



Board of County Commissioners of Washington County, Maryland

Open Session Minutes

August 25, 2026

INVOCATION AND PLEDGE OF ALLEGIANCE

Invocation presented by Pastor Randy Buchman, 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 July 28, 2026. The motion passed unanimously (4-0-1). Commissioner Parrott abstained.

COMMISSIONERS' REPORTS AND COMMENTS

Commissioner Wagner thanked staff who assisted with calls and concerns from our citizens this week.

Commissioner Leatherman attended the Maryland Association of Counties summer convention last week. He shared information on the educational opportunities at the event. Commissioner Leatherman attended the Antietam Recreation Celebrates 50 Years event. He attended the Pool Dedication Ceremony at the Robert Johnson Community Center. Commissioner Leatherman met with the Smithsburg Historical Society, and he shared information on the Smithsburg Town Museum. He commented on the first day of school and safety of the students.

Commissioner Parrott thanked Bob and Mary Rotz and congratulated them on the 50 year anniversary of Antietam Recreation. He shared information on the many events at Antietam Recreation.

Commissioner Cline attended the Pool Dedication Ceremony at the Robert Johnson Community Center. He attended the Spud Fest event at the Rural Heritage Museum. Commissioner Cline attended the Washington County Commission on Aging renaming of the Senior Center building to honor the late William K. Beard. He shared information on Mr. Beard's advocacy and contributions to Washington County. He attended the Augustoberfest Festival and commented on the hard work of Jill Colbert and the volunteers who staffed the event. Commissioner Cline attended the Peach Festival in Leitersburg. He attended the reopening of the 40 West Bridge and commented on the citizens responses to the opening. Commissioner Cline attended the Grain Bin Safety and Rescue training for first responders at the Public Safety Training Center.

Commissioner Barr congratulated Bob and Mary Rotz on the 50 year anniversary of Antietam Recreation and he commented on their service and dedication to the community. He attended the Maryland Association of Counties summer convention last week and he shared information on his responsibilities and meetings attended at the event. Commissioner Barr attended the Maryland Tech Council Symposium on Data Centers and AI. He attended the Washington County Commission on

Aging renaming of the Senior Center building to honor the late William K. Beard. and he commented on the dedication and advocacy of Mr. Beard.

STAFF COMMENTS

Michelle Gordon, County Administrator has a schedule change Item **17. MASS CARE SHELTER AGREEMENT WITH WASHINGTON COUNTY PUBLIC SCHOOLS** will be removed from today's agenda and will be brought back at a different date.

Michelle Gordon, County Administrator, attended the Pool Dedication Ceremony at the Robert Johnson Community Center. She attended the Maryland Tech Council Symposium. Ms. Gordon attended the Maryland Association of Counties (MACo) conference and the informative sessions on Data Centers and AI. She attended the MDOT CPT Transportation Priorities meeting at the MACo conference, and she shared the transportation priorities of the County. Ms. Gordon commented on the Taste of Maryland at MACo and shared that we highlighted products from two vendors Delisha Bakery and Heavy Branch Cidery, and she shared that Delisha Bakery's Cakes in a Can were a big hit at the event.

Michelle Gordon, County Administrator, shared information on halfway houses and recovery residences. She shared an update on the County's Data Center Moratorium. Ms. Gordon 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.

1. FORGET-ME-NOT MONTHS (SEPTEMBER, OCTOBER, NOVEMBER 2026) PROCLAMATION

Board of County Commissioners presented a proclamation to Ron Hoffman, Disabled American Veterans Organization in recognition of Forget-Me-Not months.

CONVENE AS THE WASHINGTON COUNTY BOARD OF HEALTH

Commissioner Wagner, seconded by Commissioner Leatherman, moved to convene as the Board of Health at 9:24 a.m. The motion passed unanimously (5-0).

3. TRUE YOU MARYLAND – GIRLS, INC. OF WASHINGTON COUNTY

Earl Stoner, Health Officer, Washington County Health Department; and Danielle Stahl, Deputy Director, Community Health Outreach Prevention & Promotion, presented the request for a motion to approve that the Board of Health approve the contract to Girls Inc. of Washington County in the amount of \$200,000.00 for funding legislated for the True You Maryland Adolescent Health Program. Girls Inc. of Washington County works closely with the Washington County Public Schools targeting the high schools. The contract period is July 1, 2026, through June 30, 2027.

Commissioner Wagner, seconded by Commissioner Cline, moved to approve that the Board of Health approve the contract to Girls, Inc. of Washington County for the True You Maryland Adolescent Health Program as presented. The motion passed unanimously (5-0).

