



Board of County Commissioners of Washington County, Maryland

Open Session Minutes

October 21, 2025

INVOCATION AND PLEDGE OF ALLEGIANCE

Invocation presented by Bishop Brandon Yamashita, 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 Derek Harvey, Commissioner Randal A. Leatherman and Commissioner Randall E. Wagner.

APPROVAL OF MINUTES

Commissioner Harvey, seconded by Commissioner Leatherman, moved to approve the minutes of September 23, 2025. The motion passed unanimously (4-0-1). Commissioner Barr abstained.

COMMISSIONERS' REPORTS AND COMMENTS

Commissioner Wagner commented on the ground breaking ceremony to be held this afternoon at the new Downsville Pike Elementary School. He shared there is a meeting with the Town of Clear Spring this evening.

Commissioner Leatherman attended the 100th birthday celebration of citizen Sara Woodson at Zion Baptist Church. He commented on Halloween activities and the safety of the children.

Commissioner Harvey attended the Islamic Society of Western Maryland open house. He had an engaging follow up meeting with the members of the Mosque. Commissioner Harvey attended the presentation with the speaker from the Israeli Embassy at the Congregation B'nai Abraham on Sunday.

Commissioner Cline attended the Step 'n Stride Walk Breast Cancer fundraiser at Hagerstown Community College (HCC). He thanked Dr. Klauber for the use of the campus for the event. Commissioner Cline shared the importance of the event as his mother was a double breast cancer survivor. He thanked Ms. Horst, HCC and all organizers and sponsors of the event.

Commissioner Barr thanked Dr. Maulik Joshi and his staff for the excellent service he received during his stay at Meritus. He asked for everyone to be alert and mindful of the children out celebrating Halloween. Commissioner Barr is looking forward to the ground breaking ceremony at the new Downsville Pike Elementary School.

STAFF COMMENTS

Dawn Marcus, County Clerk presented the request for a consensus to approve the proposed 2026 Board of County Commissioners Meeting Schedule.

Commissioner Barr commented that the schedule is subject to change.

The Commissioners reached a unanimous consensus (5-0) to approve the proposed 2026 Board of County Commissioners Meeting Schedule.

Michelle Gordon, County Administrator, attended various meetings with staff this past week. She shared findings from three Open Meetings Act (OMA) opinions regarding OMA complaints that were filed against the Board of County Commissioners that found no violation of the act.

1. HCC DENTAL HYGIENE PROGRAM – RECOGNIZING DENTAL HYGIENE MONTH

Dr. James Klauber, Hagerstown Community College, shared an update on the success of the HCC Dental Hygiene program. He presented dental gift bags to the Commissioners, staff and citizens in attendance.

2. MERITUS HEALTH, INC. 120TH ANNIVERSARY PROCLAMATION

The Board of County Commissioners presented a proclamation to Dr. Maulik Joshi, President and CEO, Meritus Health, Inc; Father Dunnan, Chair of the Board of the School of Osteopathic Medicine; and Jim Kerchevel, Executive Director, Greater Hagerstown Committee and Board of Directors for Meritus Health Center, in recognition of their 120th anniversary. Dr. Joshi shared a video presentation.

3. DOMESTIC VIOLENCE AWARENESS MONTH PROCLAMATION

The Board of County Commissioners presented a proclamation to Renee Caldera, Director of Community Services and Karon Moore, Transitional Housing Coordinator, CASA, Inc., in recognition of Domestic Violence Awareness month. Ms. Caldera and Ms. Moore shared information and statistics on domestic violence.

4. WASHINGTON COUNTY COMMUNITY COALITION: RECAP OF 2025; REQUEST FOR SUPPORT FOR 2026

Paul Frey, President, Washington County Chamber of Commerce, Community Coalition Managing Partner; and Jim Kerchevel, Executive Director, Greater Hagerstown Committee, Coalition Partner, shared the mission of the coalition, lobbying efforts in Annapolis, an update on the 2025 Legislative Session and an agenda for the 2026 Legislative Session. They presented a request for \$10,000.00 in funding support.

