



Board of County Commissioners of Washington County, Maryland

Open Session Minutes

May 5, 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, Commissioner Neil C. Parrott and Commissioner Randall E. Wagner.

APPROVAL OF MINUTES

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve the minutes of April 14, 2026. The motion passed unanimously (4-0-1). Commissioner Parrott abstained.

COMMISSIONERS' REPORTS AND COMMENTS

Commissioner Parrott commented on the grand opening of Tru-By-Hilton. He shared that Nutters Ice Cream celebrated their 30th anniversary. Commissioner Parrott recited his government philosophy.

Commissioner Wagner welcomed everyone this morning.

Commissioner Leatherman commented on the upcoming Washington County Ice Cream trail. He attended the 30th Anniversary of Nutters Ice Cream. Commissioner Leatherman shared a safety message with spring the farmers will be on the roads with their equipment and to be give them consideration. He shared that it is Prom Season and to give consideration to the high school students who will be out driving around.

Commissioner Cline attended the Tru by Hilton grand opening ceremony. He commented on the passing of Ernie Truax and offered his family our condolences. He recognized Mr. Truax' for his fifty plus years of service to the Hancock Fire and Rescue Companies. Commissioner Cline attended the Washington County Post Legislative Forum. He congratulated Sharon Chirgott for being elected as the new Mayor of Funkstown, and he thanked County Employee Rich Gaver, who was another candidate, for his many years of service to Funkstown. Commissioner Cline attended the 30th anniversary of Nutters Ice Cream. He shared that Nutter's Ice Cream has been the people's choice two years for the Washington County Ice Cream Trail. Commissioner Cline looks forward to the start of the Ice Cream Trail again this year.

Commissioner Barr attended the Maryland Symphony Orchestra concert with the fourth graders of Washington County and the Barbar Ingram School students at the Maryland Theatre. He shared that Saturday night was the last concert of the 40th season of the Maryland Symphony Orchestra at the Maryland Theatre.

STAFF COMMENTS

Michelle Gordon, County Administrator, attended the Maryland Theater Board Meeting. She attended the Post Legislative Forum at Hagerstown Community College, and she thanked the Washington County Delegation members for their work done on behalf of Washington County residents and businesses.

Michelle Gordon, County Administrator, offered a brief statement that there have been no changes since the last meeting regarding the Federal Government's purchase of the warehouse on Wright Road in Williamsport, Maryland. Washington County Government was not involved in the site selection process and was not consulted by the Federal Government or the private entity involved in the sales transaction of an existing structure. She reiterated that the County was not contacted by the Federal Government or the private entity or private property owner regarding the sale of this property, any statements or social media post to the contrary are false. The County officials have not been approached with a non-disclosure agreement, nor has a non-disclosure agreement been signed by County officials. Since this is now a property owned by the Federal Government, Washington County Government has no jurisdiction we are not the governing body that will be overseeing this project, and additional meetings have not been scheduled with DHS or KGB at this time. Since this is a Federal Government project, comments should be sent to Congresswoman April McClain Delaney, Senator Angela Alsobrooks or Senator Chris Van Hollen. At this time no additional information is available.

RECESS

1. PUBLIC HEARING – 2026 AGRICULTURAL LAND PRESERVATION DISTRICT APPLICATIONS

President Barr convened a Public Hearing at 9:30 a.m. to obtain public comment for the 2026 Agricultural Land Preservation District Applications.

Chris Boggs, Rural Preservation Administrator, Planning and Zoning, presented the request to approve the 10-year Agricultural Land Preservation Districts for the following eight (8) property owners: Bell, Fenicle, Cook, Carder-Knill, Snurr, Bowers, Spicher and Shannon. Establishing an Agricultural Land Preservation District demonstrates each landowner's commitment to use the property for only agricultural purposes through a recorded District Agreement for a minimum of ten years. Landowners may elect to terminate or continue the District after 10 years (or after 5 years, per ORD-2018-20). District establishment is also the first step towards eligibility to sell a permanent agricultural preservation easement. In exchange for the landowners' commitment to use their property for agricultural purposes only, they will receive County property tax credits on their agricultural land and buildings and a credit of up to \$696.00 on their dwelling. The District/Credit program was adopted at the County level in 1991 and was updated in 2018 by ORD-2018-20 and ORD-2018-21. The purpose of the public hearing is to take public comment from interested parties.

The Public Hearing was opened for public comment:

Shaun Porter
Thomas Thorsen
Amber Dwyer

The Public Hearing was opened for Commissioner questions.

The Public Hearing was closed at 9:40 a.m.

The Public Hearing was opened for Commissioner comments.