4. SEXUAL RISK AVOIDANCE EDUCATION (SRAE) – GIRLS, INC. OF WASHINGTON COUNTY

Earl Stoner, Health Officer, Washington County Health Department; and Danielle Stahl, Deputy Director, Community Health Outreach Prevention & Promotion, presented the request for a motion to approve that the Board of Health approve the contract to Girls Inc. of Washington County in the amount of \$64,327.00 for funding legislated for the Sexual Risk Avoidance Education Health Program. Girls Inc. of Washington County were the sole bid provided on RFP 2024-02 as option year #3. Girls Inc.

of Washington County works closely with the Washington County Public Schools targeting the Middle schools. Contract period is July 1, 2026, through June 30, 2027.

Commissioner Cline, seconded by Commissioner Wagner, moved to approve that the Board of Health approve the contract to Girls Inc. of Washington County for the Sexual Risk Avoidance Education Health Program 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 9:27 a.m. The motion passed unanimously (5-0).

RECESS

2. PUBLIC HEARING – REQUESTS BY ORGANIZATIONS TO BE ADDED TO THE BOARD’S COMMUNITY ORGANIZATION FUNDING LIST (“1-108”)

President Barr convened a Public Hearing at 9:30 a.m. to obtain public comment for requests for organizations to be added to the Community Organization’s Funding List 1-108.

Zachary Kieffer, County Attorney; and Maria Kramer, Director, Grant Management, presented that following the public hearing, the Board may move to approve inclusion of one or more organizations to the 1-108 List or may take the matter under advisement for action at a later date. The following organizations have submitted letters of request to be added to the 1-108 List: Literacy Council of Washington County, Inc.; South Prospect Street Porchfest, Inc.; Frozen Petals, Inc.; Boonsboro Athletic Boosters, Inc.; Gatekeepers Organization; Hancock Flag Football, Inc.; Mark 923 Broken & Saved, Inc.; Meritus Health Foundation, Inc.; Music Instrument Collection, Inc.; Spectrum Strong Foundation; Maryland Association of Social Services Board (MASSB); and Franklin Fon Helping the Needed.

The Public Hearing was opened for applicant testimony:

Allan Bare on behalf of the Literacy Council of Washington County

Deb Kepler on behalf of the South Prospect Street Porchfest

Athens Alston on behalf of Frozen Petals, Inc.

Julia Hartman on behalf of the Boonsboro Athletic Boosters, not present.

Julia Smoot on behalf of Gatekeepers

George Newman on behalf of Meritus Health Foundation

Brenda Bush on behalf of Music Instrument Collection

Christina McCauley on behalf of Maryland Association of Social Services Board

Angela Pearce on behalf of Franklin Fon Helping the Needed

The Public Hearing was opened for public comment:

Shaun Porter

Steven McDonough, not present.

Gretchen Graves

The Public Hearing was opened for Commissioner questions.

The Public Hearing was closed at 10:12a.m.

The Public Hearing was opened for Commissioner comments.

Commissioner Cline, seconded by Commissioner Leatherman, moved to approve the additions to the 1-108 list as presented. The motion passed unanimously (5-0).

5. DEPARTMENT OF WATER QUALITY 2006 INTERNATIONAL VAC-CON

David A. Mason, Interim Director, Environmental Management, presented a request for a motion to allow the Department of Water Quality to retain the 2006 International Vac-Con Vacuum truck. On July 29, 2025, the Board of County Commissioners approved the purchase of a new vacuum truck for the department with the assumption the 2006 Vac-Con would be sold on GovDeals. The Department placed the Vac-Con on the GovDeals site for sale on three separate occasions with the reserve not being met each time. The reserve was initially set at \$35,000.00 to recoup repair costs. The reserve was reduced to \$30,000.00 for the second attempt and \$25,000.00 for the third attempt for sale. Resale of this unit through a dealer would be approximately \$90,000.00

Commissioner Wagner, seconded by Commissioner Parrott, moved to approve the Department of Water Quality to retain the 2006 International Vac-Con Vacuum truck as presented. The motion passed unanimously (5-0).

6. BUDGET TRANSFER FOR THE DEPARTMENT OF SOLID WASTE FOR THE VEHICLE/EQUIPMENT REPLACEMENT

David A. Mason, Interim Director, Environmental Management, presented the request for a motion to approve the Budget Adjustment for the Solid Waste Vehicle/Equipment Replacement CIP Project. The Department of Solid Waste sold two items on GovDeals. This adjustment moves the revenues from these sales to the fund's Vehicle/Equipment Replacement CIP Project for future purchases. The items sold include an International Water Truck at \$17,201.00 and a John Deere Motor Grader at \$10,000 for a total of \$27,201.00.

