



Board of County Commissioners of Washington County, Maryland

Open Session Minutes

March 24, 2026

INVOCATION AND PLEDGE OF ALLEGIANCE

Invocation presented by 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 8:00 a.m. with the following members present: Vice-President Jeffrey A. Cline, Commissioner Randal A. Leatherman and Commissioner Randall E. Wagner.

APPROVAL OF MINUTES

Commissioner Leatherman, seconded by Commissioner Wagner, moved to approve the minutes of March 3, 2026. The motion passed unanimously (4-0).

FIRST CLOSED SESSION

Commissioner Wagner, seconded by Commissioner Leatherman, moved to convene in first closed session at 8:02 a.m. The motion passed unanimously (4-0).

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

- Status update and legal advice from County Attorney on County-Involved legal matter.

RECONVENE IN OPEN SESSION

Commissioner Wagner, seconded by Commissioner Cline, moved to reconvene in open session at 8:13 a.m. The motion passed unanimously (4-0).

RECESS

COMMISSIONERS' REPORTS AND COMMENTS

Commissioner Wagner attended the Airport Advisory Committee meeting he congratulated the new officers and welcomed new member Rob Ferree.

Commissioner Leatherman attended the Community Free Clinic Annual fundraiser at the Maryland Theatre. He shared information on the Community Free Clinic. Commissioner Leatherman attended the 70th Anniversary of the Leitersburg Volunteer Fire Department. He congratulated the Chief and volunteer members, and he thanked them for their service to the Community.

Commissioner Cline attended the grand opening of the Route 11 Antiques on Pennsylvania Avenue. He attended the annual 4-H Youth Night of Recognition, and he shared information on the local 4-H group. Commissioner Cline attended the 70th Anniversary of the Leitersburg Volunteer Fire Department. He attended the Ag Education Center Board meeting.

Commissioner Barr attended the Side by Side Youth Orchestra with the Maryland Symphony Orchestra at the Maryland Theatre. He attended the annual Weed Control meeting and shared information on

their services. Commissioner Barr recognized Lane Heimer and his staff for their work along the interstates. He attended the Community Free Clinic Annual fundraiser. Commissioner Barr attended the 70th Anniversary of the Leitersburg Volunteer Fire Department. He attended the annual 4-H Youth Night of Recognition. Commissioner Barr attended the Annual Meritus Crystal Ball fundraiser.

STAFF COMMENTS

Michelle Gordon, County Administrator attended the annual Weed Control meeting. She thanked Lane Heimer and his staff who work to keep the weeds under control in Washington County.

Michelle Gordon, County Administrator, requested a letter of support with amendments for HB1532 the Utility Relief Act. This bill is regarding solar panels and the permitting processes that disregards fire fighter and residents' safety. The amendments would clarify that recommendations on the State level zoning or permitting structure would be developed with consultation with County permitting officials.

The Commissioners reached a unanimous consensus (4-0) in favor of the letter of support for HB1532.

Michelle Gordon, County Administrator, read the County's statement regarding the proposed I.C.E. Processing Facility in the County. She shared information received from the County's meeting with DHS officials on March 16, 2026, regarding the proposed I.C.E. Processing Facility in the County. Ms. Gordon clarified the members of the County in attendance at the meeting were Commissioner President John Barr; County Administrator, Michelle Gordon; County Attorney, Zachary Kieffer; Sheriff Brian Albert and Colonel Pete Lazich, Washington County Sheriff's Office. She shared that the Board of County Commissioners was not invited to roundtable discussion held by Congresswoman April McClain Delaney in Hagerstown.

RECESS

1. PUBLIC HEARING – APPLICATION FOR ZONING MAP AMENDMENT RZ-25-010

President Barr convened a Public Hearing at 9:30 a.m. to obtain public comment for the application for Zoning Map Amendment RZ-25-010.

The County Clerk administered the Oath of Testimony.

