



Board of County Commissioners of Washington County, Maryland

Open Session Minutes

August 11, 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 9:01 a.m. with the following members present: Vice-President Jeffrey A. Cline, Commissioner Randal A. Leatherman and Commissioner Randall E. Wagner. Commissioner Neil C. Parrott was absent.

APPROVAL OF MINUTES

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve the minutes of July 21, 2026. The motion passed unanimously (4-0).

COMMISSIONERS' REPORTS AND COMMENTS

Commissioner Wagner thanked everyone who was attending the meeting.

Commissioner Leatherman attended the Peach Festival in Leitersburg on Sunday. He attended the Eagle Scout ceremony for Connor Davis at First Christian Church. Commissioner Leatherman shared that he was heading to attend the ceremony at the Wilson Bridge when he came upon a fire hydrant that was torn out of the ground on Greencastle Pike, he thanked the Hagerstown City Water Department employees Kevin and John for their quick response to get the water turned off.

Commissioner Cline attended the 10th Anniversary of the Shear Radiance Salon, and he thanked the salon for providing jobs in the County. He attended the Washington County Volunteer Fire and Rescue Association annual picnic and he thanked the volunteers. Commissioner Cline attended the State Ice Cream Trail's recognition of Deliteful Dairy along with Secretary of Agriculture Kevin Atticks. He attended the Boonsboro National Night Out. Commissioner Cline attended the Flying Boxcar games for the two nights of Employee Appreciation. He attended the Eagle Scout ceremony for Sam Smith of Troop 14 and recognized his brother Mathew Smith as being an Eagle Scout. Commissioner Cline also attended the Eagle Scout ceremony for Connor Davis, and he thanked the Scout leaders and parents for guiding them in the right direction.

Commissioner Barr thanked Scott Horning of the Leitersburg Ruritan for their Peach Festival. He attended the ceremony at the new Wilson Bridge. Commissioner Barr requested that staff look at the old Wilson Bridge for cracks and damage. He attended the Taste of Time Grand Opening. Commissioner Barr attended the State Ice Cream Trail event at Deliteful Dairy along with Secretary of Agriculture Kevin Atticks. He attended the first meeting of the Community Coalition and shared information received at the meeting.

STAFF COMMENTS

Michelle Gordon, County Administrator, shared information on comments received regarding Halfway Houses in the Community.

Michelle Gordon, County Administrator, recapped the County's statement regarding the proposed I.C.E. Processing Facility in the County and corrected false information that has been circulating online.

Michelle Gordon, County Administrator, thanked the Board of County Commissioners and County employees for all that they do for the community. She attended the Employee Appreciation Day at Meritus Park. Ms. Gordon attended the Maryland Theatre Board of Directors meeting. She attended the National Night out in Williamsport and she shared information on the annual Community building campaign and she thanked all of our law enforcement partners and residents who attended the event. She attended the Washington County Community Coalition meeting. Ms. Gordon attended the Maryland Association of Counties, County Administrators meeting and she shared information on the agenda items.

Michelle Gordon, County Administrator requested a consensus from the Board of County Commissioners for a letter of support for Hagerstown Community College to submit the application for the RISE program.

The Commissioners reached a unanimous consensus (4-0) for the letter of support for Hagerstown Community College to submit the application for the RISE program as requested.

1. MARYLAND ECONOMIC DEVELOPMENT CORPORATION (MEDCO) INCENTIVE PROGRAM: RISE – REGIONAL INSTITUTION STRATEGIC ENTERPRISE ZONE PROGRAM; DESIGNATION OF DBED AS PUBLIC POINT-OF-CONTACT

Jonathan Horowitz, Director, Business and Economic Development, presented the request for a motion to authorize the Department of Business and Economic Development to serve as the Washington County, Maryland Regional Institution Strategic Enterprise Zone Program (RISE) zone point of contact. RISE is a place based economic development attraction tool which provides enhanced biotech investor tax credits, state business filing fee waivers, priority consideration for the Build our Futures Grant program, and connection to a business concierge service provider.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve to authorize the Department of Business and Economic Development to serve as the RISE zone point of contact as presented. The motion passed unanimously (4-0).