Commissioner Leatherman seconded by Commissioner Wagner, moved to approve the budget adjustment for the Solid Waste Vehicle/Equipment Replacement CIP Project as presented. The motion passed unanimously (5-0).

7. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-26-0346) – LEASE FOR ONE (1) NEW 2026 CATERPILLAR D7 DOZER

David A. Mason, Interim Director, Environmental Management, presented the request for a motion to authorize, by Resolution, for the Department of Solid Waste to lease One (1) New 2026 Caterpillar D7 Dozer from Carter Machinery Company, Inc. of Baltimore, MD, for the total cost of \$ 969,079.55 and request to utilize a competitively bid contract that was awarded by Sourcwell to Caterpillar #011723-CAT. This contract offers a discount of 20%. This is also contingent on the final approval of the lease agreement by the County Attorney's Office.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve to authorize, by Resolution to lease One (1) New 2026 Caterpillar D7 Dozer from Carter Machinery Company, Inc. as presented. The motion passed unanimously (5-0).

8. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-26-0345) – LEASE FOR ONE (1) NEW JOHN DEERE 744 TIER WHEEL LOADER AND LEASE FOR ONE (1) NEW JOHN DEERE 410P WHEEL LOADER BACKHOE

David Mason, Interim Director, Environmental Management, presented the request for a motion to authorize, by Resolution, the Department of Solid Waste to lease One (1) New John Deere 744 Tier Wheel Loader, and One (1) New John Deere 410P Wheel Loader Backhoe, from James River

Equipment of Stephenson, VA., for the total amount of \$743,550.55 and request to utilize competitively bid contract that was awarded by Sourcewell to John Deere (#011723-JDC). This contract offers a discount of between 32% and 41%. This is also contingent on the final approval of the lease agreements by the County Attorney's Office. The ARF was amended to eliminate the 410P wheel loader from the request. The cost of the John Deere 744 Tier Wheel Loader is \$453,919.63 at 4.99% interest rate for a total request of \$524,775.03.

Commissioner Wagner, seconded by Commissioner Cline, moved to approve to authorize, by Resolution to lease One (1) New John Deere 744 Tier Wheel Loader, from James River Equipment at a total cost of \$524,775.03 as presented. The motion passed unanimously (4-1) Commissioner Parrott opposed.

9. SOLE SOURCE PROCUREMENT – (PUR-1843) ONE (1) DRUG ANALYZER

Sheriff Brian Albert, Washington County Sheriff's Office; and Sergeant Clayton Stottlemeyer, Washington County Narcotics Task Force, presented the request to authorize a Sole Source Procurement for One (1) Drug Analyzer for the Narcotics Task Force / Washington County Sheriff's Department in the amount of \$140,484.18 from Agilent of Wilmington, DE.

Commissioner Wagner, seconded by Commissioner Cline, moved to approve to authorize a Sole Source Procurement for One (1) Drug Analyzer as presented. The motion passed unanimously (5-0).

10. SOLE SOURCE PROCUREMENT (PUR- 1844) – ANNUAL MAINTENANCE AGREEMENT FOR HAMILTON VENTILATORS FOR THE DIVISION OF EMERGENCY SERVICES (DES)

David Chisholm, Deputy Director, Operations, Emergency Services, presented the request for a motion to award a five (5) year contract for Hamilton Ventilators for the Division of Emergency Services to Hamilton Medical of Reno, NV for the amount of \$59,625.00 based on its proposal dated July 10, 2026.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve to award a five (5) year contract for Hamilton Ventilators as presented. The motion passed unanimously (5-0).

11. BID AWARD (PUR-1810) REGIONAL PARK TRAIL BRIDGE

Andrew Eshleman, Director, Public Works, presented the request for a motion to award the contract for the Regional Park Trail Bridge to the responsive, responsible company Creative Pultrusions, Inc., of Alum Bank, PA, with the lowest total lump sum bid amount of \$51,190.00. The work under this contract includes designing, manufacturing, and delivery of a Fiber Reinforced Polymer Prefabricated Bridge for the Regional Park Trail Project. Funds are budgeted in the capital improvement plan account Regional Park Walking/Hiking Trail.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve to award the contract for the Regional Park Trail Bridge to Creative Pultrusions, Inc., as presented. The motion passed unanimously (5-0).

