Board of County Commissioners of Washington County, Maryland

Open Session Minutes

November 10, 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 Parrott and Commissioner Randall E. Wagner.

APPROVAL OF MINUTES

The date for the approval of minutes was corrected from the Agenda to September 29, 2026. Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve the minutes of September 29, 2026. The motion passed unanimously (5-0).

COMMISSIONERS' REPORTS AND COMMENTS

Commissioner Wagner attended Halloween concerts at the Barbara Ingram School for the Arts and the Maryland Theatre. He commented on the talent of all of the students. Commissioner Wagner reminded everyone of the Veteran's Day upcoming events in honor of all of the Veterans who have served. He thanked all of the Veteran's.

Commissioner Leatherman recognized the Board of Elections for their work over the early voting period and election day. He attended the swearing in ceremony for District Court Judge, Mikhaila McNicholls, and he welcomed her to Washington County. He thanked Circuit Court Clerk, Kevin Tucker for swearing her in. Commissioner Leatherman recognized Hancock and Hagerstown for their Halloween parades. He shared that Rider Jet Center hosted a career expo with 1500 participants and they were offering $285,000.00 in tuition assistance. Commissioner Leatherman recognized Ben Rider for his contributions.

Commissioner Parrott congratulated the Town of Boonsboro on the opening of their reservoir. He thanked everyone who ran for office, won for office, and everyone who voted during the election. Commissioner Parrott attended the 99th annual Alsatia Mummers Parade and he thanked the Alsaita Club for putting on a wonderful parade. He attended the 100th year anniversary celebration of the Hagerstown Bible Church. Commissioner Parrott shared that he attended the Church for many years with his family, and he recognized Pastor Dale Carver for serving the Church and the community..

Commissioner Cline shared that Jamison Door has announced that they broke ground for their construction at Mt. Aetna Farms. He recognized the company for their 120 years of business and shared that they will support 250 jobs at the new location. Commissioner Cline recognized our Business and Economic Development staff for convincing the new Italian owner to stay in Washington County. He thanked the Town of Boonsboro for inviting the Commissioners to the opening of the reservoir and for recognizing the Commissioners for their $1,000,000.00 contribution to the reservoir project. He shared the other areas the Commissioners helped to fund Boonsboro which included $500,000.00 for the water

sewer program. Commissioner Cline thanked the County Commissioners who voted along with him to provide the $1,000,000.00; he recognized Terry Baker, Wayne Keefer, Randy Wagner, Charles Burkett and also John Martirano, County Administrator at that time and Michelle Gordon, Chief Financial Officer at that time. He shared the importance of partnering with all of the municipalities. Commissioner Cline attended the event where Tom Riford received the Distinguished Citizen Award for the local Shenandoah Mason Dixon Area Boy Scout Council. Commissioner Cline attended the Dreams with Wings event at Rider Jeet Center with over 1500 participants and $285,000.00 in scholarships. He attended the Hancock Halloween parade, the Hagerstown Mummers parade and he thanked staff for the beautiful Washington County float. Commissioner Cline congratulated the Election Board and thanked all of the voters. In honor of Veteran's Day, he recognized his father who was a World War II Veteran and his brother Danny who was a Vietnam War Veteran.

Commissioner Barr announced a change to the Agenda, the public hearing scheduled for today has been canceled and may be brought back at a later date. He attended the Aviation Career Expo at the Airport and commented on the exhibitors and career opportunities for the students. Commissioner Barr congratulated Public Relations staff for the float and recognized staff from Highways Department, Doug Levine and Sam Mowery, who pulled the float in the Mummers Day Parade this year and years past. He attended the 100th year anniversary celebration of the Hagerstown Bible Church. He shared that he is a member of the Church and he and his wife were married there. Commissioner Barr attended the Maryland Symphony Orchestra Crystal Ball. He shared the importance of supporting the Maryland Symphony Orchestra.

STAFF COMMENTS

Dave Mason, Interim Director, Waste Management, presented information for the Scrap Tire event which will be hosted at the 40 West Landfill on December 5, 2026, 8:00 a.m. through 1:00 a.m.

Michelle Gordon, County Administrator, attended the dedication of the Boonsboro Reservoir and she congratulated the Town of Boonsboro on the completion of the project. She attended multiple meetings to include the Maryland Theater Board of Directors meeting and the Board of Advisors for the University Systems of Maryland's Hagerstown Campus. Mrs. Gordon attended the Mummers Day event and congratulated them on their 99th year. She attended the Western Maryland County Administrators meeting. She recognized today as the 251st anniversary of the Marine Corp she thanked all of the Marines for their service to Washington County and the Country, and she shared that her husband Don and her son Carl served in the Marines.