Commissioner Cline, seconded by Commissioner Wagner, moved to approve \$10,000.00 in funding from the Commissioner Contingency Fund as presented. The motion passed unanimously (5-0).

5. CONTRACT AWARD UNDER PUR-1714 – THREE (3) AIRPORT CAPITAL IMPROVEMENT PROJECT DESIGN/BIDDING PROPOSALS

Neil Doran, Director, Hagerstown Regional Airport; and Andrew Eshleman, Director, Public Works, presented the request to approve to award the contracts for design/bid services with Airport Design Consultants, Inc (ADCI) for Taxiway A rehabilitation project totaling \$342,459.00; the T-Hangar Taxilanes rehabilitation totaling \$203,987.00 and the Taxiway H totaling \$161,957.00. Motion 1: Move to empower the BOCC President to execute Task Order No. 4 proposal from ADCI, Inc. to provide Design & Bidding Phase Services for Taxiway A Rehabilitation in the amount of \$342,459.00; Motion 2. Move to empower the BOCC President to execute Task Order No. 4 (corrected to No. 3.) proposal from ADCI, Inc. to provide Design & Bidding Phase Services for T-Hangar Taxilanes Rehabilitation in the amount of \$203,987.00; Motion 3. Move to empower the BOCC President to execute Task Order No. 2 proposal from ADCI, Inc. to provide Design & Bidding Phase Services for Taxiway H Rehabilitation in the amount of \$161,957.00.

Michelle Gordon, County Administrator, shared there are four (4) motion requests in the ARF: the Request to approve to award the contract for design bid services to Airport Design Consultants, Inc. for Taxiway A rehabilitation in the amount of \$342,459.00, the T-Hangar Taxilanes rehabilitation totaling \$203,987.00 and the Taxiway H totaling \$161,957.00; and to empower the BOCC President to execute Task Orders No. 2,3,4 proposal from ADCI, Inc. be consolidated into one motion.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to award the contracts for design/bid services with Airport Design Consultants, Inc (ADCI) for Taxiway A, T-Hangar Taxilanes and Taxiway H rehabilitation and to empower the BOCC President to execute Task Orders No. 2,3,4 as presented. The motion passed unanimously (5-0).

6. BID AWARD (PUR-1778) RUBRIK ENTERPRISE DATA PROTECTION FOR INFORMATION TECHNOLOGY DEPARTMENT

Carin Bakner, Buyer, Purchasing; and Joshua O'Neal, Chief Technical Officer, Information Technology, presented the request to award the contract for Rubrik Enterprise Data Protection to the responsible, responsive bidder, GHA Technologies Inc. of Scottsdale, AZ who submitted the total lump sum of \$288,842.64 for these services. Rubrik is an enterprise data backup and ransomware protection product, consisting of hardware, software and cloud services which currently protect County systems.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to award the contract for Rubrik Enterprise Data Protection to GHA Technologies Inc., as presented. The motion passed unanimously (5-0).

7. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-25-0216) – NVIDIA VPC LICENSE RENEWAL

Brandi Kentner, Director, Purchasing; and Joshua O'Neal, Chief Technical Officer, Information Technology, presented the request to authorize by Resolution, the approval for the purchase of the renewal of licensing for NVIDIA vPC subscription from Dell Technologies of Round Rock, TX, at the contracted pricing totaling \$56,099.40 based on the contract awarded by OMNIA-National Cooperative Purchasing Alliance (NCPA) RFP #01-143.

Commissioner Harvey, seconded by Commissioner Wagner, moved to authorize by Resolution, the approval for the purchase of the renewal of licensing for NVIDIA vPC subscription from Dell Technologies as presented. The motion passed unanimously (5-0).

