
**STATE BOARD OF HEATING, VENTILATION, AIR-CONDITIONING, AND
REFRIGERATION CONTRACTORS
BUSINESS MEETING MINUTES**

Date: November 12, 2025

Time: 10:30 a.m.

Place: The Board of HVACR Contractors meeting was held via teleconference (US ☐ +1 208-907-5480 ☐ PIN:

Members Present: **Winfield “Rocky” Jones, Chairman**, Master HVACR Contractor
Michael Weglarz, Master Electrician
Dwight Needham, Master HVACR Contractor
Ahmed Kabir, Consumer Member
Robert Parker, Master HVACR Contractor
Michael Giangrandi, Master HVACR Contractor
David Politzer, Consumer Member(joined at 10:38 a.m.)

Staff Present: **Chuck Marquette**, Executive Director, Mechanical Licensing Unit
Sloane Fried Kinstler, Assistant Attorney General
William Gross, Administrative Officer, Mechanical Licensing Unit

Others Present: **Sarah McDermott**, Deputy Commissioner, Occupational and Professional Licensing, MD Dept. of Labor

Call to Order

Chairman Jones called the Business Meeting of the State Board of Heating, Ventilation, Air-Conditioning, and Refrigeration (“HVACR”) Contractors (“Board”) to order at 10:30 a.m.

Approval of Minutes

Mr. Weglarz moved to approve the business meeting minutes of October 8, 2025 HVACR Board meeting without amendment or correction. The motion was seconded by Mr. Parker and, by a roll call vote, unanimously approved by the Board.

Mr. Giangrandi moved to adopt the November 2025 meeting agenda. Mr. Parker seconded the motion; by a roll call vote, the Board unanimously approved the meeting agenda.

Complaint Committee Report

Mr. Gross reported the findings of the Complaint Committee as follows:

<u>Closed Complaint</u>	<u>Under Investigation</u>	<u>Sent for A.G. Pre-Charge</u>	<u>Criminally Charged</u>
		25-0042	
25-0043			
	25-0044		
		25-0045	
26-0026			

A motion to approve the findings of the Complaint Committee was made by Mr. Weglarz, seconded by Mr. Parker, and, by a roll call vote, unanimously approved by the Board.

Application Review Committee

Mr. Needham reported that he reviewed one application submission. After reviewing the supporting documents, the applicant was denied as he did not meet the requirements outlined by the State to attain a Journeyman license.

A motion to approve the findings of the Application Review Committee was made by Mr. Weglarz, seconded by Mr. Parker, and, by a roll call vote, unanimously approved by the Board.

Review of Examination Statistics and License Totals

Mr. Gross reported the following PSI exam statistical summaries for the month of October 2025:

	Candidates Tested	Passed	Failed	Pass Rate %
October 2025				
Total	59	20	39	34%

Cumulative- YTD				
Total	715	282	433	39%

Testing to date				
Total	13,700	5,881	7,819	43%

There are currently 23,329 active licenses.

Board Correspondence

Discuss questions from HACC regarding HB1162

Executive Director Marquette stated that he wanted to bring to the Board’s attention several questions that both the Board and HACC have received regarding the implementation of House Bill 1162. He reminded everyone that House Bill 1162 requires that the purchase of HVAC equipment must be made by, or for, an individual holding a Master HVACR license, unless the person qualifies under a statutory exception. A notice was sent to all HVACR licensees shortly after the law went into effect on October 1, explaining these requirements. HACC also distributed a similar notice to its supplier network.

Mr. Marquette explained that, as expected, several questions were received in response. The main issues raised were how Journeyman licensees are supposed to purchase equipment needed for work they are

performing, and what exactly is defined as HVACR equipment under the law. He asked the Board to provide input on these matters before formal responses are issued.

Counsel stated that any apparatus used as part of an HVACR component or system should be considered HVACR equipment.

Mr. Weglarz added that he wouldn't say "any" because tubing is used to connect the apparatus and tubing in of itself is not something that would require any particular license. Counsel concurred with Mr. Weglarz.

Journeyman complained that they cannot independently contract to perform HVACR services, but license journeymen and apprentices may be sent by their employer to a supply house to purchase or pick up materials needed for the company's HVAC services. Counsel explained that there is no basis to prohibit these licensees from doing so when it is at the direction of their employer, a provider of HVACR services.

