



## Board of County Commissioners of Washington County, Maryland

### *Open Session Minutes*

March 31, 2026

#### **INVOCATION AND PLEDGE OF ALLEGIANCE**

Invocation presented by 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 and Commissioner Randall E. Wagner.

#### **APPROVAL OF MINUTES**

Commissioner Leatherman, seconded by Commissioner Wagner, moved to approve the minutes of March 17, 2026. The motion passed unanimously (4-0).

#### **COMMISSIONERS' REPORTS AND COMMENTS**

Commissioner Wagner wished everyone a Happy Easter.

Commissioner Leatherman attended the Boys and Girls Club 85<sup>th</sup> Year Anniversary celebration. He reminded everyone that spring has arrived to expect large farm equipment on the roadways.

Commissioner Cline attended the Boys and Girls Club 85<sup>th</sup> Year Anniversary celebration. He attended the Vietnam Veterans Day Ceremony, and he thanked all who attended. Commissioner Cline attended the Community Fire and Education Inspection meeting held at the Public Safety Training Center. He attended the Washington County Career Expo at the Hagerstown Community College. Commissioner Cline attended the Eagle Scout Court of Honor Ceremony for Zach Nolan.

Commissioner Barr attended the final MACo Legislative meeting in Annapolis.

#### **STAFF COMMENTS**

Michelle Gordon, County Administrator, had an administrative change to the agenda and she removed item **5. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-26-0228) – PERSONAL PROTECTIVE EQUIPMENT FOR SHERIFF'S DEPARTMENT**. This item will be brought back at a later date. She shared information on the Civil Service Unit and the proposed purpose of the purchase. Ms. Gordon attended the Maryland Theater Board meeting. She attended the Maryland Department of Transportation meeting with the acting Secretary of the Maryland Department of Transportation; Katie Thomson, and she shared the County's transportation priorities and other topics of discussion.

Michelle Gordon, County Administrator, read the County's statement regarding the proposed I.C.E. Processing Facility in the County. She shared information received from the County's meeting with Department of Homeland Security officials on March 16, 2026, regarding the proposed I.C.E. Processing Facility in the County. She shared information on a letter sent March 19, 2026, to the Washington County Historic District Commission and the Department of Planning and Zoning from the United States Department of Homeland Security regarding the facility. Ms. Gordon commented

that the Board of County Commissioners and the public were not invited to the stakeholder roundtable discussion meeting with community leaders scheduled by Congresswoman April McClain Delaney.

Michelle Gordon, County Administrator recognized Kelcee Mace, Chief Financial Officer on her completion of the Certified Public Finance Officer program and earning of the CPFO Certificate and Credentials. The Board of County Commissioners presented Ms. Mace with a Certificate of Recognition.

**1. FY27 WATER QUALITY BUDGET**

David Mason, Interim Director, Environmental Management; and Kelcee Mace, Chief Financial Officer, presented for informational purposes the FY2027 Water Quality Budget.

**2. FY27 SOLID WASTE BUDGET**

David Mason, Interim Director, Environmental Management, presented for informational purposes the FY2027 Solid Waste Budget.

**3. PRESENTATION OF THE 2027-2036 CAPITAL BUDGET – DRAFT 2 - & WATER QUALITY BUDGET ADJUSTMENT**

Kelcee Mace, Chief Financial Officer; and Zane Garrett, Deputy Director, Budget and Finance, presented for informational purposes Draft 2 of the FY2027 Proposed General Fund Budget. They shared a Power Point presentation.

They presented a request for a Water Quality Budget Adjustment for a Water Quality project for Water Quality Security improvements that were previously budgeted in the Utility Administration budget. As there are specific improvements for water and specific improvements for sewer, the project needs to be divided between the Water Fund and the Sewer Fund. The budget adjustment reallocates the current budget to the Water Fund and replaces the Utility Administration funds that are in it and in the FY2027 Plan we created a new project for the sewer specific projects.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve the budget adjustment for Water Quality Security Improvements that were previously budgeted in the Utility Administration budget to the Water Fund as presented. The motion passed unanimously (4-0).

**4. CONTRACT AWARD (PUR-1797) FLOOR REPLACEMENT AT THE DAY REPORTING CENTER**

Brandi Kentner, Director, Procurement; Sheriff Brian Albert, Washington County Sheriff's Office; and Terry Hill, Senior Systems Mechanic, Washington County Sheriff's Office, presented the request to award a contract for the floor replacement at the Day Reporting center to Hagerstown Floors, Inc. of Hagerstown, MD, for the responsive, responsible bid with the lowest price proposal amount of \$88,914.00.

