



Board of County Commissioners of Washington County, Maryland

Open Session Minutes

June 9, 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 Leatherman, seconded by Commissioner Wagner, moved to approve the minutes of May 5, 2026. The motion passed unanimously (5-0).

COMMISSIONERS' REPORTS AND COMMENTS

Commissioner Wagner welcomed everyone to the meeting.

Commissioner Leatherman congratulated the students on the last day of school and wished them a safe summer. He recognized new Eagle Scouts Kaleb Ritter of Troop 108 and Bennett Duggan of Troop 66. Commissioner Leatherman attended the Annual Public Safety Awards and shared that there were 33 individuals who were recognized for their heroism.

Commissioner Parrott thanked staff for the Memorial Day Ceremonies. He attended the Boonsboro parade and commented on the Sharpsburg Memorial Day parade. Commissioner Parrott attended the ceremony at Marty Snook Park remembering Seaman Craig Wibberley and Fireman Patrick Roy who lost their lives while serving on the U.S.S. Cole and the members of the World War II Korean conflict. He thanked Michael Boyd Tech High Students, Jim Kline with the Joint Veteran's Council, Jaime Dick of the Parks and Recreation Department and Sweeney Masonry for their role in making the ceremony possible. Commissioner Parrott encouraged everyone to vote and commented on early voting. He shared upcoming events for the July 4th 250th celebration.

Commissioner Cline attended the Boonsboro and Sharpsburg Memorial Day parades. He thanked staff who created the County float. He attended the Humane Society of Washington County annual LuHowl fundraiser. Commissioner Cline attended the Chambers 10th Annual Public Safety Awards at Fairplay Fire Company. He attended the Smithsburg EMS ceremony and tradition to push their new ambulance into service. Commissioner Cline attended the Memorial Day Ceremony at Marty Snook Park where the plaques were raised off of the ground for Craig Wibberley and Patrick Roy and he shared the 1940 Class of Hagerstown was commemorated as well. He recognized Michael Boyd Tech High Students, Jim Kline with the Joint Veteran's Council, Jaime Dick of the Parks and Recreation Department and Sweeney Masonry for their role in facilitating the project. Commissioner Cline shared that the Washington County Ice Cream Trail has started this week supporting 16 locally owned small businesses. He commented that someone has already completed all 16 stops on the Ice Cream Trail.

Commissioner Barr thanked Commissioner Cline for his assistance with reaching out to Nate Sweeney who worked with the students at Tech High to get the Memorials off of the ground at Marty Snook Park. He thanked Sweeney Contractors for their assistance and working with the students. Commissioner Barr attended his granddaughter's Graduation Commencement ceremony at Clear Spring High School, and he commented on attending the Senior Awards Night and the Baccalaureate Service. He attended the annual John Frye Awards ceremony. Commissioner Barr attended the 10th annual Washington County Public Safety Awards. He commented on collaborating with the City of Hagerstown and municipalities on the water and sewer issues in Washington County. He shared information from the Kiplinger report regarding water systems.

STAFF COMMENTS

Michelle Gordon, County Administrator attended the Boonsboro and Sharpsburg Memorial Day parades. She thanked the Towns for hosting the parades for the community. She thanked the Public Relations staff and Highways staff for the creation of the County float. Ms. Gordon attended the annual John Frye awards. She attended the new burn building demonstration in the Tactical Village at the Public Safety Training Center. Ms. Gordon attended the Memorial Day ceremony at Marty Snook Park where the newly constructed stone work at the Veteran's Memorial was unveiled. She thanked the Michael Boyd Tech High Students, A.E. Sweeney Masonry and the Parks and Recreation Department staff for their hard work, skill and dedication to honoring our local heroes who gave the ultimate sacrifice. Ms. Gordon thanked the Highway's crews for clearing the roads during this weekend's weather events

Michelle Gordon, County Administrator, recited the finding of Open Meetings Act opinion dated May 20, 2026, 20-175.

Michelle Gordon shared information for the Washington County's 250th celebration at the Washington County Agricultural Celebration

1. AFSCME COLLECTIVE BARGAINING MEMORANDUM OF UNDERSTANDING APPROVAL

The Board of County Commissioners, Michelle Gordon, County Administrator, and AFSCME representatives, Sam Mowery and Carroll Braun, presented for the signing of the Memorandum of Understanding between Board of County Commissioners and Maryland Public Employees Council 3, AFSCME, AFL-CIO and Local 2677, AFL-CIO that was formally amended and approved by the Board of County Commissioners on May 21, 2026.

2. YOUTH MERITORIUS AWARD PRESENTATION

Richard Lesh, Grant Manager, Grant Management and Washington County Board of County Commissioners presented throughout the school year the Board of County Commissioners present "Youth Meritorious Awards" to students attending both public and private schools or those being home schooled in Washington County. The following individual was selected based on his scholastic achievement, leadership qualities, community service performed or other positive contributions to her community. The Board of County Commissioners presented the Youth Meritorious Award to: Grant Semler of North Hagerstown High School.

