Board of County Commissioners of Washington County, Maryland

Open Session Minutes

September 29, 2026

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 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 Wagner, seconded by Commissioner Leatherman, moved to approve the minutes of September 15, 2026. The motion passed unanimously (5-0).

COMMISSIONERS' REPORTS AND COMMENTS

Commissioner Barr attended the Veteran's Treatment Court Graduation in Frederick County. He shared that Administrative Judge Eric Schaffer praised the Day Reporting Center in Washington County. Commissioner Barr attended the Jamison Door relocation groundbreaking at Mt. Aetna. He thanked Jamison Door for their 120 years of investment in Washington County. Commissioner Barr attended the rescheduled 250th Drone Show and Fireworks celebration. He commented on the spectacular show, thanked all who were responsible for organizing the event. He discussed the preparedness documents at the mobile command center for the safety and wellbeing of the citizens attending the event. Commissioner Barr shared that he and Commissioner Leatherman spent the day at Ruth Ann Monroe Primary School for Farm to Table Day. He shared his conversation with Department of Agriculture Secretary Kevin Attick regarding soy beans. Commissioner Barr presented air fried soy beans to Commissioner Leatherman. He attended the ground breaking ceremony for San Mars Children's Home.

Commissioner Wagner commented on the rescheduled 250th Drone Show and Fireworks Celebration. He thanked Jamison Door for expanding their business in Washington County.

Commissioner Leatherman congratulated Meritus and Brook Lane on the grand opening of the Bowman Rec Center and he thanked the Bowman Family for supporting the project. He attended the groundbreaking ceremony for Jamison Door at Mt. Aetna Technology Park. Commissioner Leatherman attended the rescheduled 250th Drone and Fireworks Show. He shared mentoring information for Big Brothers and Big Sisters.

Commissioner Parrott shared that October 1st is the anniversary of Washington County becoming an entity and he shared the history of the area. He attended the rescheduled 250th Drone and Fireworks show and thanked all of the staff involved in organizing the event. Commissioner Parrott commented on the transformation of Fort Ritchie and shared the benefits to the community. He attended the Jamison Door groundbreaking ceremony, and he shared that they are a huge benefit to Washington County.

Commissioner Cline thanked all staff for organizing the rescheduled 250th Drone Show and Fireworks celebration and he commented on the safety preparedness for the event. He thanked the Public Relations and Marketing Team for their contributions and artwork for the event. Commissioner Cline attended the Lightsome Coffee expansion grand opening. He attended the Smithsburg Steam Engine and Craft Show. Commissioner Cline attended the Class 26 Emergency Communications Specialists Center graduation. He shared information on the situational awareness of the Emergency Communications staff. Commissioner Cline attended the Jamison Door groundbreaking at Mt. Aetna and he thanked them for their expansion and 120 years of business in Washington County. He also shared that CertainTeed is celebrating over 60 years of business and expansion in the County. Commissioner Cline commented on these companies who have relocated to and their commitments to remain in Washington County. He shared that with Jamison Door and Hitachi Washington County will have two companies with the most advanced technologies in the world.

STAFF COMMENTS

Michelle Gordon, County Administrator attended the MACo County Administrators affiliate meeting. She attended the Maryland Theatre board meeting. Ms. Gordon attended the groundbreaking ceremony for the expansion of Jamison Door. She shared that Jamison Door has been a part of her family and shared information on her father-in-law who also worked for Jamison Door for 44 years. Ms. Gordon attended the rescheduled 250th Drone and Fireworks show. She recognized Danielle Weaver and staff for organizing the event. She thanked the Board of County Commissioners for approving the funding for the event through the Hotel Rental Tax fund. She thanked staff involved in the event including the Public Works Department, Division of Emergency Services, Parks and Recreation, Sheriff's Office, Emergency Management and Brian Lowman of Emergency Management for the safety preparedness document. She thanked all staff who assisted with this event and the July 4th event. She commented on both events and that we will be sharing a video today of the Drone Show.

Michelle Gordon, County Administrator, recapped the County's statement regarding the proposed I.C.E. Processing Facility in the County, she shared information on the meeting with KGB and corrected false information that has been circulating online. Ms. Gordon shared an update on the County's Data Center Moratorium and corrected false information that has been circulating online. She clarified information on annexations in municipalities. She reminded viewers of the avenues for Public Comment.

R. David Hays, Director, Emergency Services provided an update on the SAFER Grant. The County was awarded the SAFER Grant which will allow for the hiring of 24 firefighters. He thanked our Federal partners and staff who were involved in securing the grant.

Danielle Weaver, Director of Public Relations and Marketing shared a video of the 250th Drone and Fireworks Show.

