarded by Baltimore County.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve to authorize by Resolution the to purchase one (1) New 2026 Ford F-350 Extended Cab with snow plow attachment from Apple Ford as presented. The motion passed unanimously (4-0).

5. BID AWARD (PUR-1774) SWIMMING POOL AND WATER/WASTEWATER TREATMENT CHEMICALS

Carin Bakner, Buyer, Purchasing; Davina Yutzy, Deputy Director, Water Quality, Environmental Management, presented the request to award the bids for Swimming Pool and Water/Wastewater Treatment Chemicals to the responsive, responsible bidders with the lowest bids meeting the specifications for each item as follows:

Product/ (Estimated Annual Usage)	Vendor	Unit Price/Unit of Measure
Item No. 4 Polymer	Pollu-Tech, Inc.	\$13.42 Gallon
Item No. 10 Sulfuric Acid 93%-95%	George S. Coyne Chemical	\$5.5812 Gallon
Item No. 11 Sodium Hypochlorite	Univar	\$4.55 Gallon
Item No. 12 Potassium Permanganate	Univar	\$4.81 Pound
Item No. 13 Caustic Soda (Sodium Hydroxide)	Univar	\$2.59 Gallon
Item No. 15 Hydrofluosilicic Acid (H ₂ SiF ₆)	George S. Coyne Chemical	\$5.4482 Gallon
Item No. 16 Hydrofluosilicic Acid (H ₂ SiF ₆)	George S. Coyne Chemical	\$5.4482 Gallon
Item No. 17 DelPac 2000 PAX-XL6	USALCO	\$0.248 Pound
Item No. 19 Sodium Hypochlorite	Univar	\$5.05 Gallon
Item No. 24 DelPac 2020	Univar	\$4.96 Gallon
Item No. 29 Bacterial Enzymatic Powder	Maryland Chemical Co.	\$8.58 Pound
Item No. 33 DelPac 2000	Univar	\$5.72 Gallon
Item No. 34 Liquid Aluminum Sulfate	Univar	\$2.27 Gallon
Item No. 35 Micro C 2000	George S. Coyne Chemical	\$5.5861 Gallon

Commissioner Leatherman, seconded by Commissioner Wagner, moved to approve to award the bids for Swimming Pool and Water/Wastewater Treatment Chemicals as presented. The motion passed unanimously (4-0).

6. CONOCOCHIEAGUE WWTP PAVING CONTRACT

Mark Bradshaw, Director, Environmental Management, presented the request to authorize Craig Paving Inc. to perform \$100,155.08 of paving work at Conococheague WwTP and to add the project to the existing Pavement Maintenance And Rehabilitation Program FY '24 – Hot Asphalt (HMA) Applications contract that was awarded to Craig Paving Inc.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve to authorize Craig Paving Inc. to perform paving work at Conococheague WwTP and to add the project to the existing contract as presented. The motion passed unanimously (4-0).

7. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-25-0219) (3) VEHICLES FOR WATER QUALITY

Brandi Kentner, Director, Purchasing; and Mark Bradshaw, Director, Environmental Management, presented the request to authorize by Resolution, for the Department of Environmental Management to purchase three (3) 2026 Vehicles from Greencastle Chevrolet of Greencastle, PA for the total amount of \$183,903.45 and to utilize another jurisdiction's contract (Bid No. 26-07-0711) that was awarded by Costars. Per the Vehicle/Equipment Replacement Guidelines the following vehicles are to be replaced:

2005 Chevy Trailblazer, 2008 Chevy 250 4X4 and a 2017 Ford F350. There is a correction to funding account: BEH007.

Commissioner Leatherman, seconded by Commissioner Wagner, moved to approve to purchase three (3) 2026 Vehicles from Greencastle Chevrolet as presented. The motion passed unanimously (4-0).

**8. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-25-0221)
INSTALLATION OF VIDEO SURVEILLANCE EQUIPMENT FOR THE DEPARTMENT OF
WATER QUALITY AT FIVE (5) WATER TREATMENT FACILITIES**

Brandi Kentner, Director, Purchasing; and Mark Bradshaw, Director, Environmental Management, presented the request, to authorize by Resolution, for the Department of Environmental Management to purchase and have installed video surveillance equipment at five (5) water treatment facility locations from Skyline Technology Solutions of Glen Burnie, MD in the total amount of \$90,899.26 and to utilize another jurisdiction's contract that was awarded by the Carroll County Public Network (CCPN) contract (#49-F-1-24/25) November 13, 2024.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to authorize by Resolution to purchase and have installed video surveillance equipment at five (5) water treatment facility locations from Skyline Technology Solutions as presented. The motion passed unanimously (4-0).

**9. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-25-0215) – ONE (1)
WHEELED COACH 1170 AMBULANCE ON A FORD F550 4X4 CHASSIS FOR THE
DIVISION OF EMERGENCY SERVICES**

Brandi Kentner, Director, Purchasing; and R. David Hays, Director, Emergency Services, presented the request to authorize by Resolution for the purchase of one (1) Wheeled Coach 1170 Ambulance on a Ford F550 4x4 chassis to Atlantic Emergency Solutions, of Manassas, VA., for the total sum of \$402,431.00 and to utilize another jurisdiction's contract (122123-RVG) that was awarded by Sourcewell.

