



Board of County Commissioners of Washington County, Maryland

Open Session Minutes

September 10, 2024

WASHINGTON COUNTY EMPLOYEE SERVICE AWARDS BREAKFAST

The Board of County Commissioners attended the Employee Service Awards Breakfast at the Washington County Agricultural Education Center, 7313 Sharpsburg Pike, Boonsboro, Maryland 21713.

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

President John F. Barr called the regular meeting of the Board of County Commissioners of Washington County, Maryland, to order at 10:00 a.m. with the following members present: Vice-President Jeffrey A. Cline, Commissioner Derek Harvey, Commissioner Randall E. Wagner and Commissioner Wayne K. Keefer.

APPROVAL OF MINUTES

Commissioner Wagner seconded by Commissioner Keefer, moved to approve the minutes of August 13, 2024, the motion passed unanimously (5-0).

COMMISSIONERS' REPORTS AND COMMENTS

Commissioner Cline attended the Employee Services Awards Breakfast. He thanked staff who organized the event, and the employees who were recognized as well as all employees.

Commissioner Wagner attended the Employee Services Awards Breakfast. He thanked the employees and shared his appreciation for all of their work. He shared that the Remembrance in the Park event is the evening at 6:00 p.m.

Commissioner Keefer attended the Employee Services Awards Breakfast. He thanked staff who organized the event. Commissioner Keefer recommended engaging a special lobbyist group for I-81 funding.

Commissioner Harvey commented on Washington Goes Purple. He shared information on the upcoming Town Hall Meeting hosted by Senator Corderman. He commented on recent meetings held by the City of Hagerstown. Commissioner Harvey commented on the Remembrance in the Park Ceremony. He commented on the Aaron Brooks Day ceremonies.

Commissioner Barr attended the Employee Services Awards Breakfast. He congratulated the employees who received the awards and recognized them for their years of service. Commissioner Barr attended Aaron Brooks Day on Saturday and commented on his achievements. He shared upcoming events.

STAFF COMMENTS

Chip Rose, Director of Human Resources, presented the request to advertise for the Director of Transit position at a Grade 17, Step range 5-10, Salary range \$88,358.00 - \$99,965.00, annually and to grant a temporary upgrade for Shawn Harbaugh as the Interim Director of Transit effective August 15, 2024.

Commissioner Wagner, seconded by Commissioner Keefer, moved to approve to advertise for the Director of Transit as presented. The motion passed unanimously (5-0).

Commissioner Wagner, seconded by Commissioner Keefer, moved to approve the temporary upgrade of Shawn Harbaugh as the Interim Director as presented. The motion passed unanimously (5-0).

Chip Rose, Director of Human Resources, presented the request for approval to extend conditional offers to Richard Smith and Derek Crippen as Captains of Field Operations, Department of Emergency Services, at a DES Grade 7, Step 1, \$67,317.00, annually.

Commissioner Cline, seconded by Commissioner Harvey, moved to approve to extend conditional offers to Richard Smith and Derek Crippen as presented. The motion passed unanimously (5-0).

Dawn Marcus, County Clerk presented the request to approve the appointments of Todd Gossert and Skyla Heise to serve first full, three-year terms from October 1, 2024, through September 30, 2027, as Alternate Members on the Washington County Board of Zoning and Appeals. This is a paid board.

Commissioner Harvey, seconded by Commissioner Wagner, moved to approve the appointments of Todd Gossert and Skyla Heise as presented. The Motion passed unanimously.

Dawn Marcus, County Clerk presented the request to approve the appointment Justin Harbert to serve a first, full, three-year term from October 1, 2024, through September 30, 2027, on the Washington County Ethics Commission. This is not a paid board.

Commissioner Harvey, seconded by Commissioner Wagner, moved to approve the appointment of Justin Harbert as presented. The motion passed unanimously (5-0).

Dawn Marcus, County Clerk presented the request to approve the reappointment of Matthew Schnebley to serve a second, two-year term from October 1, 2024, through September 30, 2026, on the Washington County Gaming Commission. This is not a paid board.

Commissioner Wagner, seconded by Commissioner Keefer, moved to approve the reappointment of Matthew Schnebley as presented. The motion passed unanimously (5-0).

Dawn Marcus, County Clerk presented the request to approve the appointment of Selena Wilkes to serve an unfulfilled term through January 31, 2026, on the Washington County Public Golf Corporation. This is not a paid board.

Commissioner Keefer, seconded by Commissioner Wagner, moved to approve the appointment of Selena Wilkes as presented. The motion passed unanimously (5-0).

Michelle Gordon, County Administrator presented a request for approval for a letter of support on behalf of the Town of Keedysville, the town is applying for a grant to the Appalachian Regional Commission to update and revise their comprehensive plan. They are not requesting any funding from the County.

Commissioner Wagner, seconded by Commissioner Keefer, moved to approve the letter of support for the Town of Keedysville as presented. The motion passed unanimously (5-0).

