



Board of County Commissioners of Washington County, Maryland

Open Session Minutes

February 10, 2026

INVOCATION AND PLEDGE OF ALLEGIANCE

Invocation presented by Pastor Steve Humphrey, 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 Randal A. Leatherman and Commissioner Randall E. Wagner. Commissioner Derek Harvey was absent.

APPROVAL OF MINUTES

Commissioner Leatherman, seconded by Commissioner Wagner, moved to approve the minutes of January 13, 2026. The motion passed unanimously (4-0).

COMMISSIONERS' REPORTS AND COMMENTS

Commissioner Wagner thanked Jaime Dick and his staff at the Department of Parks and Recreation for their work on the Girls Volleyball League. He shared information on the upcoming Girls Volleyball Championships at Hagerstown Community Colleges. Commissioner Wagner attended the Land Use Council Meeting, and he thanked Chris Boggs for his presentation on the Agricultural Preservation in the County. He shared that about one-third of the County is in some form of land preservation which equates to approximately 100,000 acres.

Commissioner Leatherman commented on Department of Emergency Services rescues with the ice and bitter cold. He reported that all of the rescues have been successful and shared that Potomac Valley and Sharpsburg were able to successfully rescue a deer through the ice below the Burnside Bridge and a dog who had slipped through the ice. Commissioner Leatherman commented on the proper training and equipment for emergency staff that made the rescues possible. He attended the Hancock Volunteer Fire Department Annual Awards Ceremony and he recognized Greg Yost for 50 years of service to the Hancock Volunteer Fire Department. Commissioner Leatherman shared signs of Elder Abuse to raise awareness in the County.

Commissioner Cline attended the Hancock Volunteer Fire Company Annual Awards Ceremony. He recognized Greg Yost on his 50 years of service and Rick Groh for receiving the Firefighter of the Year award. Commissioner Cline thanked all of the volunteers and career staffing that cover the Hancock area.

Commissioner Barr attended the Hancock Volunteer Fire Company Annual Awards ceremony, and he commended them on their years of service to the Community of Hancock. He attended two fire company breakfast events with Commissioner Cline this past weekend in Dargan and Fairplay. Commissioner Barr shared that the Potomac Valley Fire Company in Dargan was discussing the purchase of new apparatus, the lead time for the apparatus to be delivered, and the cost associated with the purchase. He shared the importance of the community support for the fire and rescue service.

Commissioner Barr recently presented a certificate recognizing the 200th anniversary of the Thomas Kennedy Foundation at the B'nai Abraham Synagogue.

STAFF COMMENTS

Michelle Gordon, County Administrator shared a housekeeping item for those who had signs to please keep them down to keep from blocking the view of the people that are sitting behind you. She recognized Meghan Jenkins for her work with the Historic District Commission. Ms. Gordon attended the Historic District Commission Meeting last week and shared that Ms. Jenkins did an incredible job organizing the meeting and facilitating the requests. She recognized the Highways Department staff for their response after hours and their work to address snow drifting and icy conditions throughout the County. Ms. Gordon attended the Washington County Delegation meeting regarding Washington County Legislative items.

SUPPORT FOR DEPARTMENT OF HOMELAND SECURITY, IMMIGRATION AND CUSTOMS ENFORCEMENT, AND LOCAL LAW ENFORCEMENT RESOLUTION

Board of County Commissioners of Washington County, President John F. Barr and Michelle Gordon, County Administrator, presented information on the Department of Homeland Security and Immigration and Customs Enforcement and presented the request to approve and adopt the Resolution expressing support for the Department of Homeland Security (DHS), Immigration and Customs Enforcement (ICE), and Local Law Enforcement. The proposed Resolution provides the Board of County Commissioners support DHS, ICE and Local Law Enforcement and will not use their positions as elected office holders to oppose or hinder these agencies in the conduct of their mission and duties.

Commissioner Cline, seconded by Commissioner Leatherman, moved to approve to adopt the Resolution expressing support for the Department of Homeland Security, Immigration and Customs Enforcement and Local Law Enforcement as presented. The motion passed unanimously (4-0).