Commissioner Leatherman, seconded by Commissioner Wagner, moved to authorize by Resolution for the purchase of one (1) Wheeled Coach 1170 Ambulance on a Ford F550 4x4 chassis to Atlantic Emergency Solutions as presented. The motion passed unanimously (4-0).

**10. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-25-0218) – TWENTY
(20) 2026 CHEVROLET TAHOE VEHICLES FOR THE SHERIFF'S OFFICE**

Brandi Kenter, Director, Purchasing; and Sheriff Brian Albert, Washington County Sheriff's Office, presented the request to authorize by Resolution, the Sheriff's Office to purchase twenty (20) 2026 Chevrolet Tahoe vehicles from Hertrich Fleet of Milford, DE, for the total sum amount of \$1,128,486.00, and to utilize another jurisdiction's contract (4400004546) that was awarded by Howard County to Hertrich Fleet.

Commissioner Leatherman, seconded by Commissioner Wagner, moved to authorize by Resolution to purchase twenty (20) 2026 Chevrolet Tahoe vehicles from Hertrich Fleet as presented. The motion passed unanimously (4-0).

11. CONTRACT EXTENSION (PUR-1522) GROUP HEALTH – VISION

Brandi Kentner, Director, Purchasing; Jason Miller, Benefits Coordinator, Human Resources; and Chip Rose, Director, Human Resources, presented the request to authorize the extension of the Vision portion of the Group Health Insurance with EyeMed of Mason, OH, for an additional one-year term,

or the option of a 4-year contract which the County could cancel at any time. This extension includes a nominal increase in premiums however, in return, EyeMed is willing to increase the allowance on the high option coverage.

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

12. CONTRACT AWARD (PUR—1640) COMBINER/MULTI COUPLER UPGRADE

Brandi Kentner, Director, Purchasing; and Joshua O'Neal, Chief Technical Officer, Information Technology, presented the request to authorize the Wireless Communications Department to utilize the Communications Systems and Service Sole Source (CSSA) contract PUR-1640 with Motorola for the purchase of equipment and system integration services for ten (10) Customized T-Pass Combiners with Multicouplers from Motorola Solutions, Inc. of Linthicum, MD, for a total sum amount of \$1,442,756.00 based on the proposal received. They are also seeking approval for a budget adjustment from capital reserves in the amount of \$1,442,800.00 to cover the unanticipated expenditure.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to authorize the purchase of equipment and system integration services for ten (10) Customized T-Pass Combiners with Multicouplers from Motorola Solutions and the budget adjustment as presented. The motion passed unanimously (4-0).

13. SOLE SOURCES PROCUREMENT (PUR-1784) TWO (2) STRYKER LP35 MONITOR/DEFIBRILLATORS

Brandi Kentner, Director, Purchasing; and R. David Hays, Director, Emergency Services, presented the request to approve the sole source purchase of two (2) Stryker LP35 Monitor/Defibrillators for the Division of Emergency Services in the amount of \$105,561.50 from Stryker Sales Corporation (formerly Physio Control, Inc.) of Chicago, IL.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve the sole source purchase of two (2) Stryker LP35 Monitor/Defibrillators from Stryker Sales Corporation as presented. The motion passed unanimously (4-0).

14. SOLE SOURCE PROCUREMENT AWARD (PUR-1785) CASE MANAGEMENT SERVICES, RECOVER, REBUILD AND RECONNECT PROGRAM

Brandi Kentner, Director, Purchasing; and Meaghan Willis, Program Director, Day Reporting Center, presented the request to approve the award for a sole-source procurement to Potomac Community Services of Hagerstown, MD, for the following three positions; Position No. 1: Case Manager at \$60,000.00, Position No. 2: Assistant Program Manager at \$22,500.00, and Position No. 3: Clinical Supervisor at \$1,100.00 for a total amount of \$83,600.00 for the Recover, Rebuild, and Reconnect Program, aligning with Maryland's Department of Health, Behavioral Health Administration. The Behavioral Health Administration allows for one targeted case management agency per county; Washington County's being Potomac Community Services.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve Position No.1, Position No. 2 and Position No. 3 to Potomac Community Services as presented. The motion passed unanimously (4-0).

15. WESTERN MARYLAND CONSORTIUM LEASE

Todd Moser, Real Property Administrator, Engineering; and Andrew Eshelman, Director, Public Works, presented the request to approve the proposed Western Maryland Consortium lease agreement. The new lease is for a 5-year term at a rate of \$9.00 per square foot and the County pays all utilities for the property at 33/35 West Washington Street.

Commissioner Cline, seconded by Commissioner Wagner, moved to approve the proposed Western Maryland Consortium Lease agreement as presented. The motion passed unanimously (4-0).