3. ANNUAL REPORT FROM TRI COUNTY COUNCIL FOR WESTERN MARYLAND

Elizabeth Stahlman, Executive Director, Tri County Council for Western Maryland, presented for information purposes that the Tri County Council for Western Maryland recently completed an annual

report for the 2025 Calendar Year. Washington County Commissioners provide funding to Tri County Council and the Executive Director reported on the activities of the agency.

4. FY26 BUDGET ADJUSTMENTS TO THE WASHINGTON COUNTY BOARD OF EDUCATION'S GENERAL FUND BUDGET

Jeffrey Proulx, Chief Operating Officer, Washington County Public Schools; and Eric Sisler, Executive Director of Finance, Washington County Public Schools, presented the request to approve the requested adjustments to the Board of Education's FY2026 General Fund Budget.

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

CONVENE AS THE WASHINGTON COUNTY BOARD OF HEALTH

Commissioner Wagner, seconded by Commissioner Leatherman, moved to convene as the Board of Health at 9:38 a.m. The motion passed unanimously (5-0).

5. SUBSTANCE ABUSE – LEAD (LET EVERYONE ADVANCE WITH DIGNITY) PROGRAM

Earl Stoner, Health Officer, Washington County Health Department, and Laura Sheffield Bishop, Washington County Health Department, presented the request for a motion as the Health Department is recommending that the Board of Health give approval to amend the contract to Potomac Community Services, Inc. to increase the amount of the contract by \$60,524.00 for funding for the Substance Abuse LEAD Program. The contract period is from October 1, 2025, through September 30, 2026. The new total of this contract will be \$108,480.00.

Michelle Gordon, County Administrator shared that 100% of the funding is provided from the Maryland Department of Health Behavioral Health Administration and no additional funding is being requested from the County.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve that the Board of Health amend the contract to Potomac Community Services, Inc., as presented. The motion passed unanimously (5-0).

6. STATE CARE COORDINATION

Earl Stoner, Health Officer, Washington County Health Department and Laura Sheffield Bishop, Washington County Health Department, presented the request for a motion as the Health Department is recommending that the Board of Health approve the contract to CareFirst Community Health, LLC in the amount of \$118,000.00 for funding legislated for the Maryland Department of Health Behavioral Health Administration Grant providing a State Care Coordination program. The contract period is from July 1, 2026, through June 30, 2027.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve the Board of Health award the contract to CareFirst Community Health, LLC, as presented. The motion passed unanimously (5-0).

7. MD MEDICAL ASSISTANCE NON-EMERGENCY TRANSPORTATION CONTRACT

Earl Stoner, Health Officer, Washington County Health Department and Laura Sheffield Bishop, Washington County Health Department, presented the request for a motion as the Washington County Health Department is recommending that the Board of Health approve the contract with Am-Van Inc.,

t/a AAA Transport in the amount of \$1,220,125.00 for the contract period of July 2, 2026, through June 30, 2027, with 2 consecutive option years.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve the Board of Health award the contract to Am-Van Inc., t/a AAA Transport, as presented. The motion passed unanimously (5-0).

RECONVENE AS BOARD OF COUNTY COMMISSIONERS, WAHSINGTON COUNTY

Commissioner Wagner, seconded by Commissioner Leatherman, moved to reconvene as the Board of County Commissioners, Washington County, Maryland at 9:45 a.m. The motion passed unanimously (5-0).

8. LONGMEADOW ROAD AND PARADISE CHURCH ROAD PROPERTY ACQUISITION

Todd Moser, Real Property Administrator, Engineering, presented the request or a motion to approve the option agreement for partial property acquisition including fee simple for 13505 Longmeadow Road in Hagerstown, 827 square feet at an acquisition cost of \$3,810.00; and approve an ordinance approving said purchase; and to authorize the execution of the necessary documentation to finalize the acquisition. This partial property acquisition is for a planned intersection improvement of Longmeadow Road and Paradise Church Road as identified in the Capital Improvement Plan.

Commissioner Parrott, seconded by Commissioner Wagner, moved to approve the option agreement for partial property acquisition including fee simple for 13505 Longmeadow Road, an ordinance approving the purchase and authorized to execute the necessary documentation as presented. The motion passed unanimously (5-0).

9. APPLETOWN ROAD PROPERTY ACQUISITION

Todd Moser, Real Property Administrator, Engineering, presented the request for a motion to approve the option agreement for partial property acquisition including fee simple and easements for 6137 Appletown Road in Boonsboro, 589 square feet-perpetual drainage and 840 square feet-temporary construction at an acquisition cost of \$1,100.00; and approve an ordinance approving said purchase; and to authorize the execution of the necessary documentation to finalize the acquisition. This project is for culvert replacement on Appletown Road.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve the option agreement for partial property acquisition including fee simple for 6137 Appletown Road, an ordinance approving the purchase and authorized to execute the necessary documentation as presented. The motion passed unanimously (5-0).

10. EASEMENT DONATION FOR MT. AETNA WATER LINE PROJECT

Todd Moser, Real Property Administrator, Engineering; and Dave Mason, Interim Director, Environmental Management, presented the request for a motion to approve the donated easement, abandonment of portion of existing easement for a portion of property map 59/parcels 35 and 165, and approve ordinance approving said acquisition; and to authorize the execution of the necessary documentation to finalize the acquisition. The project involves replacing old water line that runs along Mt. Aetna Road and tying into the existing water line at the end of High Point Drive on the Highland View Academy property. There is no fiscal impact.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve the donated easement, abandonment of portion of existing easement for a portion of property map 59/parcels 35

and 165, and approve ordinance approving said acquisition; and to authorize the execution of the necessary documentation as presented. The motion passed unanimously (5-0).