RECESS

1. WASHINGTON COUNTY COMMISSION ON AGING/AREA AGENCY ON AGING'S FY2027 BUDGET PRESENTATION

Amy Olack, CEO; Ed Lough, President; Tim Delbrugge, Vice President; Al Martin Treasurer, Commission on Aging shared for informational purposes, the FY2027 budget presentation of the Washington County Commission on Aging/Area Agency on Aging with the Board of County Commissioners. The Washington County Commission on Aging's Fiscal Year 2027 budget is requesting the amount of \$1,720,980.00 while maintaining the in kind contribution of \$433,600.00 for space provided for the Senior Center, offices and storage. This request is an additional \$300,000.00 over the FY2026 approved budget. They shared a handout.

Commissioner Cline, seconded by Commissioner Leatherman, moved to sponsor a table at the Legacy Gala in the amount of \$1,000.00. The motion passed unanimously (4-0). The funds will be derived from the Commissioner Contingency Fund.

2. FY25 COMMUNITY DEVELOPMENT BLOCK GRANT

Maria Kramer, Director, Grant Management; Keith Fanjoy, CEO, San Mar Family and Community Services; and Jerica Washington, Deputy Executive Director, San Mar Family and Community Services, presented the request to approve submittal of grant extension, spend down waiver, and budget modification for the San Mar Community Development Block Grant. In May of 2024 the BOCC signed Resolution RS-2024-13 authorizing the submission of an \$800,000.00 Community Development Block

Grant Application for San Mar Family and Community Services Housing for Transition Age Youth. The grant was approved by Maryland Department of Housing and Community Development in June of 2024.

Commissioner Wagner, seconded by Commissioner Cline, moved to approve the submittal of the grant extension, spend down waiver and budget modification for San Mar Community Development Block Grant as presented. The motion passed unanimously (4-0).

3. SOLE SOURCE CONTRACT RENEWAL (PUR-1618) CYBER INTRUSION DETECTION AND MONITORING SYSTEM FOR INFORMATION TECHNOLOGY DEPARTMENT (DARKTRACE)

Brandi Kentner, Director, Purchasing; and Josh O'Neal, Chief Technical Officer, Information Technology, presented the request to renew the contract for Cyber Intrusion Detection and Monitoring System for the Information Technology Department for the improvement of network security in the amount of \$227,512.75. This contract was for a four (4) year period; this is the final one-year renewal period for this contract. The initial request was awarded as a sole source by the Board of County Commissioners on April 18, 2023. This approval is also contingent on the approval of the FY27 budget.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve to renew the contract for Cyber Intrusion Detection and Monitoring System as presented. The motion passed unanimously (4-0).

4. SOLE SOURCE PROCUREMENT (PUR-1798) – LIFEPAK35 MONITOR/DEFIBRILLATOR

Brandi Kentner, Director, Purchasing; David Hays, Director, Emergency Services; and David Chisholm, Assistant Director-Emergency Medical Services, Emergency Services, presented the request to authorize a sole-source procurement for one (1) LifePak35 for the Division of Emergency Services in the amount of \$61,271.44 from Stryker Medical of Chicago, IL.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to authorize a sole source procurement for one (1) LifePak35 from Stryker Medical as presented. The motion passed unanimously (4-0).

5. MARYLAND ADMINISTRATIVE OFFICE OF THE COURTS, DEPARTMENT OF JUVENILE & FAMILY SERVICES – APPROVAL TO APPLY FOR AND ACCEPT GRANT AWARD

Amie Spigler, Family Support Services Coordinator, Circuit Court for Washington County; and Richard Lesh, Grant Manager, Grant Management, presented the request to approve the application and acceptance of funds in the amount of \$460,004.00 for Circuit Court Family Support Services funding. This grant program provides grant funds awarded from the Department of Juvenile & Family Services of the Maryland Judiciary and Administrative Office of the Courts each year to the Washington County Circuit Court to deliver appropriate services to low income families who appear before the Court to resolve family legal matters.