Mr. Giangrandi explained that his company frequently place orders with distributors and sends a driver or employee to pick up the equipment and bring it back to the warehouse. He emphasized that the intent of the law was not to require a Master HVACR tradesperson go to the store. Instead, the equipment must be sold to a company that is owned, operated, or represented by a Master HVACR licensee. He added that restricting employee pickup would disrupt normal business operations.

Mr. Politzer asked if individuals could still purchase HVACR equipment from retailers such as Home Depot, Lowe's, or Ace Hardware.

Counsel responded that homeowners are permitted to perform HVACR work on property they own without a license. Md. Without an HVACR license. Ann. Code, Bus. Reg. § 9A-103(1) and (2). She added that, in limited circumstances, Maryland licensed plumbers and electricians are also permitted to provide hydronic heat or electric resistance heat services, respectively. Bus. Reg. § 9A0103(6) and (7).

Mr. Politzer then asked how the Board could prevent an apprentice or journeyman from purchasing equipment from these retail stores instead of supply houses.

Executive Director Marquette stated that large retailers would also fall under the requirements of House Bill 1162, not just supply houses. He added that the enforcement approach would be similar to how the Board handles violations related to unlicensed activity, which are typically complaint-driven. If a complaint were filed against a retailer such as Home Depot for selling HVACR equipment to individuals who are not properly licensed, it would be investigated and presented to the Board's Complaint Committee for possible violations and sanctions.

Counsel added that the restriction does not apply solely to unlicensed individuals, but to any person who does not fall under one of the statutory exceptions from the HVACR licensing requirement for the purchase and installation of HVACR equipment. Counsel reiterated that a homeowner performing work on a property they personally own is an example of a permissible exemption.

Mr. Weglarz noted that the term "HVACR equipment" is already defined in COMAR 09.15.01.02B(11).

Counsel confirmed that "HVACR equipment" is defined in COMAR.

Chairman Jones asked whether the definition would include window air-conditioners.

Counsel stated that window units are excluded, along with other self-contained appliances. She referenced Maryland Code, Business Regulation § 9A-101(t), which defines a "self-contained appliance" as a heating, ventilation, air-conditioning, or refrigeration device that is designed and manufactured: (1) with its

component parts contained within a single chassis; (2) with a standard factory-installed electrical line cord that requires a plug-in device; (3) with no additional external fuel source; and (4) independent of an air distribution system.

Old Business

COMAR 09.15.02.11 – Compliance with HB 1162

Executive Director Marquette stated that the regulation required to bring the Board into compliance with House Bill 1162 has been published in the Maryland Register for public comment. Counsel noted that the publication occurred on October 31 and that public comments will be accepted through December 1. Counsel added that at the Board's December 10 meeting, the Board may review any comments received and take final action at that time, pending approval from the Office of the Secretary.

COMAR 09.15.02.04 – License restoration

Counsel stated that the Board's proposed action was taken in June and that final action was taken at the Board's 10/08/2025 meeting and was published in the 10/31/2025 Maryland Register, with public comments accepted through 11/17/2025. Final action was approved for submission in the 12/1/2025 Maryland Register. The Board may consider final action at the 12/10/2025 meeting.

COMAR 09.15.05.01 – Code update

Counsel stated that this matter is pending and was resubmitted to the Office of the Secretary on June 24. The Board is waiting for approval.

Pending Regulations

Counsel added that there are two additional regulations previously approved by the Board that are pending. COMAR 09.09.02.02, relating to the assignment of only one company per license, which is awaiting submission to the Office of the Secretary. COMAR 09.15.01.03, adds a reinstatement fee to fees schedule; was approved by the Board at its meeting on October 8 and is awaiting the Secretary's consideration and approval.

Executive Director Marquette added that both regulations have been submitted internally for pre-concept approval before being forwarded to the Secretary. He stated that he will be discussing the next steps with the Commissioner and Assistant Commissioner.

DC Reciprocity Agreement

Executive Director Marquette stated that the Board is still awaiting a response from the District of Columbia. He will follow up with their office to determine the status of their review and the next steps.