Michelle Gordon, County Administrator, recapped the County's statement regarding the proposed I.C.E. Processing Facility in the County, she shared information on the meeting with KGB and corrected false information that has been circulating online. Ms. Gordon shared an update on the County's Data Center Moratorium and corrected false information that has been circulating online. She clarified information on annexations in municipalities. She reminded viewers of the avenues for Public Comment. She shared the timeline of the moratorium on the data centers and the processes for review by the Planning Commission with regards to the moratorium.

1. PUBLIC HEARING: APPLICATION FOR FOREST CONSERVATION ORDINANCE TEXT AMENDMENT FCO-26-001

This item was cancelled and may be brought back at a later date.

3. END OF YEAR FY26 BUDGET ADJUSTMENT 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 for a motion to approve the requested budget adjustments the Board of Education's FY2026 General Fund Budget. The Washington County Board of Education approved the list of changes attached to the Agenda Report Form to its FY2026 Geneeral Fund Budget at its October 20, 2026, meeting, the changes cross major categories. The net result was an excess of the fund balance of $5,406,315.00. Therefore, these requested adjustments must also be approved by the Board of County Commissioners.

Michelle Gordon, County Administrator shared that the excess of funds is a surplus.

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

4. COMMUNITY ORGANIZATION FUNDING – AVAILABLE FUNDING AND SERVICE PRIORITY AREA ALLOCATIONS

Maria Kramer, Director, Grant Management, presented the request for a motion to approve the Community Organization Funding Service Priority Areas and their respective available funding amounts as presented or amended. It is the recommendation of the County's CFO and the Office of Grant Management that the amount of funding made available for each respective service priority be set as indicated below. The date the funding will be effective was corrected to FY2028.

Service Priority Area	Funding Available	Percent of Available Funds
Arts & Culture	$146,900.00	11.3%
Domestic Violence	$418,600.00	32.2%
Families & Children	$535,600.00	41.2%
Recreation	$36,400.00	2.8%
Seniors	$148,200.00	11.4%
Other	$14,300.00	1.1%
Total	$1,300,000.00	100%

Commissioner Cline, seconded by Commissioner Leatherman, moved to approve the priority areas as presented. The motion passed unanimously (5-0).

5. CONTRACT AWARD (PUR-1841) LOCAL MANAGEMENT BOARD CAPACITY BUILDING CONSULTANT

Brandi Kentner, Director, Procurement; and Maria Kramer, Director, Grant Management, presented the request for a motion to award the contract for the Local Management Board Capacity Building Consultant to the responsive, responsible proposal, Sustainable Schooling of Philadelphia, Pa, in the amount of $74,581.00. The Washington County Local Management Board (LMB) will utilize the services of a Capacity Building Consultant to assist the LMB with development of processes and systems that will provide the framework for implementation of the newly developed strategic plan. The consultant will work closely with the LMB, staff, community leaders, and organizations in Washington County, Maryland.

Commissioner Leatherman, seconded by Commissioner Parrott, moved to approve to award the contract for the Local Management Board Capacity Building Consultant to Sustainable Schooling as presented. The motion passed unanimously (5-0).

6. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-26-0352) – MICROSOFT OFFICE 365 LICENSING

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 the procurement of a licensing agreement for the total sum of $1,269,064.23 over a three (3) year period from Software House International (SHI) of Somerset, NJ.; based on the pricing structure awarded by Omnia Partners contract #2024056-02.

This item was tabled to reach out to the current vendor to see if they will give a 6 month extension and for the County to reach out for other bids. This item will come back at a future meeting.

7. SOLE SOURCE PROCUREMENT AWARD (PUR-1850) FOR PROGRAM SUPPORT SPECIALIST

Brandi Kentner, Director, Procurement, presented the request for a motion to approve a sole-source award to Recover and Rise, LLC in the amount of $72,200.00 for Program Support Specialist services at the Washington County Detention Center/Day Reporting Center, as approved under the Governor's Office of Crime Prevention and Policy's Residential Substance Abuse Treatment grant, for the period of October 1, 2026, through September 30, 2027.

Commissioner Leatherman, seconded by Commissioner Parrott, moved to approve a sole-source award to Recover and Rise, LLC for Program Support Specialist services at the Washington County Detention Center/Day Reporting Center as presented. The motion passed unanimously (5-0).