11. CONSTRUCTION BID AWARD – SHOWALTER ROAD AT PERINI AVENUE INTERSECTION IMPROVEMENTS

Scott Hobbs, Director, Engineering, presented the request for a motion to award the bid for the Showalter Road at Perini Avenue Intersection Approvements contract to the lowest responsive, responsible bidder, Rowland & Company, of Hagerstown, Maryland in the amount of \$417,525.50. The project will utilize available funds from the Capital Improvement Plan EQP052. Total expenses are estimated at \$497,525.50 including \$417,525.50 for the proposed bid award and \$80,000.00 for other expenses such as inspection, testing, utilities, and construction contingency.

Commissioner Leatherman, seconded by Commissioner Wagner, moved to approve to award the bid for the Showalter Road at Perini Avenue Intersection Approvements contract to Rowland & Company as presented. The motion passed unanimously (5-0).

12. APPLETOWN ROAD PRECAST CONCRETE BOX CULVERT

Scott Hobbs, Director, Engineering, presented the request for a motion to award the bid for supplying a precast concrete box culvert for the Appletown Road Culvert replacement project to the lowest responsive, responsible bidder, Gillespie Precast of Chestertown, Maryland in the amount of \$114,727.14. This is a budgeted Capital Improvement Plan project.

Commissioner Parrott, seconded by Commissioner Leatherman, moved to approve to award the bid for supplying a precast concrete box culvert to Gillespie Precast as presented. The motion passed unanimously (5-0).

13. CONTRACT EXTENSION – LOCAL COOPERATIVE (2023-01) – NO. 2 HEATING OIL SUPPLY AND DELIVERY

Carin Bakner, Buyer, Procurement; and Andrew Eshleman, Director, Public Works, presented the request for a motion to concur with the recommendation of the Washington County Public Schools to extend the contract for Washington County Government's No. 2 heating fuel oil to the responsive, responsible low bidder, A.C.& T Co., Inc. of Hagerstown, MD who submitted a bid factor of \$0.2395 per gallon for tank wagon deliveries.

Commissioner Parrott, seconded by Commissioner Wagner, moved to concur with the recommendation of the Washington County Public Schools to extend the contract for Washington County Government's No. 2 heating fuel oil with A.C.&T. Co., as presented. The motion passed unanimously (5-0).

14. CONTRACT RENEWAL (PUR-1611) JANITORIAL SERVICES FOR WASHINGTON COUNTY

Carin Bakner, Buyer, Procurement; and Daniel Hixon, Deputy Director, Buildings, Grounds, and Facilities, presented the request for a motion to renew the contract for Janitorial Services for Washington County Office Buildings under Option No. 1 with Jasso Maintenance LLC, of Rockville, MD, based on its letter dated April 27, 2026, requesting a 5% increase for FY 2027. The last request for an increase was made in FY 2025.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve to renew the contract for Janitorial Services for Washington County Office Buildings under Option No. 1 with Jasso Maintenance LLC, as presented. The motion passed unanimously (5-0).

15. SOLE SOURCE PROCUREMENT – COMPATIBILITY (PUR-1828) ELECTRONIC DOOR CONTROLS & INTERCOM SYSTEM UPGRADE AT THE WASHINGTON COUNTY DETENTION CENTER

Carin Bakner, Buyer, Procurement; and Terry Hill, Senior Systems Mechanic, Washington County Sheriff's Office, presented the request for a motion to authorize a sole-source procurement for the Electronic Door Control & Intercom System Upgrade at the Washington County Detention Center in the amount of \$255,000.00 from Montgomery Technology Systems, LLC, of Greenville, Alabama.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve to authorize a sole-source procurement for the Electronic Door Control & Intercom System Upgrade from Montgomery Technology Systems, LLC as presented. The motion passed unanimously (5-0).

16. CONTRACT AWARD (PUR-1815) – LOCAL CARE TEAM COORDINATOR

Carin Bakner, Buyer, Procurement; and Richard Lesh, Grant Manager, Grant Management, presented the request for a motion to award the contract for Local Care Team Coordinator to the responsible proposer with the responsive proposal, KTA Advising Group of Beltsville, Maryland in the amount of \$58,789.00. The purpose of the service to be provided is to fulfill the requirements of the County's Community Partnership Agreement for fiscal year 2027 with the Governor's Office of Crime Prevention, Youth, and Victim Services. The award of funds for the Local Care Team Coordinator shall commence upon receipt of a fully executed contract between the Board of County Commissioners of Washington County and the awarded vendor. The awarded contract shall expire on June 30, 2027, with an option to renew up to two (2) consecutive one-year periods through 2029.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve to award the contract for Local Care Team Coordinator to KTA Advising Group as presented. The motion passed unanimously (5-0).

