



Board of County Commissioners of Washington County, Maryland

Open Session Minutes

September 22, 2026

INVOCATION AND PLEDGE OF ALLEGIANCE

Invocation presented by Reverend Don Stevenson, 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, Commissioner Neil C. Parrott and Commissioner Randall E. Wagner.

APPROVAL OF MINUTES

Commissioner Leatherman, seconded by Commissioner Wagner, moved to approve the minutes of August 25, 2026. The motion passed unanimously (5-0).

COMMISSIONERS' REPORTS AND COMMENTS

Commissioner Wagner thanked the organizers, staff and the volunteers who participated in the Washington County United Way Day of Caring. He thanked staff for arranging the annual Maryland Department of Transportation Tour meeting at the Public Safety Training Center.

Commissioner Leatherman wished everyone a happy autumn equinox. He also shared that the rescheduled Drone and Fireworks show will be this Saturday at the Agricultural Center. Commissioner Leatherman attended the annual Muddy Mommas Mud Run event at the Agricultural Center, and he thanked Girls Inc., of Washington County for the event.

Commissioner Parrott thanked staff for organizing the annual Maryland Department of Transportation Tour meeting. He also reminded everyone to come out for the rescheduled Drone and Fireworks show on Saturday at the Agricultural Center.

Commissioner Cline attended the Washington County United Way Day of Caring Kickoff Breakfast, and he shared that there were thirty-four County staff volunteers and over one thousand volunteers in all. He thanked all who volunteered their time. Commissioner Cline attended the annual Maryland Department of Transportation Tour meeting with the Secretary of Transportation. He thanked staff for organizing the event and presenting our transportation priorities. He attended the Muddy Mommas Run event with over 1700 participants. He recognized Maureen Grove of Washington County Girls Inc. for her efforts to continue the event. Commissioner Cline attended the 50th anniversary of the Clear Spring American Legion Sons of the American Legion Reunion Post 222 and he recognized their Commander Carl Whitmer. He wished a Happy Birthday to his brother in Ohio and to Delegate William Valentine.

Commissioner Barr attended the United Way Washington County Day of Caring Kickoff Breakfast. He commented on the many staff and volunteers who shared in the Day of Caring. Commissioner Barr commented on fall sports and asked everyone to be mindful of the students and parents who are driving to and from the events.

STAFF COMMENTS

Michelle Gordon, County Administrator, attended the Maryland Department of Transportation Tour and she commented on legislative priorities. She thanked the Engineering staff for coordinating the meeting with Maryland Department of Transportation Officials.

Michelle Gordon, County Administrator, recapped the County's statement regarding the proposed I.C.E. Processing Facility in the County and corrected false information that has been circulating online. She shared an update on the County's Data Center Moratorium, and she clarified information on annexations in municipalities. Ms. Gordon provided information on the Washington County Planning Commission and the process for zoning text amendments. She shared information on the meeting with KGB and corrected false information that has been circulating online. She shared the process for the viewers to provide public comments to the Board of County Commissioners.

1. RECLASSIFICATION OF A MASTER DEPUTY POSITION TO A SERGEANT POSITION

Major Joel Footen, Washington County Sheriff's Office, presented the request for a motion to approve the reclassification of one Master Deputy position to a Sergeant position within the Washington County Sheriff's Office. This request does not add an additional position to the Sheriff's Office it is an authorized staffing complement. It reclassifies an existing position to maintain the organizational structure and supervisory coverage intended as part of the FY2027 budget process.

Commissioner Wagner, seconded by Commissioner Cline, moved to approve reclassification of one Master Deputy position to a Sergeant position as presented. The motion passed unanimously (5-0).

2. ROYAL AIRCRAFT COMMERCIAL HANGAR LEASE EXTENSION

Neil Doran, Director, Hagerstown Regional Airport; Andrew Eshleman, Director, Public Works; and Rosalinda Pascual, Deputy County Attorney, presented the request for a motion to enter into a 12-month temporary lease term extension, allowing sufficient time to continue negotiations for a longer-term extension to be determined. Royal Aircraft is a commercial tenant renting out Hangar 21 and Hangar 22 at the Airport under existing leases dated July 6, 2016. The current leases expire on September 30, 2026. Staff seeks approval of an Amendment that provides for a temporary extension of the current term through September 30, 2027, and establishes a temporary, uniformly applied rental rate of \$7.00 per SF per year.