8. CONTRACT BID AWARD (PUR-1837) ON-CALL STORMWATER MANAGEMENT MAINTENANCE

Brandi Kentner, Director, Procurement; and David Mason, Director, Environmental Management, presented the request for a motion to award the On-Call Stormwater Management Maintenance contract to the responsible, responsive bidder, Sean R. Strickler of Sparks, MD, for a total of $58,517.50. The County does not guarantee any minimum or maximum hours to the Contractor for this as-needed hourly service. This Contract will be utilized when required repairs on stormwater facilities cannot be completed by County staff because equipment or manpower requirements exceed County capabilities.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve to award the On-Call Stormwater Management Maintenance contract to Sean R. Strickler as presented. The motion passed unanimously (5-0).

9. CONTRACT AWARD (PUR-1826) DETENTION CENTER RENOVATION, PHASE 1

Brandi Kentner, Director, Procurement; Terry Hill, Senior Systems Mechanic and Todd Faith, Chief of Security, Washington County Detention Center, presented the request for a motion to award the contract for the Detention Center Renovation, Phase 1, to the responsive, responsible bidder Keller Brothers, Inc. of Mount Airy, MD, with the lowest total bid amount of $2,302,497.00, including a base bid of $2,097,497.00, a contingency allowance of $200,000.00 and a dedication plaque allowance of $5,000.00. This is a Budgeted Capital Improvement Plan project, as part of the Patrol Services Relocation project.

Commissioner Wagner, seconded by Commissioner Cline, moved to approve to award the contract for the Detention Center Renovation, Phase 1, to Keller Brothers, Inc., as presented. The motion passed unanimously (5-0).

10. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-26-0353) – TEN (10) 2027 CHEVROLET TAHOE VEHICLES FOR THE SHERIFF'S OFFICE

Brandi Kentner, Director, Procurement; Gerald Martz, Fleet Service Manager and Major Joel Footen, Washington County Sheriff's Office, presented the request for a motion to authorize by Resolution, the Sheriff's Office to purchase ten (10) 2027 Chevrolet Tahoe vehicles from Hertrich Fleet of Milford, DE; for the total sum amount of $572,240.00 at the discounted prices awarded by Howard County, Maryland, contract no. 4400004546, through a competitively bid process. The Sheriff's Office requests to purchase ten (10) 2027 Chevrolet Tahoe Vehicles to replace vehicles that exceed the County's Vehicle and Equipment Types and Usage Guidelines.

Commissioner Wagner, seconded by Commissioner Cline, moved to approve to authorize by Resolution the purchase of ten (10) 2027 Chevrolet Tahoe vehicles from Hertrich Fleet as presented. The motion passed unanimously (5-0).

11. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-26-0354) – POLICE VEHICLE EQUIPMENT FOR THE WASHINGTON COUNTY SHERIFF'S OFFICE

Carin Bakner, Buyer, Procurement; Gerald Martz, Fleet Service Manager and Major Joel Footen, Washington County Sheriff's Office, presented the request for a motion to authorize by Resolution for the Washington County Sheriff's Department to purchase Police Vehicle Equipment for the upfitting of twenty (20) 2026 Chevrolet Tahoes, to the responsible, responsive bidder, Priority Install, LLC, of Mount Airy, MD at the total price of $117,154.80 at the discounted unit prices awarded to the State of Maryland, Contract No. 001B4600400, through a competitively bid process. The equipment will be installed in and on vehicles that were approved by the Board on November 18, 2025.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to authorize by Resolution the purchase of Police Vehicle Equipment for the upfitting of twenty (20) 2026 Chevrolet Tahoes to Priority Install, LLC, as presented. The motion passed unanimously (5-0).

12. RESCIND AWARD (PUR-1838) APC ADVANTAGE SERVICE RENEWAL FOR INFORMATION TECHNOLOGY DEPARTMENT

Carin Bakner, Buyer, Procurement; and Josh O'Neal, Chief Technical Officer, Information Technology, presented the request for a motion to rescind without prejudice the awarded contract for APC Advantage Service Renewal from Tech Advanced Computers of Pensacola, FL. We are requesting rescission of this contract based on the vendor's request due to not including all of the listed specifications in their bid submission. On October 13, 2026, the Board of County Commissioners of Washington County awarded Tech Advanced Computers of Pensacola, FL the contract for the APC Advantage Service Renewal for a total sum of $60,054.00 for a three (3) year commitment and coverage agreement with annual payments.

Commissioner Wagner, seconded by Commissioner Parrott, moved to approve to rescind without prejudice the awarded contract for APC Advantage Service Renewal from Tech Advanced Computers as presented. The motion passed unanimously (5-0).

