



Board of County Commissioners of Washington County, Maryland

Open Session Minutes

January 13, 2026

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 Randal A. Leatherman and Commissioner Randall E. Wagner. Commissioner Derek Harvey was absent.

APPROVAL OF MINUTES

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve the minutes of December 9, 2025. The motion passed unanimously (4-0).

COMMISSIONERS' REPORTS AND COMMENTS

Commissioner Wagner welcomed everyone. He thanked staff and employees who worked over the holidays.

Commissioner Leatherman commented on the celebration of National Law Enforcement Day. He thanked all who serve. Commissioner Leatherman visited South County and shared information on Tolsons Chapel in Sharpsburg. He recognized Virginia Cook as the last parishioner of the Chapel.

Commissioner Cline attended the Maryland Tech Council Rural Tech Network for Western Maryland at Meritus Stadium. He attended the grand opening of the First United Bank in Boonsboro and the Chamber Bash at the same location. Commissioner Cline attended the Washington County Volunteer Fire and Rescue Association December meeting and installation of new officers. He recognized Vice President Dale Fishack for his decades of service to the organization. He attended the Pittsburg Institute of Aeronautics December Graduation and shared an update on the progress of the new building. Commissioner Cline attended the Clear Spring Volunteer Fire Company Open House and Dedication of Rescue Squad 4. He attended the 12th Annual Hagerstown Historic Houses of Worship Tour. Commissioner Cline attended the Krumpe's Donut Drop on New Year's Eve which was sponsored by AC&T. He attended the Eagle Scout Court of Honor for Cyrus Biesecker held at Maugansville Goodwill Volunteer Fire Company. He shared that Cyrus is also a volunteer at the fire company and he is a student in the Tech High Fire Academy. Commissioner Cline attended the January meeting of the Funkstown Volunteer Fire Company where he had the honor of giving the Oath of Office to the new Officers. He attended the grand opening of Cicchelli's Hoagies and Italian Market. Commissioner Cline attended the Human Society of Washington County's Polar Bear Plunge at Greenbriar State Park as a spectator. He shared the passing of First Responder Bob Moncrief and commented on his lifelong volunteer service to the community. Commissioner Cline thanked County staff who worked over the holidays in December and for all that they have accomplished in 2025. He is looking forward to working with staff in 2026. Commissioner Cline shared his best wishes to the County Delegation with the opening of the 2026 Legislative session.

Commissioner Barr thanked staff for their work over the holiday season. He wished everyone a Happy New Year and looks forward to a year of service to the community. He commented on the opening of the 90 day session in Annapolis and wished the Delegates and the Senators the very best.

STAFF COMMENTS

R. David Hays, Director, Emergency Services, David Chisolm, Deputy Director, Emergency Services Oley Griffith, Volunteer Coordinator, Emergency services, and Chief Vernon Wachter, First Hose Company of Boonsboro, shared an update and call statistics for the Rohrersville Ambulance Company and First Hose Company of Boonsboro. They recognized South County business owner Gary Himes and thanked the Board of County Commissioners for their support and service to the Community.

Michelle Gordon, County Administrator, attended the Land Use Council meeting. She thanked the essential employees who worked over the holidays to keep the community safe. Ms. Gordon attended the I-81 Stake Holders meeting and shared information on construction Phases 1, 2A, 2B, and 3. She shared changes that will take effect on I-81 during the construction.

Michelle Gordon, County Administrator, recited the findings of OMA Complaint 19-374.

1. WASHINGTON COUNTY MUSEUM OF FINE ARTS – UPDATE AND FY27 SUPPORT REQUEST

Sarah J. Hall, Director; Jim Holzapfel, President; Justin Hartings, Treasurer, Washington County Museum of Fine Arts, provided an update on the program and presented the request to increase the FY25 budget to \$143,500.00 which is a \$1,500.00 increase over the FY2026 budget. They shared a power point presentation.

Michelle Gordon, County Administrator shared that the \$143,500.00 is included in the FY2027 budget process. The Board for the Washington County Museum of Fine Arts is the only Board that is specifically referenced in the Code of Local Public Laws for Washington County, Title XII, and in 2016 the Board of County Commissioners voted to include the Washington County Museum of Fine Arts as an actual line item within the budget.

2. MARYLAND DEPARTMENT OF NATURAL RESOURCES – GREENSPACE EQUITY GRANT APPLICATION

Andrew Eshleman, Director, Public Works; and Maria Kramer, Director, Purchasing, presented the request to approve a FY2027 Greenspace Equity Grant Application for \$700,000.00 and acceptance of capital funding from the Maryland Department of Natural Resources (DNR) for the Marty Snook Park Multiuse Trail and Parking Project.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve the FY2027 Greenspace Equity Grant Application as presented. The motion passed unanimously (4-0).

