



## Board of County Commissioners of Washington County, Maryland

### *Open Session Minutes*

February 25, 2025

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

Invocation presented by Reverend Dionne Hall, 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 9:02 a.m. with the following members present: Vice-President Jeffrey A. Cline, Commissioner Derek Harvey and Commissioner Randall E. Wagner.

#### **APPROVAL OF MINUTES**

Commissioner Wagner, seconded by Commissioner Harvey, moved to approve the minutes of January 28, 2025. The motion passed unanimously (4-0).

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

Commissioner Wagner attended the grand opening of the Hagerstown Fieldhouse. He congratulated the recipients of the awards that were received during the annual volunteer fire departments awards banquets. Commissioner Wagner attended the Parks and Recreation Department awards for the Girls Volleyball program at Hagerstown Community College.

Commissioner Harvey requested that staff look at options for reductions on property taxes and senior discounts. He commented on citizen's participation. Commissioner Harvey shared that he would need to leave the meeting briefly but will return.

Commissioner Cline attended the Smithsburg Volunteer Fire Company, Long Meadow Volunteer Fire Company and Community Rescue's 70<sup>th</sup> Year annual awards banquets. He attended the Washington County Chamber meeting at Meritus Park. Commissioner Cline attended the Eagle Scout Court of Honor for Ryan Darr. He congratulated the Parks and Recreation Department on the success of the Girls Volleyball program. He attended the grand opening of Ritche Rations at Fort Ritchie.

Commissioner Cline requested a consensus to move forward with Deborah Cohill's request for repairs to Martha's House in Hancock and to look at funding options. The Commissioners reached a consensus (4-0) to have staff review options for funding for repairs.

Commissioner Barr commented on the midway point of the legislative session in Annapolis. He attended legislative hearings with the County Administrator to testify on Washington County bills. Commissioner Barr shared upcoming events.

#### **STAFF COMMENTS**

Kelsey Keadle, Business Specialist, Business and Economic Development shared information on the Agricultural Innovation Grant.

Jill Baker, Director, Planning and Zoning presented a request for a letter of support for Preservation Maryland to join a cooperative of other certified local Government agencies so that they can pool funds

that are distributed to each of the programs for the purpose of holding training sessions for the members of the Historic Advisory Committee and other interested parties. By pooling the funds, it will centralize administrative duties to one organization for a more efficient process that will further stretch the funding dollars. Preservation Maryland is working to pool funds in the amount of \$20,000.00 to host four one-day workshops that will allow up to twelve (12) participants each day. Staff supports the requests.

The Commissioners reached a consensus in support (4-0) of a letter for Preservation Maryland as requested.

Jill Baker, Director, Planning and Zoning presented a request for a letter of support for the Washington County Historical Trust to include in their grant application for Maryland Heritage Areas Authority Grant. The application is a request for grant funding to complete their renovation to the Saylor House located in Kiwanis Park on Dynasty Drive. There has been significant progress in the restoration however it has been slow due to limited funding. The goal of the request is to hopefully complete full restoration in time for the County's 250<sup>th</sup> year anniversary celebrations. Staff supports the request.

The Commissioners reached a consensus (4-0) in support of a letter for the Washington County Historical Trust as requested.

Michelle Gordon, County Administrator attended several MACo and Delegation legislative meetings. She took a tour of the new facility for the Boys and Girls Club. Ms. Gordon testified in Annapolis on issues that impact the community related to annexation practices and advocacy for funding for I-81 Phase 2. She attended the annual Weed Control Board meeting.

Michelle Gordon, County Administrator received a request for a letter of support from the Maryland Theater for the Heritage Area Grant for restoration of the Houdini Room which was destroyed in the fire in the 1970's.

The Commissioners reached a consensus (4-0) in support of a letter for the Maryland Theater Houdini Room as requested.

### **RECESS**

Commissioner Harvey left the meeting at 9:20 a.m.

### **CITIZEN PARTICIPATION**

Commissioner Barr shared the rules of engagement.

