



## **Board of County Commissioners of Washington County, Maryland**

### ***Open Session Minutes***

**June 4, 2024**

#### **MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE**

A moment of silence was observed, followed by the Pledge of Allegiance to the Flag by the full assemblage.

#### **CALL TO ORDER**

Vice-President Jeffrey A. Cline 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: Commissioner Derek Harvey, Commissioner Randall E. Wagner and Commissioner Wayne K. Keefer. President John F. Barr was absent.

#### **APPROVAL OF MINUTES**

Commissioner Harvey, seconded by Commissioner Wagner, moved to approve the minutes of May 14, 2024. The motion passed unanimously (4-0).

Commissioner Wagner, seconded by Commissioner Harvey, moved to approve the minutes of May 15, 2024. The motion passed unanimously (4-0).

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

Commissioner Harvey shared that the National Air Tour is at the Hagerstown Regional Airport. He commented on the upcoming anniversary of the D-Day invasion of Europe. He discussed the history of the event and current threats against liberties and freedoms.

Commissioner Keefer requested the County Attorney research adding alternate members to the Planning Commission due to the meeting cancellation.

Commissioner Wagner shared that the Planning Commission is working on rescheduling the meeting that was cancelled; and requested the County Attorney research the process for adding new members. He attended Washington County Fire and Rescue Tech High School Graduation. Commissioner Wagner attended the grand opening of the Top Secret Taproom at Fort Ritchie and commented on other businesses located at Fort Ritchie. He shared that the World War II bomber will be at the Aviation Museum this weekend.

Commissioner Cline participated in both the Boonsboro and the Sharpsburg Parades. He attended the annual Hagerstown-Washington County Convention & Visitors Bureau meeting. Commissioner Cline attended the Washington County Fire and Rescue Tech High School Graduation. He attended the grand opening of the Fort Ritchie Top Secret Tap Room. He discussed the passing of local physician Dr. Peter Bui.

#### **STAFF COMMENTS**

Chip Rose, Director of Human Resources presented the request to advertise and fill the two vacant Captain of Field Operations, Emergency Medical Services. Position numbers 1334 and 1472 at a DES Grade 7, Step 1 \$ 66,543.00.

The commissioners reached a consensus (4-0) to advertise and fill the two vacant positions.

Zachary Kieffer, County Attorney presented the request to submit two (2) letters of support:

- 1) Stay Home Senior Services Inc., of Williamsport is requesting support for a grant application to the new program THRIVE. They are not seeking funding from the County. This will be a retroactive consensus due to their May 31, 2024, deadline.

The commissioners reached a consensus (4-0) to provide a letter of support to Stay Home Senior Services, Inc.

- 2) A letter on behalf of the Town of Keedysville to the Appalachian Regional Commission supporting their request for grant funding for the Bedrock Waterline Project. They are not seeking any funds from the County.

The commissioners reached a consensus (4-0) to provide a letter of support to the Appalachian Regional Commission on behalf of the Town of Keedysville.

### **CITIZEN PARTICIPATION**

- Shaun Porter, New Market, MD

- Carol Mowen, President, Washington County Teachers Association, Hagerstown, MD

### **PUBLIC HEARING - TO AMEND THE 2018 INTERNATIONAL EXISTING BUILDING CODE (IEBC) AND THE 2021 IEBC AND THEIR ACCOMPANYING ADOPTIVE ORDINANCES TO INCLUDE LOCAL AMENDMENTS REGARDING UNSAFE/DILAPIDATED STRUCTURES**

Vice-President Cline convened a Public Hearing at 9:30 a.m. to obtain public comment to amend the 2018 International Existing Building Code (IEBC) and the 2021 IEBC and their accompanying adoptive Ordinances to include local amendments regarding unsafe/dilapidated structures.

Greg Cartrette, Director/Code Official, Permits and Inspections; Rosalinda Pascual, Assistant County Attorney; and Darren Pevarnik, Deputy Code Official, Permits and Inspections presented a public hearing for the proposed amendments of Sections 115 and 116 of the 2018 International Existing Building Code (IEBC), adopted under ORD-2019-26, and the 2021 IEBC, adopted under ORD-2024-07.

The 2021 IEBC becomes effective on July 1, 2024, along with local amendments, as adopted under ORD-2024-07. The attached proposed ordinance includes additional local amendments to address Section 115 and 116 of the IEBC. The proposed amendments are attached to the agenda packet.

The Public Hearing was opened for public comment:

Leslie Allen, Hagerstown

Public Comment was closed.

The Public Hearing was closed at 9:55 a.m.

The Public Hearing was opened for Commissioner comments: There were no additional Commissioner comments.

Commissioner Wagner, seconded by Commissioner Keefer moved to approve amendments as presented. The motion passed unanimously (4-0).

**FY24 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 to approve the requested adjustments to the Board of Education's FY2024 General Fund Budget. The budget adjustment listing is attached to the agenda packet.