2. WASHINGTON COUNTY GAMING COMMISSION'S ANNUAL REPORT AND FISCAL YEAR 2026 GAMING FUND ALLOCATION ANNOUNCEMENT

Maria Kramer, Director, Grant Management; and Carsten Ahrens, Senior Grant Manager, Grant Management, presented for informational purposes only the Gaming Commission's Annual Report for FY2026 to the Board. They provided a handout.

3. DEPARTMENT OF SOCIAL SERVICES CHILD SUPPORT ENFORCEMENT GRANT FOR FY27

Lt. Benjamin Jones, Washington County Sheriff's Office; and Carsten Ahrens, Senior Grant Manager, Grant Management, presented the request for a motion to approve the application for and acceptance of funding as awarded for the Department of Social Services Child Support Enforcement Grant FY27 in the amount of \$648,171.00 or as awarded. The Department of Social Services Child Support Enforcement Grant is used to cover the cost of salaries, fringe benefits and associated needs for the Sheriff's office personnel assigned to child support enforcement.

Commissioner Cline, seconded by Commissioner Leatherman, moved to approve the application for and acceptance of funding as awarded for the Department of Social Services Child Support Enforcement Grant FY27 as presented. The motion passed unanimously (4-0).

4. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-25-0198) LASERFICHE RENEWAL AGREEMENT FOR INFORMATION TECHNOLOGY

Brandi Kentner, Director, Procurement; and Josh O'Neal, Chief Technical Officer, Information Technology, presented the request for a motion to authorize by Resolution, the approval for Information Technology to enter into a one (1) year Laserfiche support and subscription renewal agreement for the total sum of \$78,795.52 from MCCI of Tallahassee, FL. based on the contract awarded by Omnia National Cooperative Purchasing Alliance (NCPA) RFP #01-162, this is also contingent upon the final approval and signature of the renewal agreement by the County Attorney and the President of the Board of County Commissioners.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve to authorize by Resolution, the approval to enter into a one (1) year Laserfiche support and subscription renewal agreement from MCCI as presented. The motion passed unanimously (4-0).

5. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-26-0344) SECURITY UPGRADES AT MULTIPLE WASHINGTON COUNTY LOCATIONS

Brandi Kentner, Director, Procurement; and Josh O'Neal, Chief Technical Officer, Information Technology, presented the request for a motion to authorize by Resolution, for the Washington County Department of Information Technologies to purchase and have installed various hardware and software components to allow for multiple security upgrades at multiple County locations from Skyline Technology Solutions of Glen Burnie, MD in the total amount of \$214,701.80 and to utilize another jurisdiction's contract that was awarded by the Carroll County Public Network contract #49-F-1-24/25 November 13, 2024.

Commissioner Leatherman, seconded by Commissioner Wagner, moved to approve to authorize by Resolution, to purchase and have installed various hardware and software components to allow for multiple security upgrades at multiple County locations from Skyline Technology Solutions as presented. The motion passed unanimously (4-0).

6. CONTRACT AWARD (PUR-1788) BLACK ROCK GOLF COURSE TRAINING CENTER

Brandi Kentner, Director, Procurement; Andrew Eshleman, Director, Public Works; and Selena Wilkes, presented the request for a motion to award the contract for the Black Rock Training Center to the responsive, responsible firm GRC General Contractors, of Zullinger, PA, with the lowest total bid amount of \$272,352.00 for the base bid and allowance no. 1 and to execute the referenced budget adjustment. The project consists of constructing a new driving range canopy and masonry storage building. The work includes excavation and site work to install foundations, a steel driving range canopy, masonry storage building, site lighting and electrical work, plumbing and mechanical work, and concrete placement. A \$75,000.00 budget adjustment from 30-11900 LDI035 Sideling Hill Park and \$75,000.00 from 30-11900 LDI046 Hard Court Surfaces from project cost savings to BLD121 is requested to provide necessary funds to award the bid and to be used towards completing remaining project items.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve to award the contract for the Black Rock Training Center to GRC General Contractors as presented. The motion passed unanimously (4-0).