3. SOLE SOURCE PROCUREMENT (PUR-1794) – MAINTENANCE AGREEMENT FOR LIFEPAK MONITORS/DEFIBRILLATOR DEVICES, AUTOMATED EXTERNAL DEFIBRILLATORS (AED), AND LUCAS CPR DEVICES

Brandi Kentner, Director, Purchasing; David Chisholm, Deputy Director, Emergency Services, presented the request to authorize a Sole Source procurement for the preventive maintenance, inspection, repair, parts, labor and travel with battery coverage for the Division of Emergency Service's LifePak Monitors/Defibrillator Devices, AED's, Lucas CPR devices, Power Cots and Power Load

devices in the amount of \$211,399.43 from Stryker Medical (formally Physio Control, Inc.) of Chicago, IL, this the third and final renewal for this maintenance contract.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve a sole source procurement for the Division of Emergency Service's LifePak Monitors/Defibrillator Devices and equipment maintenance from Stryker Medical as presented. The motion passed unanimously (4-0).

4. CONTRACT AWARD (PUR-1765) 40 WEST LANDFILL CELL 5 CONSTRUCTION

Brandi Kentner, Director, Purchasing; and Dave Mason, Deputy Director, Solid Waste, presented the request to award the contract for 40 West Landfill Cell 5 Construction for the Department of Solid Waste to the responsive, responsible proposer, C. William Hetzer, Inc. of Hagerstown, MD, for a total sum amount of \$11,274,400.00 based on the bid received December 17, 2025.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to award the contract for 40 West Landfill Cell 5 Construction to C. William Hetzer, Inc. as presented. The motion passed unanimously (4-0).

5. HIGHFIELD WATER DEVELOPMENT, SPRING 2 AND WELL NO. 9 CONTRACT AWARD

Joseph Moss, Deputy Director, Engineering, Environmental Management, presented the request to approve the proposal from Buchart Horn, Inc. under PUR- 1547, On-call Engineering Services, in the amount of \$ 120,432.00 to complete the Highfield Water Development, Spring 2 and Well No. 9, as well as a budget transfer of \$65,000.00 from the Sharpsburg Water Meter Cradle Replacement project (EQP068). This will be added to the \$55,648.98 currently allocated for improvements to the Cascade Town Center Water System (LIN044) for a total of \$ 120,648.98.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve the proposal from Buchart Horn, Inc. for on-call Engineering Services to complete the Highfield Water Development Spring 2 and Well No. 9 and the budget transfer as presented. The motion passed unanimously (4-0).

6. REQUEST TO APPROVE THE ADDITION OF NINE FIREFIGHTER FAO POSITIONS IN FY26

R. David Hays, Director, Emergency Services; David Chisholm, Deputy Director, Emergency Services; and Oley Griffith, Volunteer Coordinator, Emergency Services, presented the request to authorize the Division of Emergency Services (DES) to hire an additional nine (9) firefighters, bringing the total number of new hires in FY26 to eighteen (18). Furthermore, the motion includes the authorization to hire a second shift supervisor, as one of the nine (9) approved positions.

Commissioner Cline, seconded by Commissioner Leatherman, moved to authorize the Division of Emergency Services to hire an additional nine (9) firefighters as presented. The motion passed unanimously (4-0).

7. MEMORANDUM OF UNDERSTANDING UPDATE: PARAMEDIC PROGRAM

R. David Hays, Director, Emergency Services; and Kevin Lewis, Deputy Director, Emergency Services presented the request to authorize a modification to the revenue sharing percentages, moving from a 30/70 percent revenue sharing to a new 20/80 percent revenue sharing breakdown in the Paramedic Program Memorandum of Understanding (MOU) with Hagerstown Community College (HCC). The new revenue sharing percentage changes are necessary to accurately reflect the current student ratio balance between those sponsored by Department of Emergency Services, and the outside students

enrolled by HCC and are required to pay tuition. This will likely require a yearly adjustment based on class attendance.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to authorize a modification to the revenue sharing percentages to 20/80 percent in the Paramedic Program Memorandum of Understanding with Hagerstown Community College as presented. The motion passed unanimously (4-0).

8. STATE HOMELAND SECURITY GRANT BUDGET ADJUSTMENT

Chip Rose, Director, Human Resources; and Alan Matheny, Director, Emergency Management and Communications, presented the request for a motion to reallocate \$47,598.50 to cover a shortfall in Grant funding. This grant provides funding for planning, training, equipment and projects that support both the county and the Office of Emergency Management (OEM). The OEM requested \$153,703.91 from the State Homeland Security Grant program but was awarded \$121,960.24. The award included Federal mandates that require 10% of that award (\$12,196.69) to be allocated for border security and enforcement response and 3% of that award (\$3,658.80) to be allocated to the Election Board for election security. In total, this leaves OEM with a \$47,588.50 budget shortfall.

Michelle Gordon, County Administrator, shared that there is a change. The funding source would be in reductions to the CIP fund.