Kyla Shingleton, Comprehensive Planner, Planning and Zoning, presented that the purpose of this public hearing is to take public comment on the rezoning application. The Commissioners have the option 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 apply the Rural Business floating zone over a 3-acre piece of a larger property through a rezoning amendment. The applicants David and Jessica Testa seek a map amendment for the property at 20511 Leitersburg Pike. The applicant wishes to expand their already existing trailer sales business that currently has an existing RB zoning district. This item was presented to the Washington County Planning Commission at a Public Information Meeting held during their regular meeting on December 1, 2025. At that meeting, members unanimously recommended in favor of the proposed map amendment. No public comments have been received in favor or opposition of this proposal.

The Public Hearing was opened for Applicant Testimony; Attorney William Wantz presented testimony on behalf of David Paul Testa Jr. and Jessica Testa business owners and Aaron Shroyer the owner of the property. Mr. Testa testified as well.

The Public Hearing was opened for public comment:
Curtis Reigh
Attorney Bill Wantz objected on standing.

Shaun Porter
Attorney Bill Wantz objected on standing.

The Public Hearing was opened for Commissioner questions.

The Public Hearing was closed at 9:50 a.m.

The Public Hearing was opened for Commissioner comments.

Commissioner Cline, seconded by Commissioner Wagner, moved to approve the application for Zoning Map Amendment RZ-25-010 as presented. The motion passed unanimously (4-0).

2. AMERICAN RED CROSS MONTH PROCLAMATION

The Board of County Commissioners presented a Proclamation to Deborah Fleming, Executive Director; Al Martin, Vice-Chairman of the Chapter; and Gierra Ortez, Board member, Greater Shenandoah Valley Chapter of the American Red Cross, in recognition of Red Cross Month.

3. NATIONAL AGRICULTURE DAY PROCLAMATION

The Board of County Commissioners presented a Proclamation to Jonathan Horowitz, Director, Business and Economic Development; and Kelsey Keadle, Agriculture Business Specialist, Business and Economic Development, in recognition of National Agriculture Day.

4. FY27 HIGHWAY BUDGET

Andrew Eshleman, Director, Public Works; and Zane Rowe, Deputy Director, Highways, presented for informational purposes the FY2027 Highway Budget.

5. FY27 GOLF COURSE BUDGET

Ryan Crabtree, Golf Course Manager; and Andrew Eshleman, Director, Public Works, presented for informational purposes the FY2027 Golf Course Budget.

6. FY27 AIRPORT BUDGET

Neil Doran, Director, Hagerstown Regional Airport; and Andrew Eshleman, Director, Public Works, presented for informational purposes the FY2027 Airport Budget.

Michelle Gordon, County Administrator, shared that there will be a public hearing on April 28, 2026, regarding Airport Rate Increases.

7. SOLE SOURCE PROCUREMENT AWARD (PUR-1808) FOR MEDICAL SUPPLIES FOR AMBULANCE COMPANIES AND THE DEPARTMENT OF EMERGENCY SERVICES

Brandi Kentner, Director, Procurement; and David Chisholm, Deputy Director, Operations Emergency Services, presented the request to approve a sole-source procurement to Meritus Medical Center for supplying medical supplies to Washington County Fire and EMS companies on an as-needed basis. The Division has an agreement with Meritus Medical Center to provide patient care supplies and pharmaceuticals for use by pre-hospital clinicians within Washington County. Meritus' purchasing

power provides the best pricing for items used in patient care, thus providing significant savings to the County.

Commissioner Wagner, seconded by Commissioner Cline, moved to approve a sole-source procurement to Meritus Medical Center for supplying medical supplies to Washington County Fire and EMS companies as presented. The motion passed unanimously (4-0).

8. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-26-0227) FOR MEDICAL SUPPLIES FOR AMBULANCE COMPANIES AND THE DEPARTMENT OF EMERGENCY SERVICES

Brandi Kentner, Director, Procurement; and David Chisholm, Deputy Director, Operations, Emergency Services, presented the request to authorize by resolution for the Washington County Department of Emergency Services to utilize the Charles County contract #RFP 22-42 awarded to Bound Tree Medical LLC of Dublin, OH, to purchase supplies to stock County fire/EMS units and to provide stock for Emergency Services staff on an as-needed basis not to exceed existing budget of approximately \$100,000.00.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to authorize by resolution to utilize the Charles County contract #RFP 22-42 awarded to Bound Tree Medical LLC of Dublin, OH, to purchase supplies to stock County fire/EMS units and to provide stock for Emergency Services staff as presented. The motion passed unanimously (4-0).

9. CONTRACT RENEWAL (PUR-1696) ORACLE PRODUCTS AND SERVICES FOR INFORMATION TECHNOLOGY DEPARTMENT

Brandi Kentner, Director, Procurement; and Josh O'Neal, Chief Technical Officer, Information Technology, presented the request to renew the contract for Oracle Products and Services for the Information Technology Department with Mythics, LLC of Virginia Beach, VA, based on its quote in the amount of \$377,106.15. This approval is contingent on the approval of the FY27 budget.

Commissioner Leatherman, seconded by Commissioner Wagner, moved to approve the request to renew the contract for Oracle Products and Services with Mythics, LLC as presented. The motion passed unanimously (4-0).

10. CONTRACT AWARD (PUR-1640) RADIO SUBSCRIPTION SERVICES

Brandi Kentner, Director, Procurement; and Tom Weber, Deputy Director, Wireless Communications, 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 radio subscription services from Motorola Solutions, Inc. of Linthicum, MD, for a total sum amount of \$516,650.00 based on the 3-year contract proposal received.

Commissioner Wagner, seconded by Commissioner Cline, moved to authorize to utilize the Communications Systems and Service Sole Source (CSSA) contract PUR-1640 with Motorola Solutions, Inc. as presented. The motion passed unanimously (4-0).

11. AMENDMENT: INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-23-0113) – INMATE PHONE SERVICES, INMATE TABLET, INMATE VISITATION, AND INMATE MAIL PROCESSING SERVICES – PRINCE WILLIAM COUNTY CONTRACT (5026188)

Brandi Kentner, Director, Procurement; and Major Craig Rowe, Warden, Washington County Detention Center, presented the request to approve the amendment to intergovernmental contract INTG-23-0113 that was originally awarded by the Washington County Board of County Commissioners on February 28, 2023, to Global Tel*Link Corporation dba Viapath of Falls Church, VA, for Inmate phone, tablet, visitation, and mail services at the Washington County Detention Center. We are requesting approval to comply with the Federal Communications Commission (FCC) November 6, 2025, report and order FCC-25-75, which implements the Marth Wright-Reed Act, that officially bans commission-based compensation to correctional facilities or premises provided for incarcerated people's communication services.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve the amendment to intergovernmental contract INTG-23-0113 to comply with the Federal Communications Commission November 6, 2025, report and order FCC-25-75, as presented. The motion passed unanimously (4-0).

12. CONTRACT AWARD (PUR-1753) – LIQUID ROOF COATING SYSTEM AT THE WASHINGTON COUNTY TRANSIT DEPARTMENT

Carin Bakner, Buyer, Procurement; and Shawn Harbaugh, Director, Transit Department, presented the request to award the contract for the Liquid Roof Coating System at the Washington County Transit Department to the responsive, responsible bidder, 4 State Contracting, LLC, of Hagerstown, MD for the total sum price of \$71,850.00, contingent upon the approval of the Budget Transfer Request of \$9,450.00 from the Transit Capital Fund reserves to the Transit CIP project account.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to award the contract for the Liquid Roof Coating System at the Washington County Transit Department to 4 State Contracting, LLC as presented. The motion passed unanimously (4-0).