Commissioner Wagner, seconded by Commissioner Cline, moved to approve the application and acceptance of funds for Circuit Court Family Support Services grant funding as presented. The motion passed unanimously (4-0).

6. FY27 MIEMSS RURAL HEALTH GRANT – BLOOD PROGRAM – APPROVAL TO SUBMIT APPLICATION AND ACCEPT AWARDED FUNDING

David Chisholm, Deputy Director, Operations, Emergency Services; and Richard Lesh, Grant Manager, Grant Management, presented the request to approve the submission of the FY27 Rural Health Grant Blood Program application through the Maryland Institute for Emergency Medical Services Systems in the amount of \$26,870.00 and accept awarded funding. The Maryland Institute for Emergency Medical Services Systems makes funding available to the EMS Operational Programs to either begin a whole blood program or to enhance an existing program.

Commissioner Leatherman, seconded by Commissioner Wagner, moved to approve the submission of the application and to accept awarded funding for the FY27 Rural Health Grant Blood Program as presented. The motion passed unanimously (4-0).

7. FY26 OPERATING BUDGET ADJUSTMENT – CLEAR SPRING EMS TRANSITION

Kelcee Mace, Chief Financial Officer, presented the request to approve a budget adjustment. Staff is requesting approval of a budget adjustment to transfer funds set aside for Emergency Medical Services (EMS) transitions from the general operations department to the appropriate budget lines in the EMS operations department within the General Fund. This budget adjustment will also add to the EMS Billing Fund the anticipated revenue for billing collections and the amount anticipated to reimburse to Clear Spring Ambulance Club.

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

8. ADOPTION OF COUNTY AI POLICY

Zachary Kieffer, County Attorney, presented the request for a motion to approve policy for AI used by County Personnel. With the increased prevalence and usage of AI in the workplace, the County Attorney's Office and IT Department have worked together to craft the policy covering use of by County personnel.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve the policy for AI use as presented. The motion passed unanimously (4-0).

CLOSED SESSION

Commissioner Wagner, seconded by Commissioner Leatherman, moved to convene in closed session at 10:07 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. Personnel matters are confidential.

- Discussion of appointment to Hagerstown Regional Airport Advisory Commission
- Interviews for open County position

To consider a matter that concerns the proposal for a business to expand or remain in the State.

- Discussion of local incentive for business to remain in Washington County.
- Update concerning efforts to attract a business to locate in Washington County.

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

- Status update and legal advice from County Attorney on County-Involved legal matter.

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

- Appointments to the Hagerstown Regional Airport Advisory Commission;
- Economic Developments incentive programs for a local business to remain in the County;
- Economic Developments discussion of efforts to attract businesses to locate in the County;
- Received legal advice and updates on pending litigation matters for which the County is a party.

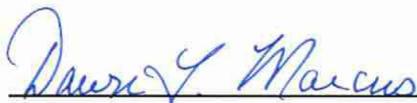
Present during closed session at various times were Commissioners John F. Barr, Jeffrey A. Cline, Randal A. Leatherman and Randall E. Wagner; Dawn Marcus, County Clerk and Zachary J. Kieffer, County Attorney; Michelle Gordon, County Administrator; Rosalinda Pascual, Deputy County Attorney; Aaron Weiss, Assistant County Attorney; Victor Scarpelli, Assistant County Attorney; Jonathan Horowitz, Director, Business and Economic Development; Linda Spence, Financial Programs Administrator, Business and Economic Development; and Machele Dwyer, Business Leader, Business and Economic Development.

RECONVENE IN OPEN SESSION

Commissioner Wagner, seconded by Commissioner Cline, moved to reconvene in open session at 12:08 p.m. The motion passed unanimously (4-0).

ADJOURNMENT

Commissioner Wagner, seconded by Commissioner Cline, moved to adjourn at 12:08 p.m. The motion passed unanimously (4-0).



Dawn L. Marcus, *County Clerk*