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

7. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-26-0348) – TENNIS COURT RESURFACING FOR FIVE (5) WASHINGTON COUNTY LOCATIONS

Brandi Kentner, Director, Procurement; and Andrew Eshleman, Director, Public Works, presented the request for a motion to authorize by Resolution, for the Parks Department to purchase materials and services for the resurfacing of five (5) tennis courts throughout Washington County for the total amount of \$364,728.85, from Keystone Sports Construction, of Phoenixville, PA, and to utilize the cooperative contract that Edgemarket awarded, contract ECIN:269EMCPS-22-004-CP-KSC.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve to authorize by Resolution, for the purchase materials and services for the resurfacing of five (5) tennis courts as presented. The motion passed unanimously (4-0).

8. FEDERAL LITTLE LEAGUE GRANT AGREEMENT

Todd Moser, Real Property Administrator, Engineering; and Andrew Eshleman, Director, Public Works, presented the request for a motion to approve the request for the County to be added as a beneficiary to the two grant agreements for Federal Little League. Federal Little League has been approved for two grants totaling \$100,000.00 from the State of Maryland. The State is requiring that the County be added as a beneficiary due to the Little League being on County property.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve the request for the County to be added as a beneficiary to the two grant agreements for the Federal Little League as presented. The motion passed unanimously (4-0).

9. CONSTRUCTION BID AWARD – WESTERN SECTION HIGHWAY DEPARTMENT FUEL CENTER

Scott Hobbs Director, Engineering, presented the request for a motion to award the bid for the Western Section Highway Department Fuel Center contract to the lowest responsive, responsible bidder, TTI Environmental, Inc., of Moorestown, New Jersey in the amount of \$1,239,234.00. The project involves construction of a fuel center at the Western Section Highway Department Maintenance Facility located at 9659 National Pike in Big Pool, Maryland. This is a budgeted Capital Improvement Plan project. Total expenses are estimated at \$1,339,234.00; including \$1,239,234.00 for the proposed bid and \$100,000.00 for other expenses such as inspection and construction contingency.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve to award the bid for the Western Section Highway Department Fuel Center contract to TTI as presented. The motion passed unanimously (4-0).

10. CONSTRUCTION BID AWARD – CURB AND SIDEWALK CONSTRUCTION AT VARIOUS LOCATIONS

Scott Hobbs, Director, Engineering, presented the request for a motion to award the bid for the Curb and Sidewalk Construction at various locations contract to the lowest responsive, responsible bidder, Concrete Central, LLC., of Hagerstown, Maryland, in the amount of \$562,800.00 annually which includes an option to extend the contract for a period of up to two, one year extensions. This is a budgeted Capital Improvement Plan project. Total expenses are estimated at \$762,800.00; including \$562,800.00 for the proposed bid and \$200,000.00 for other expenses such as inspection and construction contingency.

Commissioner Leatherman, seconded by Commissioner Wagner, moved to approve to award the bid for the Curb and Sidewalk construction contract to Concrete Central, LLC, as presented. The motion passed unanimously (4-0).

11. ABANDONMENT AND QUITCLAIM OF RIGHT OF WAY

Todd Moser, Real Property Administrator, Engineering, presented the request for a motion to approve abandonment of a portion of right of way and authorized the necessary documentation to finalize the quitclaim and abandonment. A portion of the roadway of "old" Big Pool Road was removed when Interstate 70 was constructed in October 1965. The section proposed for formal abandonment is in the area of the current entrance that has been used and occupied from the "new" Big Pool Road to the AC&T Convenience Store since the development of the store.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve abandonment of a portion of right of way for "old" Big Pool Road and authorize the necessary documentation to finalize the quitclaim and abandonment as presented. The motion passed unanimously (4-0).

12. FORT RITCHIE WELL HOUSES, WATER LINES, AND EASEMENTS

Todd Moser, Real Property Administrator, Engineering; and Dave Mason Interim Director, Environmental Management, presented the request for a motion to approve the transfer of four well houses, water lines, and associated easements from the Army Corps of Engineers to the County; and to authorize the execution of the necessary documentation to finalize the transfer. The Army Corp of Engineers has finalized field work and documents to transfer the Fort Ritchie well houses and water line that were not originally transferred from the Army to Pen Mar Development Corporation when the base originally closed.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve the transfer of four well houses, water lines, and associated easement from the Army Corps of Engineers to the County and to authorize the execution of the necessary documentation to finalize the transfer as presented. The motion passed unanimously (4-0).