Commissioner Wagner, seconded by Commissioner Cline, moved to approve the budget adjustment in the amount of \$9,450.00 as presented. The motion passed unanimously (4-0).

13. FISCAL YEAR 2027 ANNUAL TRANSIT GRANT APPLICATION – APPROVAL TO APPLY FOR AND ACCEPT FUNDING AS AWARDED FOR THE ANNUAL MDOT/MTA GRANT

Shawn Harbaugh, Director, Transit Department; and Carsten Ahrens, Senior Grant Manager, Grant Management, presented the request to approve the application for and accept funding as awarded for the annual MDOT/MTA grant. The fiscal year 2027 application requests \$1,525,784.00 in State and Federal funds from MTA and the Federal Transit Administration (FTA) to subsidize the Transit system at current level of service. The grant funds are used to operate transportation programs within Washington County. There is a local commitment of \$1,887,478.00.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve the application for and accept funding as awarded for the annual MDOT/MTA grant as presented. The motion passed unanimously (4-0).

14. 2026 HOUSING BOND ALLOCATION TRANSFER

Jennifer Kinzer, Interim Director, Planning and Zoning, presented the request to approve the transfer of Washington County's 2026 Housing Bond Allocation in the amount of \$7,429,023.00 to the Department of Housing and Community Development for use in issuing housing bonds on behalf of Washington County.

Commissioner Wagner, seconded by Commissioner Cline, moved to approve the transfer of Washington County's 2026 Housing Bond Allocation as presented. The motion passed unanimously (4-0).

**15. MARYLAND JUDICIARY, MEDIATION AND CONFLICT RESOLUTION OFFICE-
APPROVAL TO APPLY FOR AND ACCEPT GRANT AWARD**

Mark Singer, Court Administrator, Circuit Court for Washington County; Deborah Cook, Family Magistrate, Circuit Court for Washington County; and Richard Lesh, Grant Manager, Grant Management, presented the request to approve the application and acceptance of funds in the amount of \$108,600.00 or amount as awarded, for a Circuit Court Inhouse Domestic Mediation Program.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve the application and acceptance of funds for a Circuit Court Inhouse Domestic Mediation Program as presented. The motion passed unanimously (4-0).

**16. FY27 SCHOOL BASED HEALTH CENTER GRANT – APPROVAL TO SUBMIT
APPLICATION AND ACCEPT AWARDED FUNDING**

Richard Lesh, Grant Manager, Grant Management, presented the request to approve the submission of the grant application for the FY2027 School Based Health Center Grant Program to the Maryland State Department of Health in the amount of \$317,957.00 and accept the funding as awarded. Funding in the amount of \$12,524.00 is included in the award for County administrative support.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve the submission of the grant application for the FY2027 School Based Health Center Grant Program as presented. The motion passed unanimously (4-0).

17. AIRPORT STATION LEADER

Chip Rose, Director, Human Resources; and Neil Doran, Director, Hagerstown Regional Airport, presented the request to provide a market adjustment for Tina Smith, Airline Station Leader. This adjustment would move Ms. Smith from an Airline Station Leader to an Airline Station Manager and adjust her salary to a Grade 10, Step 8, \$30.81 hourly, effective 3/1/2026.

Michelle Gordon, County Administrator corrected the amount in the agenda report form and clarified that her salary is a Grade 10, Step 8 at \$30.81 hourly at \$64,085.00 annually.

Commissioner Wagner, seconded by Commissioner Cline, moved to approve the amended market and position adjustment for Tina Smith, Airline Station Leader as presented. The motion passed unanimously (4-0).