Commissioner Wagner, seconded by Commissioner Cline, moved to approve the 2026 Agricultural Land Preservation District Applications as presented. The motion passed unanimously (5-0).

2. PRESERVATION MONTH PROCLAMATION (MAY 2026)

The Board of County Commissioners presented a proclamation to Meghan Jenkins, Geographic Information Systems Coordinator/Historic District Commission in recognition of Preservation Month.

3. QUOTE AWARD (Q-26-810) – ADOBE ACROBAT PRO DC FOR TEAMS

Brandi Kentner, Director, Procurement; and Josh O’Neal, Chief Technical Officer, Information Technology, presented the request to award the contract for Adobe Acrobat Pro DC for Teams to Zones of Auburn, WA, based on the responsive, responsible quote dated April 7, 2026, that meets the requirements of the request for quote, in the amount of \$193,912.47. The duration of the contract shall be for a period of three (3) years tentatively to begin July 1, 2026, with an option by the County to renew for up to two (2) additional one (1) year periods. This is a requirements contract; therefore, quantities may vary from year to year, with no guarantee of a maximum or minimum number of subscriptions.

Commissioner Cline, seconded by Commissioner Leatherman, moved to approve to award the contract for Adobe Acrobat Pro DC for Teams to Zones as presented. The motion passed unanimously (5-0).

4. CONTRACT AWARD (PUR-1799) – CONSTRUCTION/BUILDING INSPECTION SERVICES REQUIREMENTS CONTRACT

Brandi Kentner, Director, Procurement; and Blair Reynolds, Chief Project Manager, Engineering, presented the request to award a primary contract, to Development Facilitators, Inc., out of Millersville, Maryland based on the responsive, responsible proposal with the lowest price proposal amount of \$217,014.00; and, as permitted in the Request for Proposals (RFP), to award a stand-by contract to ECS Mid-Atlantic, LLC out of Chantilly, Virginia based on the responsive, responsible proposal with the next lowest price proposal amount of \$223,250.00, at the specified unit costs and estimated hours (no minimum or maximum guaranteed).

Commissioner Wagner, seconded by Commissioner Leatherman, moved to award the primary contract to Development Facilitators, Inc. and to award the stand-by contract to ECS Mid-Atlantic, LLC, for the Construction Building Inspection Services Contract as presented. The motion passed unanimously (5-0).

5. HIRING RECOMMENDATION FOR CHIEF SITE INSPECTOR

Chip Rose, Director, Human Resources; and Greg Cartrette, Director, Permits and Inspections, presented the request for a motion to approve an offer to Ralph Weaver position #1534, Chief Site Inspector. The proposed offer is a Grade 13, Step 15, \$44.47 /hour, \$92,498.00 annually.

Commissioner Cline, seconded by Commissioner Leatherman, moved to approve an offer to Ralph Weaver for the position of Chief Site Inspector as presented. The motion passed unanimously (5-0).

6. HIRING RECOMMENDATION FOR ECS QUALITY ASSURANCE & TRAINING COORDINATOR

Chip Rose, Director, Human Resources; and Alan Matheny, Director, Emergency Management and Communications, presented the request for a motion to approve an offer to Brian Beall for position

#1058, ECS Quality Assurance and Training Coordinator. The offer would start at a Grade 13, Step 6, \$35.61/hour, \$74,069.00 annually.

Commissioner Cline, seconded by Commissioner Leatherman, moved to approve an offer to Brian Beall for the position of ECS Quality Assurance and Training Coordinator as presented. The motion passed unanimously (5-0).

7. TOWN OF BOONSBORO REQUEST FOR SUPPORT OF POTOMAC STREET WATERLINE REPLACEMENT

Howard Long, Mayor; and Rachel Souders, Town Manager, Town of Boonsboro, presented a request for a motion to approve the Town of Boonsboro's request for funding to provide any financial assistance to help with an emergency project. Water line repairs completed over decades resulted in a "bottleneck" effect along Potomac Street (a.k.a. Route 34 or Shepherdstown Pike) because portions of the line vary in size, ranging from 4-inches to 12-inches. Under normal conditions, the bottleneck creates inconsistencies in the water pressure, but during high-pressure conditions, the smaller portions of the line burst. We are preparing to begin our Crestview Bypass Project, which will be located at the end of the line in question. The Crestview Project will be finished by this fall and must stay on schedule due to deadlines for grant funding already secured. We are very confident that once the Crestview Project is completed, the 4-inch portions of the line will be unable to withstand the subsequent water pressure. Furthermore, if we experience high-pressure periods, the 6- and 8-inch portions will be at risk as well. The cost to replace the dangerous portions of the line is \$2,941,290.00. Over a third of the cost is due to the stringent requirements imposed by State Highway Association (SHA). We have reached out to SHA in hopes that they may be willing to provide some financial support towards the re-paving costs of the project, but they have informed us that they are unable to help. The Town is prepared to use \$783,000.00 from our Water Fund Restricted Account and \$1.5M from our General Fund Reserves, leaving a deficit of \$658,290.00 (not counting any project contingencies).