12. GOVERNOR'S OFFICE OF CRIME CONTROL AND PREVENTION – RESIDENTIAL SUBSTANCE ABUSE TREATMENT PROGRAM – APPROVAL TO SUBMIT APPLICATION AND ACCEPT FUNDING

Carsten Ahrens, Senior Grant Manager; Grant Management; and Meaghan Willis, Program Director, Washington County Sheriff's Office, presented the request for a motion to approve the submission of the grant application for the Residential Substance Abuse Treatment Program to the Governor's Office

of Crime Control and Prevention in the amount of \$200,000.00 and accept funding as awarded. The Residential Substance Abuse Treatment Program grant will support the Washington County Detention Center's Jail-Based Medication-Assisted Treatment Program by funding a contracted part-time Peer Recovery Specialist, long-acting injectable buprenorphine, and low-barrier reentry supports. There is an in-kind or cash match requirement associated with the grant, estimated on the GOCPP website at \$66,667.00, which will be accomplished through in-kind payroll match of 2 WCSO employees.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve the submission of the grant application for the Residential Substance Abuse Treatment Program and accept funding as awarded as presented. The motion passed unanimously (5-0).

13. JA HORST & SONS LLC CONSERVATION RESERVE ENHANCEMENT PROGRAM (CREP) EASEMENT PROPOSAL

Chris Boggs, Rural Preservation Administrator, Planning and Zoning, presented the request for a motion to approve the JA Horst & Sons LLP CREP easement project, paid for 100% by the State, in the amount of \$97,350.00 for 20.00 easement acres, to adopt an ordinance approving the purchase of the easement, and to authorize the execution of the necessary documentation to finalize the easement purchase. The JA Horst & Sons LLP property is located on Ashton Road, Clear Spring, and will protect 14 acres of woodland and 6 acres of pastureland and serve to buffer roughly 1,950 linear feet of Toms Run.

Commissioner Wagner, seconded by Commissioner Cline, moved to approve the JA Horst & Sons LLP Conservation Reserve Easement Project and to adopt an ordinance approving the purchase of the easement as presented. The motion passed unanimously (5-0).

14. STATE HOMELAND SECURITY GRANT PROGRAM – APPROVAL TO SUBMIT GRANT APPLICATION AND ACCEPT AWARDED FUNDING

Cody Swope, Emergency Management Specialist, Emergency Management and Communications; and Richard Lesh, Grant Manager, Grant Management, presented the request for a motion for ratification of the submission of the application of the State Homeland Security Grant to the Maryland Emergency Management Agency in the amount of \$93,089.78 and a motion to accept funding as awarded. Due to the delayed release of the Notice of Funding Opportunity from the Maryland Emergency Management Agency and the constricted application submission deadline, we proceeded to sign and submit the grant application on the deadline August 3, 2026. The State Homeland Security Grant program is administered by the Federal Emergency Management Agency and passes through the State Emergency Management Agency to be distributed to local jurisdictions. The program is intended to enhance and maintain current Homeland Security initiatives as they pertain to prevention, preparedness, response, recovery, and mitigation.

Commissioner Cline, seconded by Commissioner Wagner, moved to approve ratification of the submission of the application of the State Homeland Security Grant to the Maryland Emergency Management Agency and to accept funding awarded as presented. The motion passed unanimously (5-0).

15. EMERGENCY MANAGEMENT PERFORMANCE GRANT – APPROVAL TO RATIFY THE SUBMISSION OF THE GRANT APPLICATION AND ACCEPT AWARDED FUNDING

Cody Swope, Emergency Management Specialist, Emergency Management and Communications; and Richard Lesh, Grant Manager, Grant Management, presented the request for a motion for ratification of the submission of our application for the Emergency Management Performance Grant Program to

the Maryland Department of Emergency Management (MDEM) agency and a motion to accept the funding as awarded by the agency. Due to the delayed release of the Notice of Funding Opportunity from the State Emergency Management Agency and the constricted application submission deadline, we proceeded to sign and submit the grant application on the deadline July 15, 2026. The purpose of the Emergency Management Performance Grant (EMPG) Program is to provide federal funds to states to assist state, local, tribal, and territorial emergency management agencies in obtaining the resources required to support the National Preparedness Goals associated with the areas and core capabilities. The MDEM is expected to award the County \$97,907.22, which will fund other related equipment for emergency management.