18. AIRPORT FIREFIGHTING STAFFING REQUEST

Andrew Eshleman, Director, Public Works; Neil Doran, Director, Hagerstown, Regional Airport; and Chip Rose, Director Human Resources, presented the request to approve the addition of 2 full-time Aircraft Rescue and Fire Fighting/Terminal Maintenance (ARFF) position(s) and 3 additional part-time Maintenance/Firefighter positions; authorize support for increasing the Sierra Nevada Company ARFF Memorandum of Agreement (MOA) billable rates for additional and standby firefighting services; and support a scalable staffing model allowing the Airport to adjust staffing levels in response to operational demand.

Commissioner Wagner, seconded by Commissioner Cline, moved to approve the additional Airport Firefighting Staffing Request of two full time Aircraft Rescue and Fire Fighting/Terminal Maintenance positions to the Sierra Nevado Company ARFF Memorandum of Agreement as presented. The motion passed unanimously (4-0).

Commissioner Wagner, seconded by Commissioner Cline, moved to approve the Airport Firefighting Staffing Request of three (3) part time Maintenance/Firefighter positions to the Sierra Nevado Company ARFF Memorandum of Agreement as presented. The motion passed unanimously (4-0).

19. BOARD AND COMMISSIONS: HISTORIC DISTRICT COMMISSION AND HISTORICAL ADVISORY COMMITTEE PROPOSED MERGER AND BYLAWS AMENDMENT

Meghan Jenkins, GIS Coordinator/Historic Preservation Planning, Planning and Zoning; Jennifer Kinzer, Deputy Director, Planning and Zoning; and Aaron Weiss, Assistant County Attorney, presented the request to accept and/or make changes to the Amended Bylaws for the Historic District Commission (HDC); to merge this Historic Advisory Committee (HAC) into the HDC. The merger would be effective as of July 1, 2026.

Commissioner Cline, seconded by Commissioner Wagner, moved to approve to amend the Bylaws of the Historic District Commission and approve the merger of the Historical Advisory Committee into the Historic District Commission as presented. The motion passed unanimously (4-0).

SECOND CLOSED SESSION

Commissioner Wagner, seconded by Commissioner Cline, moved to convene in second closed session at 11:09 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 (1). Personnel matters are confidential.

- Discussion of appointment to Animal Control Authority
- Discussion of appointment to Plumbing and HVAC Board
- Discussion of appointment to Board of Examiners and Supervisors
- Discussion of appointment to Public Golf Corporation (Black Rock Golf Course Board)
- Discussion of appointment to Veterans Advisory Committee
- Discussion of assignment of job duties to certain County staff
- Discussion of employment and filling of position on county staff.

To consider the acquisition of real property for a public purpose and matters directly related thereto (3). Open session discussion would put County at disadvantage in negotiating acquisition.

- Discussion of acquisition of real property by lease.

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.

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

- Appointments to the Washington County Board Animal Control Authority, Plumbing and HVAC Board, Electrical Board, Black Rock Golf Course Board and the Veteran's Advisory Committee;

- Hiring recommendation for the Business Specialist position, Business and Economic Development;
- Discussion of assignment of job duties;
- Discussion of EMS Employee Transitions;
- Discussion of acquisition of real property;
- 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; Roger Schlossberg, Esquire; Paula Cauffman, Permit Operations Manager, Permits and Inspections; Andrew Eshleman, Director, Public Works; Scott Hobbs, Director, Engineering; Todd Moser, Real Property Administrator, Engineering; Greg Cartrette, Director/Code Official, Permits and Inspections; R. David Hays, Director, Emergency Services; David Chisholm, Deputy Director, Emergency Services; Oley Griffith, Volunteer Coordinator, Emergency Services; and Robert Buck, Chief, Community Rescue Service.

RECONVENE IN OPEN SESSION

Commissioner Wagner, seconded by Commissioner Leatherman, moved to reconvene in open session at 1:16 p.m. The motion passed unanimously (4-0).

ADJOURNMENT

Commissioner Wagner, seconded by Commissioner Leatherman, moved to adjourn at 1:16 p.m. The motion passed unanimously (4-0).



Dawn L. Marcus, *County Clerk*