Commissioner Leatherman, seconded by Commissioner Wagner, moved to award the contract to Hagerstown Floors, Inc. as presented. The motion passed unanimously (4-0)

**5. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-26-0228) – PERSONAL PROTECTIVE EQUIPMENT FOR SHERIFF'S DEPARTMENT**

This item has been removed from the agenda and will be brought forward in a future meeting.

**6. CONTRACT RENEWAL, REQUESTED INCREASE (PUR-1740) – LEACHATE HAULING FROM COUNTY LANDFILL**

Brandi Kentner, Director, Procurement; and David Mason, Deputy Director, Solid Waste, presented the request to authorize the price increase of 5% to the existing rates as requested by A.C. & T. Co. Inc. of Hagerstown, MD, in its letter dated March 12, 2026, for the Hauling of Leachate from the County Landfill.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve the price increase of 5% by A.C.&T for hauling leachate as presented. The motion passed unanimously (4-0)

Commissioner Cline left the meeting at 9:43 a.m. and returned at 9:45 a.m.

**7. MOU BETWEEN THE TOWN OF BOONSBORO AND CLEAR SPRING AND THE BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY**

Greg Cartrette, Director/Code Official, Permits and Inspections, presented the request for approval to accept the Memorandum of Understanding (MOU) between the Town of Boonsboro and Clear Spring and BOCC. The Town of Boonsboro and Clear Spring have asked that Washington County collect all fees conducted by Washington County for building and trade permits, including excise tax. The effective date would be April 1, 2026.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve to accept the Memorandum of Understanding between the Town of Boonsboro and Clear Spring and the Board of County Commissioners as presented. The motion passed unanimously (4-0)

**8. DISTRICT COURT OF MARYLAND, COMMISSIONERS' OFFICE LEASE**

Todd Moser, Real Property Administrator, Engineering, presented the request to approve the proposed intergovernmental lease agreement. The District Court of Maryland, Commissioners Office currently leases 1,572 square feet of office space on County property located at 500 Western Maryland Parkway Washington County Sheriff's Office, Central Booking Facility. The current lease extension terminates on May 31, 2026. The new lease term will be 10 years at a rate of \$17.50 per square feet of leased office space per year with an option for one 5-year renewal term at a rate to be determined.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve the proposed intergovernmental lease agreement with the District Court of Maryland, Commissioners Office as presented. The motion passed unanimously (4-0)

**9. GOVERNOR'S OFFICE FOR CHILDREN FY27 COMMUNITY PARTNERSHIP AGREEMENT PROPOSAL**

Richard Lesh, Grant Manager, Grant Management; and Michelle Gordon, County Administrator, presented the request to approve the submission of the FY2027 Community Partnership Agreement proposal to the Governor's Office for Children requesting \$816,266.00 and accept funding as awarded. The proposal requests funding for seven (7) programs impacting the well-being of children, youth and families in Washington County as well as support for County administrative expenses. The funding requested by the Local Management Board includes the following programmatic strategies and their respective vendors:

- o Family Centered Support Services (Department of Social Services) - \$91,464.00
- o School Based Mental Health Services (Brook Lane Health Services) - \$283,335.00
- o Disconnected Youth Program (Western Maryland Consortium) - \$53,480.00
- o Youth Shelter (Horizon Goodwill, Inc.) - \$60,528.00

- o Local Care Team Coordinator (KTA Advising Group, Inc.) - \$60,000.00
- o Out of School Time Program (MBA Growth Partners) - \$84,259.00
- o Youth Mentoring (Big Brothers Big Sisters of Washington County) - \$24,000.00
- o Office of Grant Management Administration expenses - \$159,200.00

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve the submission of the FY2027 Community Partnership Agreement and to accept funding as presented. The motion passed unanimously (4-0)

#### **10. DEPUTY DIRECTOR OF ENVIRONMENTAL PROGRAMS**

Chip Rose, Director, Human Resources, Staff is seeking a motion to approve the hiring of Alex Reed for position #1936, the Deputy Director of Environmental Programs for long-term environmental projects. The position was advertised as a Grade 18/Step 1-20. Based on his experience, the offer will be a Grade 18/ Step 16, \$65.09/hour, \$135,387.00/annually.