17. BID REJECTION (PUR—1800) HAULING/RECYCLING OF SCRAP TIRES FROM THE FORTY WEST LANDFILL

Brandi Kentner, Director, Procurement; and Dave Mason, Deputy Director, Solid Waste, presented the request for a motion to take action, in the best interest of the County, and to request that the bid for the Hauling of Scrap Tires from BioOne of Bethesda out of Gaithersburg, MD, be rejected without prejudice due to the vendor not being able to honor the pricing submitted in its bid.

Commissioner Wagner, seconded by Commissioner Cline, moved to approve to reject the bid for the Hauling of Scrap Tires from BioOne as presented. The motion passed unanimously (5-0).

Correction from the original agenda report form: in addition, move to award the bid to the next lowest bidder, Panda Trucks of Hagerstown, MD, for a total sum of \$108,795.00 for one year tentatively commencing on July 1, 2026, with an option by the County Commissioners for renewal for up to three (3) additional consecutive one (1) year period. The County does not guarantee a minimum/maximum number of calls nor quantity of materials under this contract.

Michelle Gordon, County Administrator read the bid tabulation into record as it was not attached to the original Agenda Report Form.

Pur-1800 Hauling of Scrap Tires Bids Opened: March 18, 2026

(Bid 1) BioOne Of Bethesda (Community Angels Logistics Inc) Gaithersburg, MD:

Line # 1 Description: Part I: Mixed Auto and Truck <= 24" Rim removal/recycling/disposal (1) tire estimates are based on scale records from July 2022 – June 2025; Quantity 65; Unit of Measure Tons; Unit \$195.00 Extended - \$12,675.00

Line #2 Description: Part II: Agriculture/Equipment > 24" Rim removal/recycling/disposal (1) tire estimates are based on scale records from July 2022 – June 2025; Quantity 22; Unit of Measure Tons; Unit \$260.00 Extended \$5,720.00.

(Bid 2) Panda Trucks LLC, Hagerstown, MD:

Line # 1 Description: Part I: Mixed Auto and Truck <= 24" Rim removal/recycling/disposal (1) tire estimates are based on scale records from July 2022 – June 2025; Quantity 65; Unit of Measure Tons; Unit \$284.75 Extended - \$18,508.75.

Line #2 Description: Part II: Agriculture/Equipment > 24" Rim removal/recycling/disposal (1) tire estimates are based on scale records from July 2022 – June 2025; Quantity 22; Unit of Measure Tons; Unit \$395.00 Extended \$8,690.00

REMARKS: Panda Trucks LLC:

Panda Trucks LLC confirms that the bid prices submitted are all-inclusive and include transportation, trailer staging at the landfill, driver wages, fuel, equipment costs, and all recycling and disposal fees associated with the removal of scrap tires. Panda Trucks LLC will provide two enclosed trailers staged at the Forty West Landfill and will coordinate trailer exchange with County staff as loads become available. All tires will be transported to a certified recycling facility in compliance with all applicable federal, state, and local regulations. Panda Trucks LLC appreciates the opportunity to submit this proposal and looks forward to supporting Washington County's scrap tire recycling program.

Commissioner Wagner, seconded by Commissioner Cline, moved to award the bid for the Hauling of Scrap Tires to Panda Trucks as presented. The motion passed unanimously (5-0).

18. BID AWARD (PUR-1809) SECURITY GATES FOR WASHINGTON COUNTY PARKS DEPARTMENT

Brandi Kentner, Director, Procurement; Danny Hixon, Director, Buildings, Grounds and Facilities, Parks and Facilities and Tim Alexander, Assistant Parks Supervisor, Parks and Facilities, presented the request for a motion to award the bid for the purchase and installation of Security Gates at Regional Park, Marty Snook Park, and Pen Mark Park to the responsible, responsive bidder Long Fence Company Inc., of Ijamsville, MD, for a total sum of \$148,600.00. The purchase and installation of security gates at Regional Park, Marty Snook Park, and Pen Mar Park will improve security, control after-hours access, and reduce unauthorized or illegal activity on County Park grounds. Approval of this award will enhance safety and operational control at the identified park locations.

Commissioner Wagner, seconded by Commissioner Cline, moved to approve to award the bid for the purchase and installation of Security Gates at Regional Park, Marty Snook Park, and Pen Mark Park to Long Fence Company Inc., as presented. The motion passed unanimously (5-0).

19. SOLE SOURCE PROCUREMENT (PUR-1825) KEYSTONE (CAD) INTERFACE

Brandi Kentner, Director, Procurement; and Alan Matheny, Director, Emergency Management and Communications, presented the request for a motion to authorize a sole-source procurement for CAD Interface software, maintenance, and annual licensing fees used by the Division of Emergency Management and Communications in the amount of \$143,588.00 from Keystone Public Safety Inc., of Maple Shade, NJ.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve to authorize a sole-source procurement for CAD Interface software, maintenance, and annual licensing fees used by the Division of Emergency Management and Communications from Keystone Public Safety Inc., as presented. The motion passed unanimously (5-0).