Beth Harvey - Smithsburg and Karen Hays - Hagerstown

David Monroig - Barbara Ingram School for the Arts

Eric Schwartz - Williamsport

Curtis Reigh - Hagerstown

### **1. DIVERSITY AND INCLUSION COMMITTEE REPORT**

Terence Ngwa, Chair; ZSun-nee Miller-Matema, member; Fatima Sakarya, member Washington County Diversity and Inclusion Committee, presented an update on the committee for informational purposes. They shared a power point presentation.

Commissioner Harvey returned to the meeting at 9:48 a.m.

**2. BLACK HISTORY MONTH PROCLAMATION**

Washington County Board of County Commissioners presented a Black History Month proclamation to Terence Ngwa, Chair; and members of the Washington County Diversity and Inclusion Committee.

**3. FY25 BUDGET ADJUSTMENTS TO THE WASHINGTON COUNTY BOARD OF EDUCATION'S GENERAL FUND BUDGET**

Jeffrey Proulx, Chief Operating Officer; and Eric Sisler, Executive Director of Finance, Washington County Public Schools, presented the request to approve the adjustments to the Board of Education's FY2025 General Fund Budget.

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

**4. PRESENTATION AND DISCUSSION OF THE BOARD OF EDUCATION'S DRAFT FY2026 GENERAL FUND BUDGET FOR WASHINGTON COUNTY PUBLIC SCHOOLS (WCPS)**

Dr. April Zentmeyer, President; Dr. David Sovine, Superintendent of Schools; Jeffrey Proulx, Chief Operating Officer; Eric Sisler, Executive Director of Finance; and Kameron Shives, Budget and Finance Reporting Analyst, Washington County Public Schools, presented for informational purposes the Board of Education's Draft FY2026 General Fund Budget for Washington County Public Schools. They shared a power point presentation.

Commissioner Harvey left the meeting at 10:24 a.m.

**5. WASHINGTON COUNTY FREE LIBRARY BUDGET PRESENTATION**

Jenny L. Bakos, Executive Director, Washington County Free Library; and Al Martin, Washington County Free Library Board Member Emeritus, presented for informational purposes the annual State of the Library and the FY2026 budget request. She shared a handout and a power point presentation.

Commissioner Harvey returned at 10:25 a.m.

**6. FY26 GENERAL FUND BUDGET – PUBLIC SAFETY (LAW ENFORCEMENT AND EMERGENCY SERVICES)**

Sheriff Brian Albert, Washington County Sheriff's Office; and Major Craig Rowe, Washington County Sheriff's Department, presented for informational purposes the FY2026 General Fund Budget for the Public Safety Divisions of Law Enforcement.

R. David Hays, Director, Emergency Services; and Rick Hemphill, Washington County Volunteer Services, presented for informational purposes the FY2026 General Fund Budget for the Public Safety Divisions of Emergency Services.

**RECESS**

**7. FY2026 GENERAL FUND BUDGET- REQUESTED VERSION**

Kelcee Mace, Chief Financial Officer; and Kim Edlund, Director, Budget and Finance, presented for informational purposes a summary of the Requested Version of the FY2026 budget process. The Office of Budget & Finance will recommend adjustments to these requests at a future date to balance the budget for FY2026.

**8. FY2025 CIP BUDGET ADJUSTMENT**

Kelcee Mace, Chief Financial Officer, presented the request to approve a budget adjustment to reassign FY2025 bonds budgeted in projects that are not needed in FY2025 to other eligible projects. Staff is requesting to transfer FY2025 bond funds budgeted for the Ag Center Indoor Multipurpose Building of \$3,655,000.00 and the Stormwater Management and Watershed Services office building of \$300,000.00 to the Patrol Services relocation project. Staff is also requesting to transfer FY2025 bond funds budgeted for the 40 West Landfill Pretreatment Facility of \$500,000.00 to the 40 West Landfill – Cell 5 Construction project.

Commissioner Cline, seconded by Commissioner Harvey, moved to approve the FY2025 bond fund budget adjustments as presented. The motion passed unanimously (4-0).