Commissioner Wagner, seconded by Commissioner Cline, moved to approve the hiring of Alex Reed for the Deputy Director of Environmental Programs as presented. The motion passed (3-0-1). Commissioner Leatherman abstained.

#### **11. WASHINGTON COUNTY PUBLIC GOLF CORPORATION (BLACK ROCK GOLF COURSE) BOARD APPOINTMENTS**

Dawn L. Marcus, County Clerk presented the request for a motion to accept the recommendation to reappoint Selena Wilkes to serve a first full three-year term from February 1, 2026, through January 31, 2029;

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve the reappointment of Selena Wilkes as presented. The motion passed unanimously (4-0).

In addition, and to accept the recommendation to appoint John Miller and Tom Clemens to serve first, full three-year terms from April 1, 2026, through March 31, 2029.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve the appointments of John Miller and Tom Clemens as presented. The motion passed unanimously (4-0).

#### **12. ELECTRICAL APPARATUS AND WIRING BOARD OF EXAMINERS AND SUPERVISORS OF WASHINGTON COUNTY BOARD APPOINTMENTS**

Dawn L. Marcus, County Clerk, presented the request to reappoint Gary Hose, as a member representing Electric Public Utility Company doing business in Washington County for a second two-year term from October 1, 2025, through September 30, 2027.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve the reappointment of Gary Hose as presented. The motion passed unanimously (4-0).

Move to reappoint Mark Mummert, as a member representing Licensed Master Electrician to serve a second two-year term from November 1, 2025, through October 31, 2027.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve the reappointment of Mark Mummert as presented. The motion passed unanimously (4-0).

Move to reappoint Troy McIntire, as a member representing Licensed Master Electrician to serve a second two-year term from October 1, 2025, through September 30, 2027. This date has been corrected from the Agenda Report Form.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve the reappointment of Troy McIntire as presented. The motion passed unanimously (4-0).

Move to reappoint Terry Molnar, as a member representing Volunteer Fire Company for a second two-year term from December 1, 2025, through November 30, 2027.

Commissioner Leatherman, seconded by Commissioner Wagner, moved to approve the reappointment of Terry Molnar as presented. The motion passed unanimously (4-0).

Move to reappoint Steven Thomas, as a member representing Member at Large for a second two-year term from December 1, 2025, through November 30, 2027.

Commissioner Leatherman, seconded by Commissioner Wagner, moved to approve the reappointments of Steven Thomas as presented. The motion passed unanimously (4-0).

### **13. WASHINGTON COUNTY PLUMBING AND HVAC BOARD APPOINTMENTS**

Dawn Marcus, County Clerk, presented the request to reappoint Gary Price, as a member representing a Master HVAC Licensee to serve a fifth, three-year term from November 1, 2024, through October 31, 2027. The Board requests a waiver of the two-term limit as outlined in the Boards and Commissions County Policy PR-22 due to a lack of qualified candidates.

Commissioner Leatherman, seconded by Commissioner Wagner, moved to approve the reappointment of Gary Price as presented. The motion passed unanimously (4-0).

Move to reappoint Charlie Semler as a member representing the building industry to serve a sixth three-year term from February 1, 2025, through January 31, 2028. The Board also requests a waiver of the two-term limit as outlined in the Boards and Commissions County Policy PR-22. Commissioner Leatherman, seconded by Commissioner Wagner, moved to approve the reappointment of Charlie Semler as presented. The motion passed unanimously (4-0).

### **14. ANIMAL CONTROL AUTHORITY OF WASHINGTON COUNTY BOARD APPOINTMENTS**

Dawn Marcus, County Clerk, to accept the recommendation to reappoint Attorney Travis Poole, as a member of the legal profession of the Animal Control Authority to a fifth, full three-year term from December 1, 2025, through November 31, 2028. The Board requests a waiver of the two-term limit as outlined in the Boards and Commissions County Policy PR-22 due to a lack of qualified candidates. The legal professional is the only paid position on this board.

Commissioner Wagner, seconded by Commissioner Cline, moved to approve the reappointment of Travis Poole as presented. The motion passed unanimously (4-0).

Move to accept the recommendation to appoint Gerry McCarney and Rodney Burgan as Members at Large for a first, full three-year term from April 1, 2026, through March 31, 2029. This is not a paid position.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve the appointments of Gerry McCarney and Rodney Burgan as presented. The motion passed unanimously (4-0).