Ms. Gordon attended the retirement party for Ken Showe and congratulated him on his retirement. She attended the Land Use Council meeting with the Home Builders Association. Ms. Gordon attended the celebrations honoring Aaron Brooks. She thanked the City of Hagerstown, Meritus Park and South High for organizing the celebrations. She acknowledged two local businesses; Howard Art Supplies for their assistance in framing our proclamation, and Aladdin Awards for donating the plaque for our proclamation. She attended the Employee Service Awards Breakfast and thanked the Human Resources staff for organizing the event. Ms. Gordon thanked the employees for their years of dedicated service. She shared the next meeting is September 17, 2024.

CITIZEN PARTICIPATION

Greg Ruppert – Williamsport

Commissioner Harvey left the meeting at 10:26 a.m. and returned at 10:26 a.m.

Carol Mowen- Hagerstown

Commissioner Harvey left the meeting at 10:31 a.m.

PROCLAMATION FOR WASHINGTON GOES PURPLE – RECOVERY MONTH

Board of County Commissioners presented a proclamation for Washington Goes Purple to Vicki Sterling, Chair; and Melanie, a recovery program recipient.

Commissioner Harvey returned to the meeting at 10:35 a.m.

REJECTION OF BIDS (PUR-1686) CUSTODIAL PAPER AND HAND SOAP

Rick Curry, Director, Purchasing, presented the request for a motion to take action, in the best interest of the County and to request the bids for the Custodial Paper and Hand Soap (PUR-1686) be rejected without prejudice due to the vendors are not registered to do business in the State and the registration process can take as much as eight weeks to complete and the Purchasing Department is requesting to utilize a co-op that was awarded by TIPS-USA (contract #230103) to Veritiv.

Commissioner Wagner, seconded by Commissioner Harvey, moved to reject the bids for custodial paper and hand soap as presented. The motion passed unanimously (5-0).

PROGRAM OPEN SPACE STATESIDE – MOU FOR VIXEN HOLLOW LLC

Chris Boggs, Rural Preservation Administrator, Planning and Zoning presented the request to approve the Memorandum of Understanding (MOU) regarding the Vixen Hollow LLC Program Open Space Stateside easement project and all future MOUs for projects using the same program, and allow the Rural Preservation Administrator to sign the associated MOUs.

Commissioner Wagner, seconded by Commissioner Keefer, moved to approve the MOU for the Vixen Hollow LLC as presented. The motion passed unanimously (5-0).

Commissioner Harvey, seconded by Commissioner Wagner, moved to approve the MOU for future properties and to give them authority to sign future MOUs as presented. The motion passed unanimously (5-0).

DECLARATION OF SURPLUS PROPERTY AND FUTURE INTENTION TO CONVEY

Todd Moser, Real Property Administrator, Engineering; and Andrew Eshleman, Director, Public Works, presented the request for a motion to adopt the ordinance declaring property located at 116 West Baltimore Street as surplus property.

Commissioner Harvey, seconded by Commissioner Wagner, moved to approve to adopt the ordinance declaring property located at 116 West Baltimore Street as surplus property as presented. The motion passed unanimously (5-0).

CLOSED SESSION

Commissioner Harvey, seconded by Commissioner Wagner, moved to convene in closed session at 10:51 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) These topics include the discussion of confidential personnel matters:

- Discussion of applicants/seek consensus to reappoint individual to Local Management Board
- Discussion disciplinary recommendation for County employee; and

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

(7) Discussion is protected by attorney/client privilege.

- Provide legal advice to Board on County personnel matter.
- Provide legal advice to Board on matters associated with implementation issues of County ordinance; and

To consult with staff, consultants or other individuals about pending or potential litigation. Discussion also includes legal advice as to litigation strategy, the discussion of which in open session would play County in disadvantageous role in ongoing litigation.

- Discussion of proposed settlement offer and status of certain court cases.

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

- Reappointment to the Local Management Board.
- Received legal advice and updates on pending litigation matters.
- Received legal advice on a County personnel matter.
- Received legal advice on matters associated with implementation issues of County ordinance.

Present during closed session at various times were Commissioners John F. Barr, Jeffrey A. Cline, Derek Harvey, Wayne Keefer and Randall E Wagner; Dawn Marcus, County Clerk; Zachary J. Kieffer, County Attorney; Michelle Gordon, County Administrator; Rosalinda Pascual, Deputy County Attorney; Chip Rose, Director Human Resources; Alan Matheny, Director Emergency Management and Communications; Jill Baker, Director, Planning and Zoning; Greg Cartrette, Director/Code

Official, Permits and Inspections; Kim Edlund, Director, Budget and Finance; and Rebeka Gander, Chief of Permitting, Permits and Inspections.

RECONVENE IN OPEN SESSION

Commissioner Harvey, seconded by Commissioner Wagner, moved to reconvene in open session at 12:56 p.m. The motion passed unanimously (4-0). Commissioner Keefer was absent.

ADJOURNMENT

Commissioner Harvey, seconded by Commissioner Wagner, moved to adjourn at 12:56 p.m. The motion passed unanimously (4-0). Commissioner Keefer was absent.



Dawn L. Marcus, *County Clerk*