**9. FY26 RURAL LEGACY PROGRAM GRANT – APPROVAL TO SUBMIT APPLICATION AND ACCEPT AWARDED FUNDING**

Chris Boggs, Rural Preservation Administrator, Planning and Zoning, presented the request to approve the submission of the grant application for the fiscal year 2026 Rural Legacy Program, in the amount of \$7,726,000.00 and to accept awarded funding.

Commissioner Cline, seconded by Commissioner Wagner, moved to approve the submission of the grant application for the FY2026 Rural Legacy Program and accept funding as presented. The motion passed unanimously (4-0).

**10. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-25-0178) NEW 2024 CHEVROLET TAHOE SPECIAL SERVICE VEHICLE**

Brandi Kentner, Director, Purchasing, presented the request to authorize by Resolution, for the Department of Emergency Services to purchase one (1) new 2024 Chevrolet Tahoe Special Service Vehicle from Criswell Chevrolet of Gaithersburg, MD at the price of \$55,282.00 and to utilize another jurisdictions contract (MA-4505) that was awarded by Baltimore County to Criswell Chevrolet.

Commissioner Harvey, seconded by Commissioner Cline, moved to approve to purchase one (1) new 2024 Chevrolet Tahoe Special Service Vehicle from Criswell Chevrolet as presented. The motion passed unanimously (4-0).

**11. BID AWARD (PUR-1724) – ROLL-UP DOOR REPLACEMENT AT CONOCOCHIEGUE WWTP**

Brandi Kentner, Director, Purchasing; and Joe Moss, Deputy Director- Engineering Services, Environmental Management, presented the request to award the bid for Roll-Up Door replacement at Conococheague WWTP to the responsive, responsible bidder Palmer Construction, Inc., of McConnellsburg, PA, with the lowest bid price of \$76,000.00.

Commissioner Harvey, seconded by Commissioner Wagner, moved to approve to award the bid for Roll-Up Door replacement to Palmer Construction, Inc., as presented. The motion passed unanimously (4-0).

**12. WASHINGTON COUNTY DETENTION CENTER – MOOR GRANT 1**

Meaghan Willis, Program Director, Washington County Sheriff's Office; and Carsten Ahrens, Senior Grant Manager, Grant Management, presented the request to approve the application for and receiving of funds not to exceed \$119,000.00 from the State Maryland Opioid Overdose Response grant. This grant will fund the Washington County Sheriff's Office, Detention Center and Day Reporting Center.

Commissioner Cline, seconded by Commissioner Wagner, moved to approve the application for the State Maryland Opioid Overdose Response grant request for the Day Reporting Center as presented. The motion passed unanimously (4-0).

**13. WASHINGTON COUNTY DETENTION CENTER – MOOR GRANT 2**

Meaghan Willis, Program Director, Washington County Sheriff's Office; and Carsten Ahrens, Senior Grant Manager, Grant Management presented the request to approve applying for and receiving funds not to exceed \$380,714.00 from the Maryland Opioid Overdose Response. This grant will fund the Washington County Sheriff's Office, Detention Center's "Jail-Based Medication-Assisted Treatment Program."

Commissioner Harvey, seconded by Commissioner Cline, moved to approve the State Maryland Opioid Overdose Response grant request for the Jail-based Medication Assisted Treatment Program as presented. The motion passed unanimously (4-0).

**14. PARK RULES REVISIONS AND SPECIAL EVENT POLICY**

Jaime Dick, Deputy Director, Public Works; Daniel Hixon, Deputy Director – Buildings, Grounds, and Facilities, Public Works; and Pamela Boyd, Parks Supervisor, Parks & Recreation presented the request to approve the revisions to the Park Rules and approve implementation of the Special Event policy.

Commissioner Cline, seconded by Commissioner Wagner, moved to approve the revisions to the Park Rules and approve implementation of the Special Event policy as presented. The motion passed unanimously (4-0).

**15. NAMING OF TWO SOFTBALL FIELDS AT KEMPS MILL PARK IN HONOR OF STEVE DANFELT AND DWAYNE BOWLUS**

Jaime Dick, Deputy Director, Public Works, presented the request for approval to name two softball fields in honor of Steve Danfelt and Dwayne Bowlus, two outstanding individuals whose dedication to the park and community has made a lasting impact.