20. SOLE SOURCE PROCUREMENT (PUR-1827) FIRE HOUSE SOFTWARE AGREEMENT FOR DIVISION OF EMERGENCY SERVICES

Brandi Kentner, Director, Procurement; and Eric Jacobs, Assistant Director, Operations, Emergency Services, presented the request for a motion to authorize a Sole Source procurement of a Maintenance Software Agreement for the Division of Emergency Services for Auto-Cad software updates and upgrades in the amount of \$109,651.26 from ESO Solutions, Inc. of Dallas, TX. This is a maintenance agreement for the ESO Software platform, which is utilized by County fire and EMS, volunteer and career, for fire incident reporting.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to authorize a Sole Source procurement of a Maintenance Software Agreement from ESO Solutions, Inc. as presented. The motion passed unanimously (5-0).

21. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-26-0229) – MARYLAND EMERGENCY SERVICE TRANSPORTER SUPPLEMENTAL PAYMENT PROGRAM (ESSP)

Brandi Kentner, Director, Procurement; and R. David Hays, Director, Emergency Services, presented the request for a motion to authorize by Resolution, for the approval to contract services with Public Consulting Group LLC, of Boston, MA, for consulting services to implement the Maryland Emergency Service Transporter Supplemental Payment Program (ESPP) for the Department of Emergency Services. This approval is also contingent upon the final approval of the final agreement, approved by the County Attorney's Office and signed by the President of the Board of County Commissioners of Washington County. The Maryland ESPP offers an opportunity for Washington County to receive an increase in reimbursement for the medical transport of Medicaid patients.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to authorize by Resolution, for the approval to contract services with Public Consulting Group LLC, for consulting services to implement the Maryland Emergency Service Transporter Supplemental Payment Program as presented. The motion passed unanimously (5-0).

22. CONTRACT AWARD (PUR-1817) RECORD-KEEPING AND ACTUARIAL CONSULTING SERVICES FOR THE RETIREMENT PLAN, LENGTH OF SERVICE AWARD PROGRAM (LOSAP), AND OTHER POST-EMPLOYMENT BENEFITS UNDER GASB-75 (OPEB)

Brandi Kentner, Director, Procurement; and Chip Rose, Director, Human Resources, presented the request for a motion to award the contract for Record-Keeping and Actuarial Consulting Services for the Retirement Plan, Length of Service Award Program, and Other Post-Employment Benefits Under GASB-75 to the responsive, responsible proposer, Bolton Partners, Inc. of Baltimore, Maryland, per its proposal dated April 27, 2026 for an initial one-year term, with an option by the County to renew for up to four (4) additional consecutive one (1) year periods for the total sum (5-year) of \$332,600.00.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve to award the contract for Record-Keeping and Actuarial Consulting Services for the Retirement Plan, Length of

Service Award Program, and Other Post-Employment Benefits Under GASB-75 to Bolton Partners, Inc., as presented. The motion passed unanimously (5-0).

23. CONTRACT AWARD (PUR-1819) – STOP LOSS INSURANCE COVERAGE

Brandi Kentner, Director, Procurement; Chip Rose, Director, Human Resources; and Rebecca Lewis, CBIZ Benefits & Insurance Services, Inc., presented the request for a motion to award a contract for Stop Loss Insurance to the responsive, responsible proposer, Highmark of Pittsburgh, PA who submitted a total annual premium for Option 1 of \$1,639,444.00 with specific stop loss @ \$175,000.00 per claimant.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve to award a contract for Stop Loss Insurance to Highmark as presented. The motion passed unanimously (5-0).

24. CONTRACT AWARD (PUR-1822) HAGERSTOWN REGIONAL AIRPORT REHABILITATE RUNWAY 2-20

Brandi Kentner, Director, Procurement; and Andrew Eshleman, Director, Public Works, presented the request for two motions:

Motion 1: Contingent upon successful FAA and MAA grant application and awards, move to award the contract for the Rehabilitation of Runway 02-20 at the Hagerstown Regional Airport to the responsive, responsible firm C. William Hetzer, Inc. of Hagerstown, MD for the total price of \$2,220,450.00.

Commissioner Wagner, seconded by Commissioner Cline, moved to award the contract for the Rehabilitation of Runway 02-20 at the Hagerstown Regional Airport to C. William Hetzer, Inc., as presented. The motion passed unanimously (5-0).

Motion 2: Move to empower Staff to sign/submit FAA/MAA grant applications, issue purchase orders, execute task orders, and complete related paperwork for this project based upon total costs being below amounts programmed and approved in previous County budgets.

Commissioner Wagner, seconded by Commissioner Cline, moved to approve to empower Staff to sign/submit FAA/MAA grant applications, issue purchase orders, execute task orders, and complete related paperwork for this project as presented. This motion was stricken and amended as follows:

Commissioner Cline seconded by Commissioner Wagner, moved to revisit the previous two items and to amend the motions to approve for the submission of the grant with President John Barr's signature. The motion passed unanimously (5-0).

25. CONTRACT AWARD (PUR-1823) AIRCRAFT RESCUE AND FIRE FIGHTING (ARFF) BUILDING DEMOLITION AT HAGERSTOWN REGIONAL AIRPORT

Brandi Kentner, Director, Procurement; and Andrew Eshleman, Director, Public Works, presented the request for two motions:

Motion 1: Contingent upon successful FAA and MAA grant application and awards, move to award the contract for Aircraft Rescue and Fire Fighting Building Demolition at Hagerstown Regional Airport to the responsive, responsible firm Blue Rock Remodeling Inc., of Rockville, MD, with the lowest total bid amount of \$92,000.00.