Commissioner Cline, seconded by Commissioner Leatherman, moved to approve ratification of the submission of the application for the Emergency Management Performance Grant Program to the Maryland Department of Emergency Management agency and to accept the funding awarded as presented. The motion passed unanimously (5-0).

16. PASS-THROUGH FUND AGREEMENT WITH COMMUNITY FOUNDATION OF WASHINGTON COUNTY, MD, INC.

Zachary Kieffer, County Attorney, presented the request for a motion to approve the Pass-Through Fund Agreement with Community Foundation of Washington County, MD, Inc. The intent of the agreement is to establish a fund with the Community Foundation. The purpose of the fund is to provide financial support for initiatives that support Washington County in times of emergencies. Setting up a fund with the Community Foundation provides a mechanism by which tax deductible donations can be made to the fund, which then may be distributed to the County in the event of an emergency. The fund will be a cash account and not subject to investments. Community Foundation will charge a management fee in the amount equal to 1.5% of the annual distributions.

Commissioner Cline, seconded by Commissioner Wagner, moved to approve the Pass-Through Fund Agreement with Community Foundation of Washington County, MD, Inc. as presented. The motion passed unanimously (5-0).

17. MASS CARE SHELTER AGREEMENT WITH WASHINGTON COUNTY PUBLIC SCHOOLS

This item has been removed from today's agenda and will be brought back at a different date.

18. EQUITABLE SHARING AGREEMENT AND CERTIFICATION

Zachary Kieffer, County Attorney, presented the request for a motion to approve the Equitable Sharing Agreement Certification. The Equitable Sharing Agreement and Certification (ESAC) is an annual Department of Justice reporting requirement that ensures state and local law enforcement agencies accurately disclose all federal equitable sharing funds received and how those funds were spent.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve the Equitable Sharing Agreement Certification as presented. The motion passed unanimously (5-0).

CLOSED SESSION

Commissioner Wagner, seconded by Commissioner Parrott, moved to convene in closed session at 11:00 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.

- Reappointment to volunteer County board
- Discussion of assignment and duties of volunteer County board
- Reappointment to volunteer County board
- Reappointment to volunteer County board
- Hiring discussion of open County position
- Discussion of discipline of County staff member
- Hiring discussion of open County position.
- Discuss appointment for open County position.

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 for public purpose.

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 legal matter.

To consult with staff, consultants, or other individuals about pending or potential litigation (8). Open session discussion would divulge litigation strategy or legal advice from counsel.

- Discussion re potential civil litigation
- Discussion re potential litigation

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

- Hiring recommendation of Deputy Director, Airport;
- Hiring recommendation of Assistant County Attorney;
- Discipline and removal of County employee;
- For boards and commissions, discussion of duties, appointments and reappointments to the Washington County Board of Social Services, Local Management Board, Washington County Police Accountability Board, and Washington County Administrative Charging Committee;
- Conducted interviews for Division Director of Environmental Management;
- Hiring practices;
- Received legal advice pertaining to a County legal matter;
- Received legal advice on potential Civil Litigation for which the County may be a party;
- Received legal advice and updates on pending litigation matters for which the County is a party.

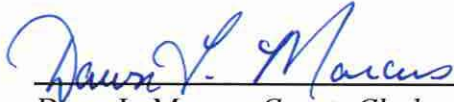
Present during closed session at various times were Commissioners John F. Barr, Jeffrey A. Cline, Randal A. Leatherman, Neil C. Parrott and Randall E. Wagner; Dawn L. Marcus, County Clerk and Zachary J. Kieffer, County Attorney; Michelle Gordon, County Administrator; Rosalinda Pascual, Deputy County Attorney; Victor Scarpelli, Assistant County Attorney; Jonathan Horowitz, Business and Economic Development; Andrew Eshleman, Director, Public Works; Todd Moser, Real Property Administrator, Engineering, Richard Lesh, Grant Manager, Office of Grant Management; Carsten Ahrens, Senior Grant Manager, Office of Grant Management; Neil Doran, Director, Hagerstown Regional Airport; Chip Rose, Director Human Resources; Patrick Buck, Account Executive, CBIZ; Tracy McCammon, Risk Management Coordinator, Human Resources; and Interviewees.

RECONVENE IN OPEN SESSION

Commissioner Wagner, seconded by Commissioner Parrott, moved to reconvene in open session at 3:31 p.m. The motion passed unanimously (5-0).

ADJOURNMENT

Commissioner Wagner, seconded by Commissioner Parrott, moved to adjourn at 3:31 p.m. The motion passed unanimously (5-0).



Dawn L. Marcus, *County Clerk*