Commissioner Wagner, seconded by Commissioner Cline, moved to approve the Hangar Lease Extension with Royal Aircraft as presented. The motion passed unanimously (5-0).

3. PARKS AND RECREATION CONCUSSION MANAGEMENT POLICY

Chip Rose, Director, Human Resources; and Brian Overcash, Safety and Training Administrator, presented the request for a motion to approve the adoption of a policy for Concussion Management. Following a scheduled risk control visit by Travelers Insurance, it was determined that the County currently has exposed risk in coverage specific to Parks and Recreation Concussion Management. To maintain general liability coverage limits at current levels, it was recommended that the County adopt a formal policy as soon as possible. This policy will create County procedures on appropriate screening, procedural reporting/communication, investigation, and training requirements surrounding Concussion Management. This will provide compliance with Insurance recommendations as well as State and Federal laws.

Commissioner Cline, seconded by Commissioner Leatherman, moved to approve the Parks and Recreation adoption of a policy for Concussion Management as presented. The motion passed unanimously (5-0).

4. ABUSE AND MISCONDUCT PREVENTION POLICY

Chip Rose, Director, Human Resources; and Tracy McCammon, Risk Management Coordinator, Human Resources, presented the request for a motion to create and adopt a County policy on Abuse and Misconduct Prevention. Following a scheduled risk control visit by Travelers Insurance it was determined that the County currently has exposed risk in coverage specific to "Abuse and Misconduct Prevention Policies." To maintain general liability coverage limits at current levels, it was recommended that the County adopt a formal policy/program as soon as possible. This policy will create County procedures on appropriate screening, procedural reporting and communication, investigation, disciplinary action, and training requirements surrounding Abuse and Misconduct Prevention. This will provide compliance with insurance recommendations as well as State and Federal laws.

Commissioner Parrott, seconded by Commissioner Wagner, moved to approve to create and adopt the Abuse and Misconduct Prevention Policy as presented. The motion passed unanimously (5-0).

CLOSED SESSION

Commissioner Wagner, seconded by Commissioner Leatherman, moved to convene in closed session at 9:27 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,

- Reappointment to County volunteer advisory boards.
 - Discussion appointment to open County position.
 - Discussion of appointment to open County position
- To consult with counsel to obtain legal advice on a legal matter (7). Open session discussion would breach attorney/client confidentiality.
- Legal advice pertaining to County-involved legal matter.

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

- Appointments to the Hagerstown Regional Airport Advisory Commission;
- Hiring recommendation for the Software Support Specialist position, Budget and Finance;
- Hiring recommendation for the Media Relations Specialist position, Budget and Finance;
- Received legal advice and updates on pending litigation and 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, Neil C. Parrott and Randall E. Wagner; Dawn Marcus, County Clerk and Zachary J. Kieffer, County Attorney; Michelle Gordon, County Administrator; Rosalinda Pascual, Deputy County Attorney; Victor Scarpelli, Assistant County Attorney; Michael Bouey, Assistant County Attorney; Andrew Eshleman, Director, Public Works; Chip Rose, Director Human Resources; Angie Poffenberger, Deputy Director - Software Support and Training, Budget and Finance; Alyssa

Sabotto, Director Planning and Zoning; and Danielle Weaver, Director, Public Relations and Marketing.

RECONVENE IN OPEN SESSION

Commissioner Wagner, seconded by Commissioner Cline, moved to reconvene in open session at 11:12 a.m. The motion passed unanimously (5-0).

ADJOURNMENT

Commissioner Wagner, seconded by Commissioner Cline, moved to adjourn at 11:12 a.m. The motion passed unanimously (5-0).

A handwritten signature in cursive script, reading "Dawn L. Marcus", written over a horizontal line.

Dawn L. Marcus, *County Clerk*