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

**CONTRACT AWARD (PUR-1676) – STOP LOSS INSURANCE COVERAGE**

Rick Curry, Director, Purchasing; and Beckie Lewis and Mike Marchini Consultants, CBIZ Benefits & Insurance Services, Inc. presented the request to award a contract for Stop Loss Insurance to the responsive, responsible proposer, Highmark of Pittsburgh, PA who submitted a total annual premium for Option 1 of \$1,303,450.40 with specific stop loss @ \$175,000.00 per claimant. The CBIZ representatives shared a slide presentation.

Commissioner Harvey, seconded by Commissioner Wagner, moved to award a contract for Stop Loss Insurance to Highmark as presented. The motion passed unanimously (4-0).

**QUOTATION AWARD (Q-24-784) POLICE VEHICLE EQUIPMENT FOR THE WASHINGTON COUNTY SHERIFF'S OFFICE**

Rick Curry, Director, Purchasing; and Alan Matheny, Logistics and Commercial Vehicle Enforcement, Washington County Sheriff's Office, presented the request to award the Quotation for the Police Vehicle Equipment to the responsible, responsive bidder, Dana Safety Supply, Inc. of Lorton, VA who submitted the responsive total lump sum of \$77,725.11 for items 1 through 20 as shown on the bid tabulation sheets. The equipment will be installed in and on vehicles that were approved for purchase by the Board in January 2024. The tabulation of equipment is in the agenda packet.

Commissioner Wagner, seconded by Commissioner Keefer, moved to award the Quotation for the Police Vehicle Equipment to Dana Safety Supply, Inc. as presented. The motion passed unanimously (4-0).

**STATE SURPLUS PROPERTY- RICE ROAD**

Todd Moser, Real Property Administrator, Engineering, presented that the State of Maryland has declared a property in Washington County to be surplus property. The property consists of 0.875 acres, located along the South side of I-68 at the East side of MD Rout 628 (Rice Road), in Hancock. County staff has reviewed the property and determined the property would serve no immediate or future use to the County.

The Commissioners reached a consensus (4-0) to decline the state surplus property.

**EMPLOYEE APPRECIATION DAY**

Chip Rose, Director, Human Resources requested permission to purchase tickets for full-time employees, and up to three immediate family members, for one of the home games in June. The offer is available to all full-time employees.

Commissioner Wagner seconded by Commissioner Harvey moved to approve the purchase of tickets for employee appreciation day. The motion passed unanimously (4-0).

**DEPARTMENT OF VETERANS AFFAIRS FIRE DEPARTMENT MUTUAL  
FIREFIGHTING ASSISTANCE AGREEMENT**

R. David Hays, Director, Emergency Services, presented the request to approve to enter into a Mutual Aid Agreement Memorandum of Understanding (MOU) with the Veterans Affairs Medical Center Fire Department for the purposes of rendering assistance during times of request with needed firefighter, EMS, Haz-Mat or technical rescue staffing and/or equipment.

Commissioner Wagner, seconded by Commissioner Keefer, moved to enter into a Mutual Aid Agreement, Memorandum of Understanding (MOU) with the Veterans Affairs Medical Center Fire Department as presented. The motion passed unanimously (4-0).

**AGRICULTURE- JUNE IS NATIONAL DAIRY MONTH**

Danielle Weaver, Director, Public Relations and Marketing; and Jonthan Byrd, Public Relations Coordinator, Public Relations and Marketing, presented that National Dairy Month is celebrated every June.

Washington County is excited to launch the fourth annual Washington County Ice Cream Trail. The Ice Cream Trail includes eleven locally owned and operated businesses. All participants who complete the trail and submit the completed map will receive an Ice Cream Trail t-shirt. They shared a promotional video.

**CLOSED SESSION**

Commissioner Wagner, seconded by Commissioner Keefer, moved to convene in closed at 10:23 a.m. 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 individuals; and To consult with counsel to obtain legal advice on a legal matter. The motion passed unanimously (4-0).

In closed session, the Commissioners discussed personnel matters and appointments to Boards and Commissions.


Present at various times during closed session were Commissioners Jeffrey A. Cline, Derek Harvey, Wayne K. Keefer and Randall E Wagner; Dawn Marcus, County Clerk; Zachary J. Kieffer, County Attorney; Rosalinda Pascual, Assistant County Attorney; Aaron Weiss, Assistant County Attorney; Chip Rose, Director Human Resources; R. David Hays, Director, Emergency Services; and Greg Cartrette, Director/Code Official, Permits and Inspections.

**RECONVENE IN OPEN SESSION**

Commissioner Wagner, seconded by Commissioner Keefer, moved to reconvene in open session at 10:50 a.m. The motion passed unanimously (4-0).

**ADJOURNMENT**

Commissioner Wagner, seconded by Commissioner Keefer, moved to adjourn at 10:50 a.m. The motion passed unanimously (4-0).

  
\_\_\_\_\_  
Dawn L. Marcus, County Clerk