Michelle Gordon recommended that the funding be derived from the CIP reserves and the Town of Boonsboro apply for all possible grants and if funding is secured then they would need to reimburse the County.

Commissioner Cline, seconded by Commissioner Wagner, moved to approve funding of the \$658,290.00 and as amended to require that the Town of Boonsboro be required to apply for grants and if the grants are approved then the Town will need to reimburse the County. The motion passed unanimously (4-1). Commissioner Parrott opposed.

8. STATEMENT REGARDING OPEN MEETINGS COMPLIANCE BOARD DECISION ISSUED APRIL 29, 2026

John F. Barr, President, Board of County Commissioners, read the findings of Open Meetings Act opinion of April 29, 2026.

CLOSED SESSION

Commissioner Wagner, seconded by Commissioner Leatherman, moved to convene in closed session at 10:12 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. (1) Personnel Matters are Confidential and not appropriate for open session discussion.

- Discussion of appointment to Agricultural Education Center Advisory Board
- Discussion of appointment to Veterans Advisory Committee
- Discussion of appointment to HEPMPO
- Discussion of appointment to Housing Authority of Washington County Board of Trustees
- Discussion of staffing assignments within division of County government.

To consult with counsel to obtain legal advice on a legal matter (7). Open session discussion would breach attorney/client privilege.

- Update from County Attorney on County involved legal matter.
- Legal advice from County Attorney re policy interpretation)

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

- For boards and commissions appointments and reappointments to the Washington County Agricultural Education Center Board, Washington County Veteran's Advisory Committee, Hagerstown/Eastern Panhandle Metropolitan Planning Organization, and the Housing Authority of Washington County;
- Staffing assignments within a division of County Government;
- Received legal advice regarding County policy interpretation;
- 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, Neil C. Parrott and Randall E. Wagner; Dawn L. Marcus, County Clerk and Zachary J. Kieffer, County Attorney; Michelle Gordon, County Administrator; Rosalinda Pascual, Deputy County Attorney; Victor Scarpelli, Assistant County Attorney; Alan Matheny, Director, Emergency Management and Communications; Jennifer Gray, Tetra Tech Preparedness Manager; and David Mason, Interim Director, Environmental Management.

RECONVENE IN OPEN SESSION

Commissioner Wagner, seconded by Commissioner Cline, moved to reconvene in open session at 11:24 a.m. The motion passed unanimously (5-0).

RECESS

FY27 PUBLIC BUDGET PRESENTATION

Location: Public Safety Training Center

18350 Public Safety Place

Hagerstown, Maryland 21740

CALL TO ORDER

The Board of County Commissioners convened at the Public Safety Training Center, 18350 Public Safety Place, Hagerstown, Maryland at 6:00 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the Flag by the full assemblage.

FY27 PUBLIC BUDGET PRESENTATION

A public budget presentation of the Board of County Commissioners of Washington County was held in the Public Safety Training Center to consider the proposed FY27 budget for Washington County. In

attendance were President John F. Barr, Commissioner Randal A. Leatherman, Commissioner Neil C. Parrott and Commissioner Randall E. Wagner. Vice-President Jeffrey A. Cline was absent.

The public budget presentation was being held to consider and obtain public comment on the proposed FY27 budget for Washington County. Michelle Gordon, County Administrator, shared opening comments, an overview of the budget process and referred to the Citizen's Guide to the Budget for FY27 which was available at the public hearing, and posted on the County's website. Kelcee Mace, Chief Financial Officer, presented an overview of the Fiscal Year 2027 (FY 27) Budget.

President John F. Barr opened the FY27 Budget Presentation for public comment at 6:27 p.m. Nine (9) individuals spoke on issues concerning the budget such as public safety, bond debt, education, senior citizen services, law enforcement and school resource officers.

David Williams
Shaun Porter
Thomas Thorsen
Justin Holder
Carol Mowen
Ed Lough
Evan Mollo
Amber Dwyer
David Sovine

ADJOURNMENT

Commissioner Wagner, seconded by Commissioner Leatherman, moved to adjourn at 6:55 p.m. The motion passed unanimously (4-0).



Dawn L. Marcus, *County Clerk*