Move to appoint Pat Miller as an alternate member for a first, full three-year term from April 1, 2026, through March 31, 2029. This is not a paid position.

Commissioner Leatherman, seconded by Commissioner Wagner, moved to approve the appointment of Pat Miller as presented. The motion passed unanimously (4-0).

**15. WASHINGTON COUNTY VETERANS ADVISORY COMMITTEE BYLAWS AMENDMENT**

Dawn L. Marcus, County Clerk, and Aaron Weiss, Assistant County Attorney, presented the request to accept and/or make changes to the Amended Bylaws for the Washington County Veteran's Advisory Committee. The Committee currently has five vacancies with an additional two vacancies to come in the future which will leave seven vacancies, this will leave four members. The number is updated from the Agenda Report Form. Per the Bylaws the committee is required to have 51% of their total membership for a quorum which would be seven (7) members. It is recommended to amend the Bylaws from eleven (11) voting members to seven (7) voting members.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve the amendments to the Veteran's Advisory Committee Bylaws as presented. The motion passed unanimously (4-0)

**16. RATIFY AMENDMENT TO FISCAL YEAR 2027 ANNUAL TRANSIT GRANT APPLICATION – APPROVAL TO APPLY FOR AND ACCEPT FUNDING AS AWARDED FOR THE ANNUAL MDOT/MTA GRANT**

Shawn Harbaugh, Director, Transit; and Carsten Ahrens, Senior Grant Manager, Grant Management, presented the request to ratify the amended amount of \$3,633,688 included on the grant application submitted March 27, 2026. On March 24, 2026, this item was presented to the Board for approval in the amount of \$1,525,784.00. The fiscal year 2027 application requests \$3,633,688.00 in State and Federal funds from MTA and the Federal Transit Administration (FTA) to subsidize the Transit system at current level of service. The grant application was submitted on March 27, 2026, to meet the grant application deadline.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve to ratify the amended amount of \$3,633,688.00 for the FY2027 Annual Transit Grant Application and approval to apply for and accept funding as presented. The motion passed unanimously (4-0)

**CLOSED SESSION**

Commissioner Wagner, seconded by Commissioner Leatherman, moved to convene in closed session at 10:02 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 and not appropriate for open session discussion.

- Interviews for and discussion of open position in County government.
- Discussion re EMS volunteers

To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State (4). Discussion involves confidential business information.

- Business development presentation.

Discussion public security, police, fire and rescue services. Public discussion would constitute risk to public.

- Development of fire and rescue services.

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

- Discussion regarding certain EMS volunteers;
- Development of Fire and Rescue Services;
- Economic Developments business development update; and
- Conducted Interviews for the Director of Planning and Zoning;

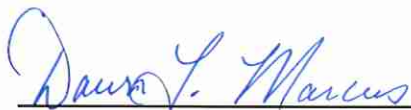
Present during closed session at various times were Commissioners John F. Barr, Jeffrey A. Cline, Randal A. Leatherman and Randall E. Wagner; Dawn Marcus, County Clerk; Michelle Gordon, County Administrator; Rosalinda Pascual, Deputy County Attorney; Aaron Weiss, Assistant County Attorney; Victor Scarpelli, Assistant County Attorney; Jonathan Horowitz, Director, Business and Economic Development; R. David Hays, Director, Emergency Services; David Chisholm, Deputy Director, Emergency Services; Oley Griffith, Volunteer Coordinator, Emergency Services; Ed Asper, President, Community Vol. Fire Company; Robert Gordon, Chief, Community Vol. Fire Company; Mark Kopp, Deputy Chief, Community Vol. Fire Company; Scott Frey, EMS Liaison, Community Vol. Fire Company; James Sprecher Jr., President, WCVFRA; Dale Fishack, EMS Liaison, WCVFRA; Steve Barnhart, Chief, Hancock Rescue Service; Scott Buskirk, Hancock Rescue Service; Debbie Cohill, Hancock Rescue Service; Brianna Buskirk, Hancock Rescue Service; and the Interviewees.

#### **RECONVENE IN OPEN SESSION**

Commissioner Wagner, seconded by Commissioner Leatherman, moved to reconvene in open session at 2:51 p.m. The motion passed unanimously (4-0).

#### **ADJOURNMENT**

Commissioner Wagner, seconded by Commissioner Leatherman, moved to adjourn at 2:51 p.m. The motion passed unanimously (4-0).



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Dawn L. Marcus, County Clerk