Commissioner Parrott, seconded by Commissioner Cline, moved to award the contract for Aircraft Rescue and Fire Fighting Building Demolition at Hagerstown Regional Airport to Blue Rock Remodeling Inc., as presented. The motion passed unanimously (5-0).

Motion 2: Move to empower Staff to sign/submit FAA/MAA grant applications, issue purchase orders, execute task orders and complete related paperwork for this project based upon total costs being below amounts programmed and approved in previous County budgets.

Commissioner Parrott, seconded by Commissioner Wagner, moved to approve to empower Staff to sign/submit FAA/MAA grant applications, issue purchase orders, execute task orders and complete related paperwork for this project as presented. This motion was stricken and amended as follows: Commissioner Cline seconded by Commissioner Wagner, moved to revisit the previous two items and to amend the motions to approve for the submission of the grant with President John Barr's signature. The motion passed unanimously (5-0).

26. CONTRACT AWARD (PUR-1824) AIRPORT OPERATIONS AREA (AOA) FENCE/ACCESS GATE REALIGNMENT AT HAGERSTOWN REGIONAL AIRPORT

Brandi Kentner, Director, Procurement; and Andrew Eshleman, Director, Public Works, presented the request for two motions:

Motion 1: Contingent upon successful FAA and MAA grant application and awards, move to award the contract for Airport Operations Area Fence/Access Gate Realignment at Hagerstown Regional Airport to the responsive, responsible firm Blue Rock Remodeling Inc., of Rockville, MD, with the lowest total bid amount of \$2,218,625.00.

Motion 2: Move to empower Staff to sign/submit FAA/MAA grant applications, issue purchase orders, execute task orders and complete related paperwork for this project based upon total costs being below amounts programmed and approved in previous County budgets.

County Administrator, Michelle Gordon, stated that the grant applications should be signed by the President of the County Commissioner not by staff, to remove empower staff from the motion and to amend the previous two motions.

Commissioner Cline seconded by Commissioner Wagner, moved to revisit the previous two motions and to amend the motions to approve for the submission of the grant with President John Barr's signature. The motion passed unanimously (5-0).

Ms. Gordon clarified that when Commissioner Cline made his motion he referenced previous items he was referring to items 24 and 25.

Motion 1: Commissioner Wagner, seconded by Commissioner Parrott, moved to award the contract for Airport Operations Area Fence/Access Gate Realignment at Hagerstown Regional Airport to Blue Rock Remodeling Inc., as presented. The motion passed unanimously (5-0).

Motion 2: Commissioner Parrott, seconded by Commissioner Cline, amended the motion to approve for the submission of the grant application to be executed by President John Barr. The motion passed unanimously (5-0).

27. CONTRACT AWARD (PUR-1786) WASHINGTON COUNTY OFFICE BUILDING ROOF REPAIR

Brandi Kentner, Director, Procurement; and Andrew Eshleman, Director, Public Works, presented the request for a motion to award the contract for the Washington County Office Building Roof Repair to the responsive, responsible firm Bonded Applicators, Inc., of Waynesboro, PA, with the lowest total

bid amount of \$292,845.00. The work includes removal of the existing membrane roof system on the County Office Building, removing and resetting rooftop equipment, installation of insulation, crickets, slopes, saddles, flashing, TPO roofing system, and parapet wall repairs. The building is located at 33-35 West Washington Street, Hagerstown, MD 21740.

Commissioner Leatherman, seconded by Commissioner Wagner, moved to approve to award the contract for the Washington County Office Building Roof Repair to Bonded Applicators, Inc., as presented. The motion passed unanimously (5-0).

28. CONTRACT AWARD (PUR-1787) MARTIN LUTHER KING JR. COMMUNITY CENTER RENOVATION

Brandi Kentner, Director, Procurement; and Andrew Eshleman, Director, Public Works, presented the request for a motion to award the contract for the Martin Luther King Jr. Community Center Renovation to the responsive, responsible firm with the lowest total bid amount of \$2,799,775.00 for the base bid, add alternate 1, 3, allowance, and unit prices, and to approve/execute the referenced budget adjustment. The project includes renovations to common-use areas on three (3) floors of a former school building constructed in 1949. Washington County is the building owner, and primary building tenants include Head Start and Children in Need.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to award the contract for the Martin Luther King Jr. Community Center Renovation to Trison Construction Inc. for the base bid, and add Alternates 1 and 3 to Atlántida Builders Inc., as presented. The motion passed (4-0-1). Commissioner Barr abstained.

A \$125,000.00 budget adjustment from 30-11900 Facility Roof Repairs to 30-11900 REC048 MLK Gymnasium was requested to cover the construction and inspection costs associated with the roof replacement that will be completed with the renovation project.

Commissioner Wagner, seconded by Commissioner Cline, moved to approve the budget adjustment as presented. The motion passed (4-0-1). Commissioner Barr abstained.

