



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

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

**November 25, 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 9:02 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 Leatherman, moved to approve the minutes of November 4, 2025. The motion passed unanimously (5-0).

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve the minutes of November 5, 2025. The motion passed unanimously (4-0-1). Commissioner Barr abstained.

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

Commissioner Wagner wished the citizens and staff a Happy Thanksgiving Holiday weekend.

Commissioner Leatherman shared that the 63<sup>rd</sup> Annual John F. Kennedy 50 Mile Race occurred on Saturday. He recognized Hans Troyer for winning the race in 5 hours, 10 minutes and 25 seconds. Commissioner Leatherman shared that deer season will open in Maryland on Saturday. He commented on the upcoming Thanksgiving Holiday, and he thanked his fellow Commissioners and County staff for welcoming him this year.

Commissioner Harvey thanked Commissioner Leatherman for joining the County. He commented on the upcoming Thanksgiving Holiday and thanked County staff for their support and hard work. Commissioner Harvey commented on Staff and Leadership across the County. He commented on remembering the Pilgrims this Thanksgiving. Commissioner Harvey shared that the Washington County Health Department is a State run organization in addition to the Department of Social Services and the Library. He commented on the difference of the roles and missions of the State, County and the City. Commissioner Harvey commented on the upcoming General Assembly, State budget deficit, unfunded obligations and the shift of fees and taxes to the counties and chartered cities.

Commissioner Cline shared Commissioners Harvey's sentiments on the upcoming General Assembly. He attended the Washington County Volunteer Fire and Rescue Association meeting, and he congratulated James Sprecher Jr. for his reelection as President. Commissioner Cline wished his colleagues a Happy Thanksgiving and he appreciates all County employees for their work. He attended the November Chamber Bash at the 19<sup>th</sup> Hole at Black Rock Golf Course. Commissioner Cline commented on upcoming events. He shared this Saturday will be the 25<sup>th</sup> Anniversary of the Turkey Trot organized by the Recreation and Parks Director Jamie Dick and his team.

Commissioner Barr shared that he is thankful to serve alongside his fellow County Commissioners. He thanked Commissioner Leatherman for joining the County. Commissioner Barr thanked County Staff for their work throughout the County. He shared information on the Salvation Army Red Kettle Campaign kick-off.

### **STAFF COMMENTS**

Dawn Marcus, County Clerk presented the request to approve a correction to term dates for the Planning and Zoning Commissions appointments of Douglas Wright Jr. and Laura Lane-Unsworth previously approved during the November 18, 2025, meeting. The correction is needed to change the end of term date from December 31, 2031, to December 31, 2030. The corrected terms they will serve are first, full five-year terms, from January 1, 2026, through December 31, 2030. This is a paid board.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve the correction to the term dates as presented. The motion passed unanimously (5-0).

Michelle Gordon, County Administrator, attended the Board of Advisors meeting for the University Systems of Maryland's Hagerstown Campus. She attended several other meetings including a meeting with the City of Hagerstown. She echoed Commissioner Cline's comments regarding the Turkey Trot and recognized Jaime Dick, Director of Recreation and Parks and his staff for organizing the event. Ms. Gordon wished a Happy Thanksgiving to County staff and County residents.

### **1. 35<sup>th</sup> ANNIETAM NATIONAL BATTLEFIELD MEMORIAL ILLUMINATION AND PRESENTATION OF PROCLAMATION**

Andrew Banasik, Superintendent, Antietam National Battlefield; Georgene Charles, Founder & General Chairman, 34th Annual Antietam National Battlefield Memorial Illumination; Tom Riford, Committee Member, Antietam National Battlefield Committee; Dr. Thomas Clemens, Keynote Speaker, 35th Annual Antietam National Battlefield Memorial Illumination; and Judi Quellan, photographer, 35th Annual Antietam National Battlefield Memorial Illumination shared an update of the battlefield illumination. The Board of County Commissioners presented a proclamation for the 35th Annual Antietam National Battlefield Memorial Illumination. Commissioner Cline shared a letter from Michael Wickline of Magic Lantern Productions.

### **2. 2025 MARINE CORPS RESERVE TOYS FOR TOTS CAMPAIGN**

Kathleen Prest, Coordinator, Marine Corps Reserve Toys for Tots, presented information regarding the 2025 Marine Corps Reserve Toys for Tots Campaign. The Board of County Commissioners presented a donation of Toys on behalf of Washington County.

Commissioner Cline, seconded by Commissioner Leatherman, moved to approve a one-time donation of \$1,000.00 to Toys for Tots from the Commissioner Contingency Fund. The motion passed unanimously (5-0).