Commissioner Cline, seconded by Commissioner Leatherman, moved to approve to for the Office of Emergency Management to reallocate \$47,598.50 as presented. The motion passed unanimously (4-0).

9. AIRPORT GRANT BUDGET ADJUSTMENT

Zane Garrett, Deputy Director, Budget and Finance, presented the request to approve a budget adjustment. The FY2026 Original Airport budget included operating grant revenue in the amount of \$50,000.00 as well as the related advertising expenses for the Appalachian Regional Commission (ARC) grant. Since then, we've realized the grant will span multiple fiscal years and should be tracked separately with its own project ID (ADM010) to enhance controls and recordkeeping.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve the budget adjustment of \$50,000.00 for the Appalachian Regional Commission grant as presented. The motion passed unanimously (4-0).

10. 540 WESTERN MARYLAND PARKWAY – BUDGET ADJUSTMENT

Zane Garrett, Deputy Director, Budget and Finance, presented the request to approve a budget adjustment and transfer the excess rental income of \$622,890.00 to the capital fund. In FY2025 the county acquired a building located at 540 Western Maryland Parkway. A budget needs to be approved to reflect the estimated rental income and operating expenses for FY2026. The excess revenue over expenses will be transferred to the capital budget to help support building renovations in the Patrol Relocation Renovation Project (BLD113).

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve the budget adjustment of \$622,890.00 for excess rental income to the Capital Fund as presented. The motion passed unanimously (4-0).

11. SMITHSBURG WASTEWATER TREATMENT PLANT – BUDGET ADJUSTMENT

Zane Garrett, Deputy Director, Budget and Finance, presented the request to approve a budget adjustment. On December 16, 2025, the Board approved a change order for the Smithsburg Wastewater Treatment plant project (TRP021). The change order was for \$435,400.00 in additional construction management services for the project design consultant, Buchart Horn, Inc. The budget adjustment attached should have accompanied the change order to add funds to the project.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve the budget adjustment for the Smithsburg Wastewater Treatment Plant change order as presented. The motion passed unanimously (4-0).

12. TAX DIFFERENTIAL

Michelle Gordon, County Administrator; and Kelcee Mace, Chief Financial Officer; Zane Garrett, Deputy Director, Budget and Finance, presented for informational purposes which included a review of the Tax Differential Calculations and Adjustments, Property Tax Revenues and Property Tax Setoffs in the municipalities.

13. POTENTIAL LEGISLATIVE ITEMS

Zachary Kieffer, County Attorney, presented the request for a consensus to support legislation and send letters of support to the County Delegation. Consensus was sought for two pieces of legislation related to County Procurement.

1. Amend Local Government Section 12-412 to clarify the County's authority to purchase or lease personal property under a multiyear contract.

The Commissioners reached a unanimous consensus (4-0) to support the legislation request #1 as presented.

2. The County Procurement Office is requesting a revision to Section 1-106.2 "Sole Source Procurement" of the Code of Public Local Laws of Washington County.

The Commissioners reached a unanimous consensus (4-0) to support the legislation request #2 as presented.

CLOSED SESSION

Commissioner Wagner, seconded by Commissioner Cline, moved to convene in closed session at 10:31 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. Personnel matters are confidential.

- Appointment to Building Code Board of Appeals
- Appointments to Recreation and Parks Advisory Board
- Discussion related to open positions (2) in County government
- Discussion of compensation/incentives within a county department.

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

To consult with staff about pending or potential litigation (8). Open session discussion would divulge litigation strategies and settlement negotiations.

- Consultation with staff pertaining to contract breach and dispute by vendor.

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

- Appointments to the Washington County Building Code Board of Appeals and Recreation and Parks Advisory Board;
- Hiring recommendation for the 911 Operations Manager, Emergency Management and Communications;
- Position and staffing incentive recommendations for the Emergency Communications Center;
- Received legal advice regarding a contract breach and dispute;
- 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; Greg Cartrette, Director/Code Official, Permits and Inspections; Jaime Dick, Deputy Director, Parks and Recreation; Chip Rose, Director Human Resources; Alan Matheny, Director, Emergency Management and Communications; and Mark Bradshaw, Director, Environmental Management.

RECONVENE IN OPEN SESSION

Commissioner Wagner, seconded by Commissioner Leatherman, moved to reconvene in open session at 11:52 a.m. The motion passed unanimously (4-0).

SECOND STAFF COMMENTS

For approval to fill open position in County Government, if needed.

Michelle Gordon, County Administrator, presented the request for a consensus to offer the 911 Operations Manager position to Alan Crawford at Grade 14, Step 11, at \$89,627.00 annually.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve to offer the 911 Operations Manager position to Alan Crawford, as presented. The motion passed unanimously (4-0).

ADJOURNMENT

Commissioner Wagner, seconded by Commissioner Cline, moved to adjourn at 11:54 a.m. The motion passed unanimously (4-0).



Dawn L. Marcus, County Clerk