



Board of County Commissioners of Washington County, Maryland

Open Session Minutes

December 9, 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 9:00 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 November 18, 2025. The motion passed (4-0-1). Commissioner Harvey abstained from the vote.

COMMISSIONERS' REPORTS AND COMMENTS

Commissioner Wagner thanked the Department of Parks and Recreation staff for the kickoff of the girls' volleyball season at Hagerstown Community College. He commented on the well-attended event and thanked the parents and the participants. Commissioner Wagner thanked the AFLCIO Union for their invitation to the Toys for Tots Toy Roundup.

Commissioner Leatherman commented on volunteerism in the County. He attended the Deer Camp Banquet at the Tonoloway Gun Club. Commissioner Leatherman attended the 35th Illumination at Antietam Battlefield and shared that 23,110 bags of sand, to place the candles in, were filled by 1500 volunteers. He recognized Dr. Tom Clemens for his comments at the event.

Commissioner Harvey shared Commissioners Wagner and Commissioner Leatherman's sentiments. He commented on the budget, public services, wages for staff, investment of infrastructure, and smart budget practices. Commissioner Harvey commented on tax rates and being fiscally prudent.

Commissioner Cline attended the AFLCIO Toys for Tots Toy Roundup last evening. He attended the Deer Camp Banquet at the Tonoloway Gun Club. Commissioner Cline attended the 25th Annual Turkey Trot 5K Run and thanked Jaime Dick and his volunteers and the 995 participants of the event. He attended the Town of Hancock tree lighting ceremony. Commissioner Cline attended the Secretary of Commerce's Community Roundtable with Commissioner Barr at Hub City Live. He visited Station 8 for the unveiling of their new ambulance for the Rohrersville Community. Commissioner Cline congratulated Steve Hummel on receiving the Community Foundation Volunteer of the Year Award. He attended the new branch opening for the Middletown Valley Bank on Eastern Boulevard. Commissioner Cline attended the 35th Antietam Battlefield Illumination. He shared that some of the Boy Scout Volunteers are on their third generation of volunteerism. Commissioner Cline thanked Georgine Charles and her team for organizing the event. Commissioner Cline attended the opening of the Park and Recreation's girls' volleyball season. He attended the Tri-County Council annual membership meeting. Commissioner Cline assisted in lighting the Christmas tree at the Tree Lighting ceremony in Dargan.

Commissioner Barr thanked Congresswoman April Delaney for organizing the Community Town Hall at the Public Safety Training Center. He attended the multi County Track and Field events at Hagerstown Community College and thanked the college and their staff for organizing the event. Commissioner Barr recognized Steve Hummel on receiving the Community Foundation Volunteer of the Year Award. He wished everyone a Merry Christmas and safe travels during the holiday season.

STAFF COMMENTS

Linda Spence, Business Specialist, Business and Economic Development; and Kelsey Keadle, Agricultural Business Specialist, Business and Economic Development, shared an update on the results of the five projects and that were awarded the 2025 Ag Innovation and Equipment Grant.

R. David Hays, Director, Emergency Services, shared information on funding discussed at the Mayor and City Council work session last week. He provided a representation of some of the costs that the County provides to the City of Hagerstown. He also shared that the County reimburses the City for the stations cost for utilities, insurances for the facilities and property and casualty insurances for the volunteers. He shared that Community Rescue Service is funded and supported directly out of the County Division of Emergency Services budget and noted that 67% of their calls are within the City limits. Collectively the amount of funding is approximately 2.5 million dollars annually that goes directly to supporting the services to the residents of the City of Hagerstown. He presented response statistics that the County provides to the City of Hagerstown for fire, rescue and emergency services. He provided information on the Public Safety Training Center, their training programs and an update of the additional future investment in the center.

Michelle Gordon, County Administrator, attended the 35th Memorial Illumination at Antietam Battlefield. She attended the Tri-County Council annual meeting. Ms. Gordon attended the roundtable discussions with Secretary Coker, Secretary of Commerce; she shared the topics of discussion and information on the tour of Hagerstown Regional Airport. She attended the Community Round Table discussions with Congresswoman April Delaney. Ms. Gordon attended the Turkey Trot at Hagerstown Community College. She thanked Jaime Dick, Director of Parks and Recreation and his staff for organizing the event and Hagerstown Community College and for hosting the event for the past 25 years.

Michelle Gordon, County Administrator, recited three Open Meetings Act Compliance Board Opinions.

Zachary J. Kieffer, County Attorney, presented that the Public Hearing for the Recommendations of the Salary Study Commission scheduled for today will be removed from today's agenda and will be rescheduled to a later date.

1. PUBLIC HEARING: RECOMMENDATIONS OF THE SALARY STUDY COMMISSION

This item was removed from the agenda.

2. MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE TOWN OF BOONSBORO AND THE BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY (BOCC) FOR ALLOWING APPLICATION OF COUNTY HISTORIC PROPERTY TAX CREDITS

Meghan Jenkins, GIS Coordinator/Historic Preservation Planner, Planning and Zoning; and Aaron Weiss, Assistant County Attorney, presented the request to approve the Memorandum of

Understanding (MOU) between the Town of Boonsboro and the BOCC. The Town of Boonsboro has requested to participate in the County Historic Structures Tax Credit Ordinance as a qualifying municipality through delegation to the County Historic District Commission (HDC) of permit review authority through a recorded MOU. This delegation is expressly permitted by County ordinance.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve the Memorandum of Understanding for allowing The Town of Boonsboro's Application of County Historic Property Tax Credits as presented. The motion passed unanimously (5-0).

3. MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE TOWN OF SHARPSBURG AND THE BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY (BOCC) FOR ALLOWING APPLICATION OF COUNTY HISTORIC PROPERTY TAX CREDITS

Meghan Jenkins, GIS Coordinator/Historic Preservation Planner, Planning and Zoning; and Aaron Weiss, Assistant County Attorney presented the request to approve the Memorandum of Understanding (MOU) between the Town of Sharpsburg and the BOCC. The Town of Sharpsburg has requested to participate in the County Historic Structures Tax Credit Ordinance as a qualifying municipality through delegation to the County Historic District Commission (HDC) of permit review authority through a recorded MOU. This delegation is expressly permitted by County ordinance.

Commissioner Cline, seconded by Commissioner Wagner, moved to approve the Memorandum of Understanding for allowing The Town of Sharpsburg's Application of County Historic Property Tax Credits as presented. The motion passed unanimously (5-0).

4. CONSTRUCTION BID AWARD – PUBLIC SAFETY TRAINING CENTER – TACTICAL VILLAGE PHASE I

Scott Hobbs, Director, Engineering, presented the request to award the Public Safety Training Center Tactical Village Phase I contract to the lowest responsive, responsible bidder, C. William Hetzer, Inc. of Hagerstown, in the amount of \$7,734,871.55 and approve a budget adjustment of \$400,000.00 from Capital Reserves to LDI063.

Commissioner Cline, seconded by Commissioner Harvey, moved to approve to award the Public Safety Training Center Tactical Village Phase I contract to C. William Hetzer, Inc. and the budget adjustment as presented. The motion passed unanimously (5-0).

5. MEMORANDUM OF AGREEMENT – TRUCK RESTRICTION SIGNS FOR TOWN OF KEEDYSVILLE

Scott Hobbs, Director, Engineering, presented the request to approve to execute the Memorandum of Agreement (MOA) between the Maryland Department of Transportation State Highway Administration and the County to install truck restriction signs in the Town of Keedysville. The purpose of the MOA is to establish an agreement to restrict, by signs, large semi-trailer trucks, from using Coffman Farms Road and South Main Street via MD 34 in Keedysville to enhance safety and protect the community's infrastructure due to limited turning movements in town.

Commissioner Harvey, seconded by Commissioner Leatherman, moved to approve the Memorandum of Agreement between the Maryland Department of Transportation State Highway Administration and the County as presented. The motion passed unanimously (5-0).

6. ADD AN UPDATE TO THE CURRENT RESOLUTION ADOPTING FEE SCHEDULE FOR CIVIL CITATIONS FOR FIRE

Greg Cartrette Director/Fire Marshal, Permits & Inspections; and Rosalinda Pasqual, Deputy County Attorney, presented the request to approve to update the current Resolution #2025-26 Adopting Fee Schedule for Civil Citations for Fire. While the fire code allows the authority to enforce the fire code and conduct inspections, he requested to add to the current Fire Civil Citation resolution the ability to write civil citations for non-compliance.

Commissioner Wagner, seconded by Commissioner Harvey, moved to approve to update the current Resolution #2025-26 Adopting Fee Schedule for Civil Citations for Fire as presented. The motion passed unanimously (5-0).

7. CRABTREE GOLF MEMORANDUM OF UNDERSTANDING

Andrew Eshleman, Director, Public Works, presented the request to approve and execute the Crabtree Golf Memorandum of Understanding (MOU). The current existing 2019 MOU with Ryan Crabtree, Golf Course Manager, grants certain rights and privileges for additional income from golf lessons and repair services. A new MOU that more clearly separates the roles and responsibilities as a W-2 salaried County employee and those essential job functions versus income earned and expectations for pro-services as Crabtree Golf, LLC is recommended.

Commissioner Wagner, seconded by Commissioner Cline, moved to approve the Crabtree Golf Memorandum of Understanding as presented. The motion passed unanimously (5-0).