13. CIP BUDGET TRANSFER – DEPARTMENT OF WATER QUALITY

David Mason, Interim Director, Environmental Management, presented the request for a motion to approve transfer of funds from the Sharpsburg Water Meter Cradle Replacement to the Cascade Town Center Water System Improvements in the amount of \$130,000.00. Approve transfer of remaining balance of \$ 35,663.97 in the Sharpsburg Water Meter Cradle Replacement to the Sharpsburg Water Treatment Plant. The Sharpsburg Water Meter Cradle Replacement Project is complete and has a remaining fund balance of \$165,663.97. Funding can be utilized for other water systems.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve the budget transfers as presented. The motion passed unanimously (4-0).

14. RECOMMENDATION TO RELOCATE THE IT TRAINING SPECIALIST TO BUDGET AND FINANCE

Chip Rose, Director, Human Resources, presented the request to approve the move of position #1573, IT Training Specialist, from IT to Budget & Finance and complete the associated budget transfer. This position is currently held by Nick Reihner, Grade 12, Step 5, \$71,489.00/annually. This is a budgeted position. The position number, budget, and current responsibilities would all transfer to the Software Support & Training team in Budget and Finance, to be effective as soon as possible. The budget amount to be transferred is \$80,740.00.

Commissioner Wagner, seconded by Commissioner Cline, moved to approve to reallocate the IT Training Specialist budget to Budget and Finance as presented. The motion passed unanimously (4-0).

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve the budget transfer as presented. The motion passed unanimously (4-0).

15. MUTUAL AID MOU WITH JEFFERSON COUNTY, WEST VIRGINIA

Zachary Kieffer, County Attorney, presented the request to approve the Memorandum of Understanding (MOU) between Board of County Commissioners of Washington County, Maryland and the County Commission of Jefferson County and Jefferson County West Virginia Regarding Mutual Aid Assistance. County staff met with Counterparts from Jefferson County. Mutual Aid MOU was discussed at staff level by County Administrator, County Attorney with Department of Emergency Services and Emergency Management and Communications Directors. The Jefferson County Commission unanimously approved the MOU at a meeting of the Commission on June 30, 2026.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve the Mutual Aid Memorandum of Understanding with Jefferson County, West Virginia as presented. The motion passed unanimously (4-0).

CLOSED SESSION

Commissioner Wagner, seconded by Commissioner Leatherman, moved to convene in closed session at 9:53 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.

- Discuss personnel changes in County department

To consider the acquisition of real property for a public purpose. (3) Open session discussion would disclose County negotiation strategy and weaken bargaining position.

- Potential acquisition of real property.

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

- Legal advice pertaining to a County contract
- Legal advice pertaining to a County contract.
- Legal advice pertaining to a County legal matter.

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

- Received legal advice pertaining to acquisition of property;
- Hiring recommendation for the State's Attorney's Office;
- Received legal advice pertaining to two County contracts;
- 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; Victor Scarpelli, Assistant County Attorney; Andrew Eshleman, Director, Public Works;

Scott Hobbs, Director, Engineering, Todd Moser, Real Property Administrator; Alan Matheny, Director, Emergency Management; and Chip Rose, Director Human Resources.

**RECONVENE IN OPEN SESSION FOR POTENTIAL ACTION ON CLOSED SESSION
PERSONNEL ITEM**

Commissioner Wagner, seconded by Commissioner Leatherman, moved to reconvene in open session at 11:07 a.m. The motion passed unanimously (4-0).

Michelle Gordon, County Administrator, presented the request for a motion to promote Brock Shriver to Deputy States Attorney at a Grade 18, Step 13, \$133,099.00/annually.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve to promote Brock Shriver as presented. The motion passed unanimously (4-0).

ADJOURNMENT

Commissioner Wagner, seconded by Commissioner Leatherman, moved to adjourn at 11:09 a.m. The motion passed unanimously (4-0).



Dawn L. Marcus, *County Clerk*