8. SOLE SOURCE PROCUREMENT (PUR-1781) – ESRI CLOUD MODEL OF GEOGRAPHIC INFORMATION SOFTWARE ENTERPRISE LICENSE AGREEMENT

Brandi Kentner, Director, Purchasing; and Joshua O'Neal, Chief Technical Officer, Information Technology, presented the request to authorize a Sole Source procurement of a Esri Enterprise License Agreement for use by the Washington County Department of Information Technologies from Environmental Systems Research Institute, Inc. of Redlands, CA. for the total sum of \$360,900.00 for three consecutive one-year periods beginning January 4, 2026. The annual cost per one (1) year period will be \$120,300.00. This request is contingent on the final approval of the agreement by the County Attorney's office.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to award the Sole Source Procurement of an Esri Enterprise License Agreement from Environmental Systems Research Institute, Inc. as presented. The motion passed unanimously (5-0).

9. CORRECTION – SOLE SOURCE PROCUREMENT AWARD (PUR-1776) FOR MENTAL HEALTH CASE MANAGEMENT PROGRAM – ADULTS AND OLDER ADULTS

Brandi Kentner, Director, Purchasing, presented the request to approve a correction to the amount of the award presented on October 14, 2025, for a sole-source procurement to Potomac Community Services for a Mental Health Case Management Program. The correct amount of this request is \$69,886.00. The original amount presented was \$69,866.00.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to correct the previously awarded contract for a Mental Health Case Management Program amount to \$69,886.00 as presented. The motion passed unanimously (5-0).

10. MEMORANDUM OF UNDERSTANDING (“MOU”) BETWEEN THE TOWN OF KEEDYSVILLE AND THE BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY (“BOCC”) FOR ALLOWING APPLICATION OF COUNTY HISTORIC PROPERTY TAX CREDITS

Meghan Jenkins, GIS Coordinator/Historic Preservation Planner, Planning and Zoning; and Aaron Weiss, Assistant County Attorney, presented the request to approve the MOU between the Town of Keedysville and the BOCC. The Town of Keedysville has requested to participate in the County Historic Structures Tax Credit Ordinance as a qualifying municipality through delegation to the County Historic District Commission (“HDC”) of permit review authority through a recorded MOU. This delegation is expressly permitted by County ordinance.

Commissioner Leatherman, seconded by Commissioner Cline, moved to approve to adopt the Memorandum of Understanding between the Town of Keedysville and the Board of County Commissioners for allowing application of County Historic Property Tax Credits as presented. The motion passed unanimously (5-0).

11. ADOPTION OF OPIOID RESTITUTION ORDINANCE

Zachary Kieffer, County Attorney, presented the request to approve the adoption of the administration of Opioid Restitution Funds Ordinance. This ordinance authorizes the adoption of the Local Abatement Plan and governs the administration of the settlement funds in accordance with the Plan.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve to adopt the Opioid Restitution Ordinance as presented. The motion passed unanimously (5-0).

12. WASHINGTON COUNTY COMMUNITY REINVESTMENT AND REPAIR FUND (CRRF)

Michelle Gordon, County Administrator; Maria Kramer, Director, Grants Management; and Kelcee Mace, Chief Financial Officer, presented the request to approve the establishment of Community Reinvestment and Repair Fund (CRRF) and to approve the Ordinance regarding the establishment of Community Reinvestment and Repair Fund (CRRF). The purpose of the Fund is to provide funds to community-based organizations that serve communities determined by the MD State Office of Social Equity, in consultation with the MD State Office of the Attorney General, to have been the most impacted by disproportionate enforcement of the cannabis prohibition before July 1, 2022.

Commissioner Harvey, seconded by Commissioner Wagner, moved to approve the establishment of and the ordinance regarding the Community Reinvestment and Repair Fund as presented. The motion passed unanimously (5-0).

13. RECOGNITION OF MANUFACTURING MONTH, OCTOBER 2025

Linda Spence, Financial Programs Administrator, Business and Economic Development, presented the presentation of two short videos in recognition of Manufacturing Month. The Manufacturing Month videos are designed to showcase the diversity and innovation of the manufacturing industry in Washington County. The videos highlighted Medi+Signs Specialized Communications and Volvo Group Mack Trucks.