8. REQUEST TO CREATE JOB FAMILY (FF/FAO TO FF PARAMEDIC)

R. David Hays, Director, Emergency Services; and Chip Rose, Director, Human Resources, presented the request to approve a Department of Emergency Services (DES) "Job Family" which allow a DES Firefighter/Fire Apparatus Operator who receives their paramedic licensure and subsequently obtains DES operation clearance to be moved to the appropriate DES Firefighter/Paramedic grade and step.

Commissioner Wagner, seconded by Commissioner Cline, moved to approve the Department of Emergency Services Job Family for the DES Firefighter/Paramedic as presented. The motion passed unanimously (5-0).

9. CLINICAL SERVICES QUALITY ASSURANCE OFFICER RECLASSIFICATION

R. David Hays, Director, Emergency Services; and Chip Rose, Director, Human Resources, presented the request to approve moving forward with re-classification of one (1) Firefighter/Advanced Life Support Supervisors (Captain Higgins), who also serves as the Department of Emergency Services (DES) Quality Assurance Officer to the position of Clinical Services/Quality Assurance Officer.

Commissioner Harvey, seconded by Commissioner Leatherman, moved to approve to re-classify one (1) Firefighter/Advanced Life Support Supervisors (Captain Higgins) to the position of Clinical Services/Quality Assurance Officer as presented. The motion passed unanimously (5-0).

10. PROGRAM MANAGER FOR LONG-TERM ENVIRONMENTAL MANAGEMENT (WATER) PROJECTS

Chip Rose, Director, Human Resources, presented the request to approve the hiring of a Program Manager for longer term environmental projects. This position would be a Grade 18 with a title of Deputy Director of Environmental Programs.

Michelle Gordon, County Administrator shared that a Grade 14 Project Manager position will be eliminated and this will be budget neutral in the current fiscal year.

Commissioner Harvey, seconded by Commissioner Leatherman, moved to approve to hire a Deputy Director of Environmental Programs as presented. The motion passed unanimously (5-0).

CLOSED SESSION

Commissioner Harvey, seconded by Commissioner Leatherman, moved to convene in closed session at 10:02 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 within Division of County Government
- Discussion of open position in County Government
- Discussion of open position in County Government
- Discussion of staffing structure of County committee
- Discussion of shifting and delegation of assignment of certain duties among County staff.
- Discussion of upcoming open position in County Government.

Consideration of matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in Washington County. (4). Discussion in open session would violate terms of NDA with business and reveal confidential business information.

- Project presentation to County.

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 pertaining to existing contract to which County is a party.

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

- Department of Economic Developments project presentation;
- Discussion of Emergency Medical Services Staffing Transition;
- Received legal advice regarding an existing Contract to which the County is a party;
- Received legal advice regarding an existing Contract to which the County is a party;
- Hiring recommendation for the Building Maintenance Supervisor;
- Hiring recommendation for the Commercial Building Plans Examiner;
- Restructuring of the Local Emergency Planning Committee;
- Recommendation regarding upcoming open Director Position in Planning and Zoning;
- 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; Jonathan Horowitz, Director, Business and Economic Development; Chris Shank, Project Team; Moshe Rubin, Project Team; Former Lt. Governor Boyd Rutherford, Land Use Attorney;

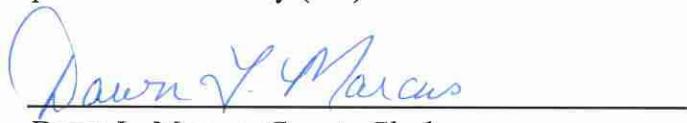
Connor McManus, Engineer/Dynamic Engineering; Zack Fritz, Sage Policy Group; R. David Hays, Director, Division of Emergency Services; David Chisholm, Deputy Director, Emergency Services; Dale Fishak, Vice-President, WCVFRA; Oley Griffith, Coordinator, Volunteer Services, Emergency Services; David Glaze, President, Clear Spring Ambulance Club; Chip Rose, Director Human Resources; Tracy McCommon, Risk Coordinator, Human Services; Patrick Buck, CBiz; Andrew Eshleman, Director, Public Works; Pam Boyd, Parks Supervisor, Parks and Facilities; Todd Moser, Real Property Administrator; Engineering; Daniel Hixon, Director of Building, Grounds, Facilities, Parks and Facilities; Greg Cartrette, Director, Permits and Inspections; Alan Matheny, Director, Emergency Management; and Katie Rohrbaugh, Emergency Management Training/Planning, Emergency Management.

RECONVENE IN OPEN SESSION

Commissioner Harvey, seconded by Commissioner Wagner, moved to reconvene in open session at 1:43 p.m. The motion passed unanimously (4-0). Commissioner Cline was absent.

ADJOURNMENT

Commissioner Wagner, seconded by Commissioner Harvey, moved to adjourn at 1:44 p.m. The motion passed unanimously (4-0). Commissioner Cline was absent.



Dawn L. Marcus, County Clerk