29. FY2027 PROGRAM OPEN SPACES ANNUAL PROGRAM

Andrew Eshleman, Director, Public Works, presented the request to approve the Annual FY 2027 Program Open Space (POS) project list as presented and recommended by the Washington County Recreation and Parks Advisory Board. As per POS guidelines, each year the Board of County Commissioners is required to adopt the annual POS Program. Washington County will receive \$1,077,378.00 in FY27 Program Open Space Funds.

Commissioner Wagner, seconded by Commissioner Cline, moved to approve the Annual FY 2027 Program Open Space list as presented. The motion passed unanimously (5-0).

30. 2026-2027 PROPERTY AND CASUALTY INSURANCE RENEWAL

Tracy McCammon, Risk Management Coordinator, Human Resources; Chip Rose, Director, Human Resources; and Patrick Buck, CBIZ Insurance Services, presented the request for a motion to renew the property and liability policies with Travelers Insurance Company and the drone and airport liability policies with AIG. The total renewal is a 5.8% increase in premium compared to last year's actuals.

Commissioner Parrott, seconded by Commissioner Wagner, moved to approve to renew the property and liability policies with Travelers Insurance Company and the drone and airport liability policies with AIG and amended for the policy to go out to bid next year. The motion passed unanimously (5-0).

31. AGRICULTURE – JUNE IS NATIONAL DAIRY MONTH

Danielle Weaver, Director, Public Relations and Marketing; and Kelsey Keadle, Agriculture Business Specialist, Business and Economic Development, presented every June, we celebrate National Dairy Month. National Dairy month celebrates the value of milk and dairy products as part of a well-balanced diet for every American as well as the importance of milk production to the agricultural industry. All Washington County residents are encouraged to support our 92 county dairy farms and farmers whose labor brings us milk, ice cream, yogurt, cheese and many other nutritious foods. Especially Ice Cream! They announced the launch of the sixth annual Washington County Ice Cream Trail, celebrating our community's local ice cream shops and the hardworking dairy farms that make them possible.

32. WASHINGTON COUNTY DIVERSITY AND INCLUSION COMMITTEE APPOINTMENTS

Dawn Marcus, County Clerk presented the request for a motion to approve the appointments of Thomas Waldron and Mya Shoop to serve a first, full, three-year term from June 1, 2026, through May 31, 2029, on the Diversity and Inclusion Committee. This is not a paid board.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve the appointments of Thomas Waldron and Mya Shoop as presented. The motion passed unanimously (5-0).

33. WASHINGTON COUNTY VETERANS ADVISORY COMMITTEE RE-APPOINTMENT

Dawn Marcus, County Clerk presented the request for a motion to approve the reappointment of Aaron Palmer to serve a second, three-year term, from November 1, 2025, through October 31, 2028, on the Veteran's Advisory Committee. This is not a paid board.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve the reappointment of Aaron Palmer as presented. The motion passed unanimously (5-0).

34. SHERIFF'S OFFICE: FIRST AMENDMENT TO MOU BETWEEN WCPS, SHERIFF'S OFFICE AND BOARD OF COUNTY COMMISSIONERS

Zachary Kieffer, County Attorney, presented the request for a motion to approve the First Amendment to School Resource Officer Memorandum of Understanding (MOU) between Board of Education, Sheriff's Office and Board of County Commissioners. The School Resource Officer MOU governs the terms and conditions under which the Washington County Sheriff's Office renders special law enforcement services for public schools within the jurisdiction of the Sheriff's Office.

Commissioner Wagner left the meeting at 11:39 a.m. and returned at 11:40 a.m.

Commissioner Parrott left the meeting at 11:41 a.m. and returned at 11:42 a.m.

County Attorney Zachary Kieffer provided a copy of the MOU which was not provided with the agenda packet and shared that the total fiscal year budget amount is \$905,634.56.

Michelle Gordon shared that this amount is paid by the Board of Education and the amount comes out of the funding that the County provides to the Board of Education as part of maintenance of effort.

Commissioner Parrott, seconded by Commissioner Wagner, moved to approve the First Amendment to School Resource Officer Memorandum of Understanding as presented. The motion passed unanimously (5-0).

35. FY27 GENERAL FUND BUDGET ADJUSTMENT

Kelcee Mace, Chief Financial Officer, presented the request for a motion for an adjustment to the Board of Education's (BOE) FY27 budget based on the final State Aid calculations issued by Maryland State Department of Education (MSDE). On May 19, 2026, MSDE released their final State Aid calculations for FY2027, which included some revisions from their preliminary calculations. Based on the revisions, the amount budgeted for direct allocation to the BOE increased \$86,580.00 from \$125,255,180.00 to \$125,311,760.00 and the amount required for private pre-k decreased \$9,970.00 from \$499,920.00 to \$489,950.00. The net effect on the BOE budget is an increase of \$76,610.00 which will be offset by decreasing the amount budgeted for capital reserves. She noted that there is a possible typo and the increased amount should either be \$86,580.00 or \$56,580.00. This will be budget neutral and the General Fund total for FY27 will remain at \$355,751,800.00. Ms. Mace corrected the starting budget for the direct allocation should be \$125,225,180.00 and the increase is \$86,580.00.

Commissioner Leatherman, seconded by Commissioner Wagner, moved to approve an adjustment to the Board of Education's FY27 budget as presented. The motion passed unanimously (5-0).