14. AGRICULTURE – FACES FARMING PRESENTATION

Kelsey Keadle, Business Specialist, Agriculture, Business and Economic Development presented “Faces of Farming” is an agricultural-focused video marketing campaign that showcases local Washington County farms every month, for one year. The “Faces of Farming” marketing videos will be showcased on the County’s website, as well as Facebook and other social media platforms, and will target a new industry and highlight a local farmer from that specific agricultural industry. Today’s Faces of Farming videos highlighted Stephanie March Equitation and the 2025 Agricultural Week Pig Video.

15. BUILDING PLAN EXAMINER

Chip Rose, Director, Human Resources, presented the request to approve to offer Bonnie Aguillar position #1887, Commercial Building Plans Examiner at Grade 14, Step 6, at \$79,206.00/annually.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve to offer Bonnie Aguillar the position of Commercial Building Plans Examiner as presented. The motion passed unanimously (5-0)

16. HAGERSTOWN REGIONAL AIRPORT ADVISORY COMMISSION – APPOINTMENT

Dawn Marcus, County Clerk, presented the request to approve to appoint John Cavey to serve a partial term through September 30, 2026, on the Airport Advisory Commission. This is not a paid board.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to appoint John Cavey as presented. The motion passed unanimously (5-0).

17. POTENTIAL LEGISLATIVE ITEMS

Zachary Kieffer, County Attorney, presented potential issues the County may like to address during the next legislative session of the General Assembly in January 2026. The following have been identified as being items of potential interest.

- 1) I-81 widening;
- 2) Funding for the Air Traffic Control Tower;
- 3) I-70 Interchange improvements;
- 4) State funding of priority transportation projects;
- 5) Transition of County Treasurer from elected to appointed position;
- 6) Revise MD Code Local Government Article 28-203 the County Salary Commission subtitle to replace the Cumberland Valley Associate Builders representative with Home Builders Association of Washington County or other interest group;

- 7) Revise the Health General Article 8-406 Zoning of Halfway Houses to remove the language that deems small halfway houses a single family dwelling and large halfway houses a multi-family dwelling;
- 8) Review dimensional minimums of manufactured homes that are now permissible in residential zoning districts;
- 9) Loosening the statutory or regulatory restrictions to allow a property owner on septic systems to repair elements of their septic systems and exempt them from having to replace or upgrade their septic to the best available technology; and
- 10) Revise the Washington County Code of Public Local Law Section 6-503e to include a monetary penalty of \$500.00 for misdemeanor restraint or hindrance of the right of a public works employee to enter upon a premise in the performance of their duties.

The Commissioners reached a consensus to move forward for the list of legislative items as presented. The motion passed unanimously (5-0).

CLOSED SESSION

Commissioner Wagner, seconded by Commissioner Leatherman, moved to convene in closed session at 10:26 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 individuals (1). Personnel matters are confidential, precluding discussion in open session.

- Discussion of appointment to Planning Commission.
- Appointments to Washington County Mental Health Authority.
- Discussion of hiring recommendation for open county position.
- Discussion of hiring to fill positions within County department.
- Discussion of hiring recommendation for open county position.
- Discussion of discipline of county employee.

To consult with counsel to obtain legal advice on a legal matter (7). Open session discussion would breach attorney/client privilege.

- Legal advice pertaining to lease negotiation.
- Legal advice pertaining to termination of certain existing lease agreements.
- Legal advice pertaining to letter of support request.
- Status update and legal advice from County Attorney on two County-involved legal matters.

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

- Position recommendations for the Business Development Specialist, Permits Operation Manager and Emergency Communication Specialists;
- For boards and commissions appointments and appointments to the Planning Commission and Washington County Mental Health Authority;
- Received legal advice pertaining to a letter of support;
- Received legal advice pertaining to a lease negotiation and termination of certain existing lease agreements;

- Received legal advice and updates on pending litigation matters for which the County is a party; and
- Discussion of discipline of county employee.