13. BID AWARD (PUR-1838) APC ADVANTAGE SERVICE RENEWAL FOR INFORMATION TECHNOLOGY DEPARTMENT

Carin Bakner, Buyer, Procurement; and Josh O'Neal, Chief Technical Officer, Information Technology, presented the request for a motion to award the contract for APC Advantage Service Renewal to the responsible, responsive bidder, KNZ Solutions, Inc. of Vienna, VA, who submitted the total lump sum of $70,485.24 for a three (3) year commitment and coverage agreement with annual

payments. APC is the manufacturer of the specialized HVAC systems that control the climate in key IT infrastructure locations.

Commissioner Parrott, seconded by Commissioner Wagner, moved to approve to award the contract for APC Advantage Service Renewal to KNZ Solutions, Inc., as presented. The motion passed unanimously (5-0).

2. UPDATE FROM THE VETERANS' ADVISORY COMMITTEE AND PROCLAMATION FOR VETERAN'S DAY

Aaron Palmer, Chair; James Sword, Vice Chair and Amanda Amagashie, Veterans Advisory Committee in honor of Veteran's Day provided an update to the Board. The Board of County Commissioners presented a proclamation to the Veteran's Advisory Committee.

14. AIRPORT BUDGET ADJUSTMENT – TAXIWAY H PROJECT

Neil Doran, Director, Hagerstown Regional Airport, presented the request for a motion to approved the budget adjustment as presented. The BOCC previously approved FAA and MAA grant applications and acceptance of funds along with related engineering, inspection and construction contracts. The airport will undertake this project in the coming months. In previous years, Washington County CIP plans provided approximately $1.318 million within the RUN025 account to complete this project. However, with the FY27 CIP plan, an edit was made to reduce the funding in this county project code down to $855,000.00 based upon Engineer's Estimate of Probable Costs on hand at the time. That edit appears to also have been error in that it did not account for additional engineering and design fees. Thereafter, it was determined that costs would be closer to the higher project cost estimates used in previous CIP plans (FY24, FY25), with project total now expected to be $1,234,950.00. As a housekeeping item, there is now a need to adjust the RUN025 budget to add funds to the project and fund the purchase orders. No changes to the previously approved funding splits with FAA supplying 95%, MAA 1.8%, Airport funds providing 3.2%.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve the RUN025 budget adjustment as presented. The motion passed unanimously (5-0).

15. CONSTRUCTION BID AWARD – ROOF REPLACEMENT AT 540 WESTERN MARYLAND PARKWAY BUILDING

Scott Hobbs, Director, Engineering, presented the request for a motion to award the contract for the roof replacement project at 540 Western Maryland Parkway Building to the lowest responsive, responsible bidder, Nations Roof Mid Atlantic of Halethorpe, Maryland in the amount of $897,178.00. This work is included in a budgeted Capital Improvement Plan project Patrol Services Relocation-BLD113. Total expenses are estimated at $972,178.00; including $897,178.00 for the proposed bid award, and $75,000.00 for other expenses such as inspection and construction contingency.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve to award the contract for the roof replacement project at 540 Western Maryland Parkway Building to Nations Roof Mid Atlantic as presented. The motion passed unanimously (5-0).

16. US 40 DUAL HIGHWAY – PEDESTRIAN SAFETY ACTION PLAN COMMENT LETTER

Andrew Eshleman, Director, Public Works, presented the request for a motion to approve sending the drafted comment letter to the Maryland Department of Transportation State Highway Administration (SHA) for the US 40 Pedestrian Safety Action Plan (PSAP) project. The Maryland State Highway Administration (SHA) held a public information meeting on September 15, 2026, regarding the US 40

Dual Highway Pedestrian Safety Action Plan (PSAP) project. Five design alternatives were presented, and SHA staff were available to answer questions and receive public comments.
1. Option 1 – Bike Lane East and Westbound US 40
2. Option 2 – Two-Way Bike Lane Westbound US 40
3. Option 3 – Two-Way Bike Lane Eastbound US 40
4. Option 4 – Shared Lane Bike Markings
5. Option 5 – no build

A letter of support for further evaluation of Option 4 is provided for consideration. Option 4 is also the City of Hagerstown's preferred alternative.

Commissioner Leatherman, seconded by Commissioner Wagner, moved to approve the letter of support for the Pedestrian Safety Action Plan Option 4 as presented. The motion passed unanimously (5-0).