16. FEDERAL LITTLE LEAGUE LEASE

Todd Moser, Real Property Administrator, Engineering; and Andrew Eshelman, Director, Public Works, presented the request to approve the proposed Federal Little League (FLL) lease agreement for the property located at the Central Section Highway Department, 601 Northern Avenue, Hagerstown. The lease is for an initial 5-year term with a single 1-year renewal, with no monetary consideration, the FLL is responsible for maintenance of the fields, structures and appurtenances and will pay all metered utility costs incurred by the FLL.

Commissioner Wagner, seconded by Commissioner Cline, moved to approve the Federal Little League lease agreement as presented. The motion passed unanimously (4-0).

17. DISTRICT COURT OF MARYLAND COMMISSIONERS' OFFICE LEASE EXTENSION

Todd Moser, Real Property Administrator, Engineering; and Andrew Eshelman, Director, Public Works, presented the request to approve the proposed four-month extension for the District Court of Maryland Commissioners' Office lease of approximately 1500 square feet of office space located at 500 Western Maryland Parkway.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve the four month extension to for the District Court of Maryland Commissioners' Office lease as presented. The motion passed unanimously (4-0).

18. MARYLAND ENERGY ADMINISTRATION LOCAL GOVERNMENT ENERGY MODERNIZATION GRANT

Andrew Eshleman, Director, Public Work; and Carsten Ahrens, Senior Grant Manager, Grant Management, presented the request to approve two Local Government Energy Modernization (LGEM) grant applications and acceptance of capital funding from the Maryland Energy. Area of Interest 1 (AOI1) – Non-Competitive Formula Block Grant up to \$4,246,663.00. Area of Interest 4 (AOI4) – Competitive Implementation Project Grant up to \$1,390,000.00 Administration.

Commissioner Leatherman, seconded by Commissioner Wagner, moved to approve the Local Government Energy Modernization grant applications and acceptance of funds as presented. The motion passed unanimously (4-0).

19. COMMUNITY ORGANIZATION FUNDING – AVAILABLE FUNDING AND SERVICE PRIORITY AREA

Maria Kramer, Director, Grant Management, presented the request to approve the Community Organization Funding Service Priority Areas and their respective available funding amounts. It is the

recommendation of the County's Chief Financial Officer and the Office of Grant Management that the amount of funding made available for each respective service priority be set as indicated for FY2027:

<u>Service Priority Area</u>	<u>Funding Available</u>	<u>Percent of Available Funds</u>
Arts & Culture	\$135,600	11.3%
Domestic Violence	\$386,400	32.2%
Families & Children	\$494,400	41.2%
Recreation	\$33,600	2.8%
Seniors	\$136,800	11.4%
Other	\$13,200	1.1%
Total	\$1,200,000	100%

Commissioner Cline, seconded by Commissioner Wagner, moved to approve the Service Priority Areas and funding amounts as presented. The motion passed unanimously (4-0).

20. APPROVAL OF HIRE FOR CHIEF OF SURVEYS POSITION

Chip Rose, Director of Human Resources, presented the request to extend an offer to Alex Shifler for position #172, Chief of Surveys, at a Grade 15, Step 10, at \$44.98 /hour (\$93,558.00 annually).

Commissioner Wagner, seconded by Commissioner Cline, moved to approve to extend an offer to Alex Shifler as presented. The motion passed unanimously (4-0).

21. APPOINTMENT TO THE PLANNING COMMISSION

Jill Baker, Director, Planning and Zoning, presented the request to approve the appointments of Douglas Wright Jr. and Laura Lane-Unsworth to their first 5-year term that will run from January 1, 2026, through December 30, 2031, on the Planning Commission. This is a paid Board.

The Board of County Commissioners thanked David Kline and Dennis Reeder for their years of service to the Planning Commission.

Commissioner Cline, seconded by Commissioner Leatherman, moved to approve the appointments of Douglas Wright Jr. and Laura Lane-Unsworth as presented. The motion passed unanimously (4-0).

CLOSED SESSION

Commissioner Leatherman, seconded by Commissioner Wagner, moved to convene in closed session at 10:19 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 appointment to open position in County Government.
- Discussion of reclassification of position in County Government.

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 enforcement of County policy.
- Status update and legal advice from County Attorney on two County-involved legal matters.

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

- Reclassification of Sr. Office Associate Position, Permits and Inspections;
- Hiring recommendation for the Assistant Medical Director, PSTC Paramedic Program;
- Review of County policy;
- 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, 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; R. David Hays, Director, Emergency Services; Greg Cartrette, Director/Code Official, Permits and Inspections; Becky Gander; Chief of Permitting, Permits and Inspections; Chip Rose, Director Human Resources; and Danielle Weaver, Director, Public Relations and Marketing;

RECONVENE IN OPEN SESSION

Commissioner Cline, seconded by Commissioner Wagner, moved to reconvene in open session at 11:30 a.m. The motion passed unanimously (4-0).

ADJOURNMENT

Commissioner Wagner, seconded by Commissioner Cline, moved to adjourn at 11:30 a.m. The motion passed unanimously (4-0).



Dawn L. Marcus, *County Clerk*