Present during closed session at various times were Commissioners John F. Barr, Jeffrey A. Cline, Derek Harvey, Randal A. Leatherman and Randall E. Wagner; Dawn L. Marcus, County Clerk; Zachary J. Kieffer, County Attorney; Michelle Gordon, County Administrator; Rosalinda Pascual, Deputy County Attorney; Aaron Weiss, Assistant County Attorney; Victor Scarpelli, Assistant County Attorney; Todd Moser, Real Property Administrator, Engineering; Andrew Eshleman, Director, Public Works; Scott Hobbs, Director, Engineering; Jill Baker, Director, Planning and Zoning; Chip Rose, Director Human Resources; Jonathan Horowitz, Director, Business and Economic Development; Alan Matheny, Director, Emergency Management and Communications; Greg Cartrette, Director/Code Official, Permits and Inspections; R. David Hays, Director, Emergency Services; David Chisholm, Deputy Director, Emergency Services; and Dominick Turano, Deputy Director, Human Resources.

RECONVENE IN OPEN SESSION

Commissioner Wagner, seconded by Commissioner Cline, moved to reconvene in open session at 12:20 p.m. The motion passed unanimously (5-0).

RECESS

EVENING MEETING WITH THE TOWN OF CLEAR SPRING

Location: 100 West Washington Street, Hagerstown, Maryland

INVOCATION AND PLEDGE OF ALLEGIANCE

Invocation presented by President 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 evening meeting of the Board of County Commissioners of Washington County, Maryland, to order at 6:00 p.m. with the following members present: Commissioner Derek Harvey, Commissioner Randal A. Leatherman and Commissioner Randall E. Wagner. Vice-President Jeffrey A. Cline was absent.

TOWN OF CLEAR SPRING LEADERS' REPORTS AND COMMENTS

Mayor Steven Blickenstaff shared his disappointment with attending the meeting in Hagerstown. The topics he discussed included the closing of Route 40 for the bridge repair, traffic issues, truck traffic issues, road and guard rail damage and cost of repair concerns and a request for additional Sheriff Deputy presence. Mayor Blickenstaff commented on traffic plans for the County's 250th celebration. He welcomed the Commissioners to attend the Town's meetings on the second Tuesday of the month.

Juanita Grimm, Town Clerk, shared information for the Town's events planned for the 250th anniversary. She shared information about the Town coin given out at their fall fest event. Ms. Grimm requested information on the future of the Clear Spring Middle School.

Council members Grailing Mills and Susan Mills were also in attendance, however, did not have any comments to share.

COMMISSIONERS' AND COUNTY ADMINISTRATORS' REPORTS AND COMMENTS

Commissioner Barr sympathized with the issues from the traffic of the Route 40 bridge closing.

Commissioner Wagner commented on the Mayor's concerns. He thanked the Town for attending the meeting.

Commissioner Harvey commented on the Mayor's concerns. He shared that the Board of Elections has selected Clear Spring as an early voting site. He also discussed the coins for the 250th anniversary, the local farm building restorations and he sympathized with the traffic issues.

Commissioner Leatherman commented on the traffic issues. He attended the Ernst Market 80th anniversary event. He shared that staff are taking steps to assist with the Town's issues and concerns. He commented on the restoration of the local farm's house and barn.

Michelle Gordon, County Administrator, shared the concerns that were discussed at the Maryland Department of Transportation meeting regarding the Route 40 bridge closure, funding, request to repair the damage, changes to the traffic on I-70, and the TACT committee. She requested information on the Town's plans for the 250th anniversary. She shared information regarding traffic alternatives for the County's 250th celebration. Ms. Gordon shared that the demolition of the Clear Spring Middle School is not a part of the 10 year plan.

ADJOURNMENT

Commissioner Harvey, seconded by Commissioner Wagner, moved to adjourn at 6:25 p.m. The motion passed unanimously (4-0).



Dawn L. Marcus, *County Clerk*