New Business

Discussion of the 2026 Board Meeting Schedule

Administrative Officer Gross informed the Board that the 2026 HVACR Board meeting schedule would continue to follow the practice of meeting on the second Wednesday of each month. He noted, however, that the November meeting date falls on Veterans Day, so an alternative date would need to be selected for the November 2026 meeting.

Mr. Weglarz moved to reschedule the November 2026 Board meeting to Thursday, November 12, 2026. The motion was seconded by Mr. Needham and unanimously approved by the Board.

Mr. Weglarz then moved to approve the full 2026 Board meeting schedule, including the revised November date. The motion was seconded by Mr. Parker and passed unanimously.

Limiting Master HVACR license holders to a single company affiliation

Chairman Jones continued the discussion of limiting an HVACR master licensee to a single company affiliation. He has received suggestions that the Plumbing and Electricians Boards should consider adopting a similar approach.

Counsel noted that the Electricians Board has already implemented this requirement into law. Executive Director Marquette added that this discussion has not yet taken place with the Plumbing Board. He reiterated that the Electricians Board currently operates under a system where a Qualifying Agent may only assign their license to one company at a time.

He emphasized that further discussion is needed before considering a unified piece of legislation that would adopt the “one master license holder per company” model, currently followed by the Electricians Board, or both the HVACR and Plumbing Boards.

Counsel added that a few years ago, there was some discussion about establishing a regular meeting among the chairs of the mechanical boards to address common issues. Although they met once, there were not many shared areas of concern at that time, but suggested that if Chairman Jones and the Board thought this might be productive, they could ask Mr. Marquette to survey interest among the other mechanical boards. Executive Director Marquette stated that this is something he will raise individually with each Board chair.

Executive Director’s Report

There was no report offered by the Executive Director

Counsel’s Report

Counsel did not offer a report.

Chairman’s Report

There was no report offered by the Chairman.

Closed Session

Upon motion by Mr. Parker, and Mr. Weglarz’s second, the Board unanimously voted to convene in a closed session at 11:10 a.m., pursuant to General Provisions Article, to § 3-305(b)(2), (7), and (8), Annotated Code of Maryland, to protect the reputation and privacy of, and consider a license application for, an applicant who disclosed a criminal conviction, and to seek the advice of Counsel.

Applicant .01

The applicant disclosed a 2011 felony conviction for second-degree murder and a misdemeanor conviction for use of a handgun in a violent crime, both violent offenses. They were sentenced to twenty-five (25) years for the murder conviction and five (5) years, concurrent, for use of a handgun in a violent crime, both classified as violent offenses. The applicant is seeking renewal of their apprentice license. The conviction occurred after their original licensure. They will remain on parole until August 28, 2039.

In their letter to the Board, the applicant stated that they had been experiencing significant hardship at the time of the offense and “gave in to the negativity around me.” They expressed remorse, acknowledged responsibility for their actions, and noted that they had made meaningful changes in their life. They further stated the desire to advance their career in the HVACR field and “atone for my wrongdoings,” requesting the Board’s consideration.

The applicant submitted a letter from their current employer; however, the letter had been misplaced by staff. The letter indicated that the applicant is employed as a restaurant cook and works well.

A letter from the probation agent confirmed that they are compliant with all conditions of their parole.

Following a discussion, Mr. Politzer made a motion to allow the applicant to renew their apprentice license. Mr. Parker seconded the motion. The motion passed by majority vote, with Mr. Weglarz voting against.

Mr. Weglarz then moved to return to the open business meeting, seconded by Mr. Parker. Upon unanimous vote, the Board reconvened its public session at 11:22 a.m.

Upon the motion by Mr. Parker, and Mr. Weglarz’s second, the Board voted unanimously to ratify its entry into the closed session.

A motion to adopt the findings of the November 12, 2025 closed session was made by Mr. Weglarz, seconded by Mr. Parker, and unanimously approved by the Board.

Adjournment

With no further business, upon Mr. Parkers’ motion and Mr. Weglarz’ second, the Board voted to adjourn the November 12, 2025 meeting of the State Board of Heating, Ventilation, Air-Conditioning, and Refrigeration Contractors at 11:25 a.m.

Chuck Marquette
Executive Director

Date

Signed on behalf of the Board as voted on and approved on _____