CLOSED SESSION

Commissioner Wagner, seconded by Commissioner Leathernan, moved to convene in closed session at 10:22 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; or any other personnel matter that affects one or more specific individual (1). Personnel discussions are confidential.

- Consider reappointment to County volunteer board.
- Personnel discussion re current employee.
- Personnel discussion re current employee.
- Discuss hiring for open County position.
- Discuss hiring for open County position.
- Discussion of personnel matter.

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

- Discuss 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.

- Discuss contract negotiation
- Legal advice pertaining to County legal matter

Discussion of public security – development of fire/EMS services (10). Open session discussion would constitute risk to public.

- Emergency Services development discussion
- Discussion of improvements to public security.

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

- Hiring of Supervisor of Transit Operations;
- Hiring of Senior Budget Analyst;
- Discussion of contract negotiations;
- Discipline and/or removal of County Employee;
- Discipline and/or removal of County employee;
- For boards and commissions reappointments to the Building Code Board of Appeals;
- Discussion regarding acquisition of real property;

- Discussion regarding acquisition of real property for public purposes;
- Discussion regarding public security of County owned property;
- Discuss regarding development of fire and EMS services;
- 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; Michael Bouey, Assistant County Attorney; Victor Scarpelli, Assistant County Attorney; Greg Cartrette, Director/Code Official/Fire Marshal, Permits and Inspection; Andrew Eshleman, Director, Public Works; Chip Rose, Director Human Resources; Shawn Harbaugh, Director, Transit; Kelcee Mace, Chief Financial Officer; Andrew Eshleman, Director, Public Works; Tod Moser, Real Property Administrator, Engineering; and Scott Hobbs, Director, Engineering.

RECONVENE IN OPEN SESSION

Commissioner Wagner, seconded by Commissioner Leatherman , moved to reconvene in open session at 1:33 p.m. The motion passed unanimously (5-0).

RECESS

EVENING MEETING WITH THE TOWN OF SMITHSBURG
Location: 100 West Washington Street
Hagerstown, Maryland

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 evening meeting of the Board of County Commissioners of Washington County, Maryland, to order at 6:00 p.m. with the following members present: Commissioner Randal A. Leatherman, Commissioner Neil C. Parrott and Commissioner Randall E. Wagner. Vice-President Jeffrey A. Cline,

TOWN OF SMITHSBURG LEADERS' REPORTS AND COMMENTS

The Town provided a handout to the County Commissioners.

Mayor Donald Souders thanked the Commissioners for hosting the meeting. He thanked Commissioners Wagner and Parrott for their service to the County. He recognized the BOCC for their $137,000.00 contribution from ARPA funds for the Smithsburg Sewer Pump Station Upgrades Project. Mayor Souders provided an update on Smithsburg Safe Routes to School Intersection and Pedestrian Safety Improvement Projects. He provided an update on the transfer of the water system, with the majority of the Council in agreement of transferring the Smithsburg water to the City of Hagerstown they are currently in the preliminary stages of the transfer. They are not able to look at other options at this time while they are in negotiation stages with the City. He shared information regarding pre-annexation. Mayor Souders provided an update on the Cloverly development and Gardenour Estates.

Town Manager, Brian Brandt, provided an update on the Smithsburg Sewer Pump Station Upgrades Project. He shared the avenues of funding that were received from the Board of County Commissioners as well as multiple grants the Town received. He shared information on water service issues.

Council Member, David Dan shared meeting with the County in 2024 and requested an update from the County regarding their options for assisting the Town with their water needs. He would like to explore possible options with the County.

COMMISSIONERS' AND COUNTY ADMINSTRATORS COMMENTS

Commissioner Leatherman requested information on the Town's water service and pressure issues.

Commissioner Parrott discussed the Town's options during their exploratory phases. He requested information on the long term costs for the Town of Smithsburg.

Commissioner Wagner inquired as to whether the City is requesting a pre-annexation agreement. He thanked the Town and congratulated them on their grant funding.

Commissioner Barr thanked the Town for attending today's meeting.

Michelle Gordon, County Administrator, provided an update on the County's potential for future water services. She shared that they are investigating potential wells for water service in the Smithsburg area. Ms. Gordon clarified that the Town has not contacted the County regarding the transfer of water services. She provided an update on the Smithsburg Wastewater Treatment Plant.

ADJOURNMENT

Commissioner Wagner, seconded by Commissioner Leatherman, moved to adjourn at 6:38 p.m. The motion passed unanimously (4-0).

Dawn L. Marcus

Dawn L. Marcus, *County Clerk*