36. FY27 COMMUNITY ORGANIZATION UPDATED FUNDING RECOMMENDATIONS

Maria Kramer, Director, Grant Management, presented for informational purposes that in March of 2026, the Office of Grant Management came before the board to present the FY 27 Community Organization Funding (COF) Committee Recommendations. A total of \$1,300,000.00 was recommended to be disbursed to 52 community organizations. Prior to the beginning of the FY27 fund distributions in July, one of the organizations contacted the Office of Grant Management and asked for their submission to be pulled. The organization was recommended for a \$20,000 award. In May, the COF committee agreed on the reallocation of those funds to other organizations who had applied in the FY27 funding cycle. The \$20,000.00 was used to fully fund seven of the smaller asks; Maugansville VFD, St. John's, C&O Canal Trust, Humane Society, Potomac Center, Ft. Ritchie Community Center, Tru North and the remaining amount was allocated to Hospice.

37. ARC GRANT FOR FORT RITCHIE SEWER PROJECT

David A. Mason, Interim Director, Environmental Management, presented the request for a motion to apply for and accept awarded funding for the Appalachian Regional Commission (ARC) grant application recently submitted to Tri County for FT Ritchie Sewer Infrastructure. The County will be hiring a contractor to replace the existing sewer infrastructure at former Fort Ritchie Base in Cascade. Construction will include the replacement of approximately 3700 feet of sewer pipe, 18 manholes 25 laterals and other incidentals with the project. The County is applying for the grant in the amount of \$404,910.00. Total cost of the project is \$809,820.00 the County has the funding match as required by the grant.

Michelle Gordon, County Administrator, requested to amend the motion as she spoke with Elizabeth Stahlman of Tri County Council, she would like our motion amended to state that we are submitting the preliminary project description and if selected to apply for the grant by the Tri County Council Review Board in July the second motion would be if selected to apply and accept awarded funding from ARC and the County match would come from the Sewer Fund not from the General Fund.

Commissioner Cline, seconded by Commissioner Wagner, moved to approve the motion as amended that we are submitting the preliminary project description and if selected to apply for the grant by the Tri County Council Review Board in July and if selected then to apply and accept awarded funding from Appalachian Regional Commission and the County match would come from the Sewer Fund not from the General Fund.. The motion passed unanimously (5-0).

38. 2026 SAFER GRANT APPLICATION – REQUEST TO APPLY AND ACCEPT

R. David Hays, Director, Emergency Services and David Chisholm, Deputy Director, Emergency Services, presented the request for a motion to authorize the Division of Emergency Services (DES) to submit a FEMA SAFER Grant application to hire twenty-four (24) firefighters and accept the grant funding, if awarded. By authorizing the DES to hire twenty-four (24) additional firefighters, it will enable DES to continue to strategically place firefighters in additional fire stations throughout Washington County.

Michelle Gordon, County Administrator shared that the approval of the 24 positions is contingent on the approval of the FEMA SAFER Grant.

Commissioner Leatherman, seconded by Commissioner Wagner, moved to approve to authorize the Division of Emergency Services (DES) to submit a FEMA SAFER Grant application and except the grant funding if awarded as presented. The motion passed (4-1). Commissioner Parrott opposed.

Commissioner Cline left the meeting at 12:05 p.m. and returned at 12:08 p.m.

39. STATEMENT REGARDING OPEN MEETINGS COMPLIANCE BOARD DECISION ISSUED JUNE 2, 2026

John Barr, President, Board of County Commissioners recited the Open Meetings Compliance Board Decision of June 2, 2026.

CLOSED SESSION

Commissioner Parrott, seconded by Commissioner Wagner, moved to convene in closed session at 12:09 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.

- Discuss appointment to County volunteer board.
- Discuss appointment to County volunteer board.
- Discuss appointment to County volunteer board.
- Discuss appointment to open County position.

To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain the State. Open session discussion would disclose confidential and proprietary commercial information.

- Presentation for business to potentially locate in the County.
- Presentation and discussion of business expanding in the county.

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 a legal matter involving the County.

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

- Appointments to the Washington County Planning Commission, Board of Zoning Appeals and the Agricultural Land Preservation Advisory Board;
- Hiring recommendation for the GIS Administrator position, Information Technology;
- Economic Developments discussion regarding businesses within the County;
- 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 Marcus, County Clerk and Zachary J. Kieffer, County Attorney; Michelle Gordon, County Administrator; Rosalinda Pascual, Deputy County Attorney; Victor Scarpelli, Assistant County Attorney; Jennifer Kinzer, Interim Director, Planning and Zoning; Chris Boggs, Rural Preservation Administrator, Planning and Zoning; Joseph Rathvon, GIS Manager, Information Technology; Jonathan Horowitz, Director, Business and Economic Development; Kelcee Mace, Chief Financial Officer; and Chip Rose, Director Human Resources.

RECONVENE IN OPEN SESSION

Commissioner Wagner, seconded by Commissioner Leatherman, moved to reconvene in open session at 2:04 p.m. The motion passed unanimously (5-0).

ADJOURNMENT

Commissioner Wagner, seconded by Commissioner Leatherman, moved to adjourn at 2:04 p.m. The motion passed unanimously (5-0).



Dawn L. Marcus, *County Clerk*