Commissioner Cline, seconded by Commissioner Harvey, moved to approve the naming of the fields as presented. The motion passed unanimously (4-0).

**16. 2025 EMERGENCY MANAGEMENT BRIC GRANT – APPROVAL TO SUBMIT GRANT APPLICATION AND ACCEPT AWARDED FUNDING**

Alan Matheny, Director, Emergency Management and Communications; and Richard Lesh, Grant Manager, Grant Management, presented the request to approve submission of the FY2025 Emergency Management BRIC Grant to the Federal Emergency Management Agency (FEMA) in the total amount of \$1,275,960.00 and accept funding as awarded.

Commissioner Harvey, seconded by Commissioner Wagner, moved to approve submission of the FY2025 Emergency Management BRIC Grant as presented. The motion passed unanimously (4-0).

**17. AGRICULTURE - FACES OF FARMING PRESENTATION**

Kelsey Keadle, Business Specialist, Agriculture, Business and Economic Development, shared "Faces of Farming" an agricultural-focused video marketing campaign that showcases local Washington County farms every month, for one year. The local farm that showcased today was Misty Meadow Farm Creamery. She shared a video presentation and an update of the Ground Hog Day event.

**CLOSED SESSION**

Commissioner Wagner, seconded by Commissioner Harvey, moved to convene in closed session at 11:42 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; or any other personnel matter that affects one or more specific individual.

(1) Confidential personnel matters to be discussed:

- Discussion of EMS Staffing Transition.
- Hiring recommendations in DES, IT and Transit Departments of County Government
- Appointments to fill vacancies on Airport Advisory Commission, Housing Authority of Washington County, and Board of Social Services
- Discussion of personnel matter in Transit Department; and

To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the County.

(4) Discussion in open session would lead to disclosure of proprietary or confidential company information or business plans not yet finalized or available to the public.

- Discussion of financial incentives and overview of proposed project for business looking to locate in Washington County; and

To consider the marketing of public securities.

(6) Discussion of terms on which bonds may be issued, excepted by OMA 3-306(c)(4).

- Discussion of terms on which to issue bonds; and

To consult with counsel to obtain legal advice on a legal matter.

(7) Discussion in open session would violate attorney-client privilege.

- Update from County Attorney on effect of certain legislation and County involved litigation.

In closed session, the Commissioners discussed; and reached a consensus to:

- EMS staffing and transitions;
- Hiring recommendations for Lieutenant Field Operations, GIS Position, and Transit Fleet & Facility Manager;
- Personnel disciplinary matter;
- For boards and commission appointments and reappointments to the Hagerstown Regional Airport Advisory Commission, Housing Authority of Washington County and the Washington County Board of Social Services;
- A funding opportunity regarding county properties; and,
- Received legal advice and updates on pending legislation and litigation matters for which the County is a party.

Present during closed session at various times were Commissioners John F. Barr, Jeffrey A. Cline, Derek Harvey, and Randall E Wagner; Dawn L. Marcus, County Clerk and Zachary J. Kieffer, County Attorney; Michelle Gordon, County Administrator; Rosalinda Pascual, Deputy County Attorney; Aaron Weiss, Assistant County Attorney; Victor Scarpelli, Assistant County Attorney; R. David Hays, Director, Emergency Services; David Chisholm, Deputy Director, Field Operations, Emergency Services; Chip Rose, Director Human Resources; Joshua O'Neal, Chief Technical Officer, Information Technology; Shawn Harbaugh, Director of Transit; Neil Doran, Director, Hagerstown Regional

Airport; and Andrew Eshleman, Director, Public Works; Michelle Priebe, Executive Assistant; Kelcee Mace, Chief Financial Officer and Jill Baker, Director, Planning and Zoning.

**RECONVENE IN OPEN SESSION**

Commissioner Harvey, seconded by Commissioner Wagner, moved to reconvene in open session at 1:54 p.m. The motion passed unanimously (4-0).

**ADJOURNMENT**

Commissioner Harvey, seconded by Commissioner Wagner, moved to adjourn at 1:54 p.m. The motion passed unanimously (4-0).



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Dawn L. Marcus, *County Clerk*