### **3. CONTRACT AWARD (PUR-1775) OUT OF SCHOOL PROGRAM FOR THE OFFICE OF GRANTS MANAGEMENT**

Brandi Kentner, Director, Purchasing; and Maria Kramer, Director, Grants Management, presented the request to award the contract for Out of School Program for the Office of Grants Management to the responsive, responsible proposer, MBA Growth Partners, LLC. of Rockville, MD, for a total sum amount of \$84,259.00 based on the proposal received.

Commissioner Leatherman, seconded by Commissioner Wagner, moved to approve to award the contract for Out of School Program to MBA Growth Partners, LLC as presented. The motion passed unanimously (5-0).

**4. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-25-0222) – PLAYGROUND EQUIPMENT FOR WOODLAND WAY NEIGHBORHOOD PARK FOR THE PARKS AND RECREATION DEPARTMENT**

Brandi Kentner, Director, Purchasing; and Pamela Boyd, Parks Supervisor, Parks and Facilities, presented the request to authorize by Resolution, the Parks and Recreation Department to purchase playground equipment for the Woodland Way Neighborhood Park from GameTime c/o Cunningham Recreation of Charlotte, NC, for the total sum amount of \$149,812.77, and to utilize another jurisdiction's contract, City of Charlotte (2017001134) that was awarded by Omnia Partners.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve to purchase playground equipment for the Woodland Way Neighborhood Park from GameTime as presented. The motion passed unanimously (5-0).

**5. AGRICULTURE – FACES OF FARMING PRESENTATION**

Kelsey Keadle, Business Specialist, Agriculture, Business and Economic Development presented "Faces of Farming" is an agricultural-focused video marketing campaign that showcases local Washington County farms every month, for one year. The "Faces of Farming" marketing videos will be showcased on the County's website, as well as Facebook and other social media platforms, and will target a new industry and highlight a local farmer from that specific agricultural industry. Today's Faces of Farming videos highlighted the 2025 Agricultural Week Dairy Goat and Fair Videos.

**6. RECLASSIFY SR. OFFICE ASSOCIATE (GRADE 8) AS PERMIT SUPPORT ASSOCIATE (GRADE 8)**

Greg Cartrette, Director/Code Official, Permits and Inspections; and Chip Rose, Director of Human Resources, presented the request to reclassify the Sr. Office Associate, Permits and Inspections to Permit Support Associate at a Grade 8.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to reclassify the Sr. Office Associate, Permits and Inspections to Permit Support Associate at a Grade 8 as presented. The motion passed unanimously (5-0).

**7. ASSISTANT MEDICAL DIRECTOR – PSTC PARAMEDIC PROGRAM**

Michelle Gordon, County Administrator; and Chip Rose, Director of Human Resources, presented the request to advertise and hire for the part-time position of Assistant Medical Director, Emergency Services to serve as the Medical Director for the Paramedic Program at the Public Safety Training Center.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve to advertise and hire for the position of Assistant Medical Director, Emergency Services as presented. The motion passed unanimously (5-0).

### **CLOSED SESSION**

Commissioner Wagner, seconded by Commissioner Leatherman, moved to convene in closed session at 9:53 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 open position in County Government.
- Discussion of reclassification of two positions in County Government.
- Discussion of open position in County Government.
- Discussion of open position in County Government.
- Discussion of performance and compensation of County employee.

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 Water System Allocation.
- Legal advice pertaining to MOU negotiation.
- 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:

- Creation of DES Job Family for Fire Fighter/Paramedic;
- Reclassification of FF/ALS Supervisor;
- Hiring recommendation for 911 Operations Manager;
- Creation of Deputy Director of Environmental Management;
- Advertise for the Director of Planning and Zoning position;
- Execution of Memorandum of Understanding with Black Rock Golf Course;
- Legal advice pertaining to Memorandum of Understanding;
- Update of status of Highfield Water System;
- 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; R. David Hays, Director, Emergency Services; Alan Matheny, Director, Emergency Management and Communications; Andrew Eshleman, Director, Public Works; Davina Yutzy, Deputy Director, Water Quality; Mark Bradshaw, Director, Environmental Management; and Chip Rose, Director Human Resources.

### **RECONVENE IN OPEN SESSION**

Commissioner Wagner, seconded by Commissioner Leatherman, moved to reconvene in open session at 12:01 p.m. The motion passed unanimously (5-0).

**ADJOURNMENT**

Commissioner Wagner, seconded by Commissioner Leatherman, moved to adjourn at 12:01 p.m. The motion passed unanimously (4-0).



---

Dawn L. Marcus, *County Clerk*