1. WASHINGTON COUNTY FY27 OPIOID RESTITUTION FUNDING RECOMMENDATIONS

Maria Kramer, Director, Grant Management; and Allison Hartshorn, Opioid Restitution Manager, Grant Management, presented the request for a motion to approve the Washington County Opioid Restitution Fund grant awards totaling $170,341.97, as recommended by staff, including $145,342.00 for community-based prevention initiatives and $24,999.97 for the Sheriff's Office Employee Wellness Program, addressing the secondary and cumulative trauma experienced by personnel responding to opioid overdoses, overdose deaths, and related incidents. subject to the execution of grant agreements consistent with program requirements. The programs recommended for grant awards are:

Organization for Community Based Prevention	Award Amount	Program Name
Brook Lane	$100,000.00	Thrive Forward School-Based Prevention & Early Intervention Program
Hospice of Washington County	$17,250.00	Grief/Bereavement Support and Toolkits
Good News Hagerstown	$28,092.00	Grow Strong Families: Family-Based Opioid Misuse Prevention
Total	$145,342.00	

Commissioner Leatherman, seconded by Commissioner Wagner, moved to approve the Washington County Opioid Restitution Fund grant awards as recommended by staff presented. The motion passed unanimously (5-0).

2. FY27 MIEMSS CARDIAC DEVICE GRANT – 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 for a motion to approve the submission of the FY27 Cardiac Device Grant application through the Maryland Institute for Emergency Medical Services Systems in the amount of $30,000.00 and accept awarded funding. This grant will allow the Division of Emergency Services to purchase the most current version of the LifePak cardiac monitor/defibrillator and will continue the replacement of the outdated LP 15 devices. According to the Notice of Funding Opportunity awardees must fund at least 50% of the total cost of the awarded cardiac devices. The total cost of the new devices are $65,000.00 each, but with a trade-in, the cost will be $60,000.00 and the $30,000.00 matching funds will be paid from the Division of Emergency Services Machinery and Equipment account in their operating budget.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve the submission of the FY27 Cardiac Device Grant application through the Maryland Institute for Emergency Medical Services Systems and accept awarded funding as presented. The motion passed unanimously (5-0).

3. BID AWARD (PUR-1832) RUBRIK ENTERPRISE DATA PROTECTION FOR INFORMATION TECHNOLOGY DEPARTMENT

Carin Bakner, Buyer, Procurement; and Josh O'Neal, Chief Technical Officer, Information Technology presented the request for a motion 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 $387,764.76 for these services. Rubrik is an enterprise data backup and ransomware protection product, consisting of hardware, software, and cloud services that 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).

4. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-26-0349) 2026 FORD F-350 EXTENDED CAB TRUCK

Brandi Kentner, Director, Procurement; and David Mason, Director, Environmental Management, presented the request for a motion to authorize by Resolution for the Department of Water Quality to purchase one (1) new 2026 Ford F-350 Extended Cab 4x4 from Apple Ford, of Columbia, MD, in the amount of $75,753.00, and to utilize another jurisdiction's contract that was awarded by Baltimore County to Apple Ford. Funding is available in the Water Quality Equipment replacement utility fund.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve to authorize by Resolution the purchase one (1) new 2026 Ford F-350 Extended Cab 4x4 from Apple Ford as presented. The motion passed unanimously (5-0).

5. PERMISSION TO APPLY FOR AND ACCEPT MEDCO BUSINESS READY SITES PROGRAM AT HGR

Jonathan Horowitz, Director, Business and Economic Development (DBED), presented the request for a motion to approve the application to the grant program and acceptance of funds if awarded. The target property for this grant program is 43 vacant acres of greenspace land currently available for development at the Hagerstown Regional Airport. The Board of County Commissioners previously approved DBED's application to Phase 1 of this program, the Site Characterization Grant, which was awarded by MEDCO to DBED. That $10,000.00 of in-kind available services is going to be utilized in conjunction with a potential implementation grant of up to $500,000.00.

Commissioner Leatherman, seconded by Commissioner Wagner, moved to approve the application to the grant program and acceptance of funds if awarded as presented. The motion passed unanimously (5-0).

6. HIRING RECOMMENDATION: SOFTWARE SUPPORT SPECIALIST

Chip Rose, Director, Human Resources; and Angie Poffenberger, Deputy Director, Software Support & Training, Budget and Finance, presented the request for a motion to offer position #1961, Software Support Specialist to Caroline Pusey. The initial offer would be Grade 13, Step 1, $33.31/hour or $69,284.00 annually.

Commissioner Parrott, seconded by Commissioner Leatherman, moved to approve to offer position #1961, Software Support Specialist to Caroline Pusey as presented. The motion passed unanimously (5-0).

7. HIRING RECOMMENDATION: MEDIA RELATIONS SPECIALIST

Chip Rose, Director, Human Resources; and Danielle Weaver, Director, Public Relations and Marketing, presented the request to offer position #1960, Public Relations Specialist to Andrew Phelps. The initial offer would be Grade 13, Step 1, $33.31/hour or $69,284.00 annually.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve to offer position #1960, Public Relations Specialist to Andrew Phelps as presented. The motion passed unanimously (5-0).

8. HAGERSTOWN REGIONAL AIRPORT ADVISORY COMMISSION REAPPOINTMENTS

Dawn Marcus, County Clerk, presented the request for a motion to reappoint John Cavey to serve a first, full three-year term from October 1, 2026, through September 30, 2029, and to reappoint Aaron Vittini to serve a first, full three-year term from November 1, 2026, through October 31, 2029,on the Airport Advisory Commission. This is not a paid board.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve the reappointments of John Cavey and Aaron Vittini as presented. The motion passed unanimously (5-0).

CLOSED SESSION

Commissioner Leatherman, seconded by Commissioner Parrott, moved to convene in closed session at 10:07 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. (1) Personnel matters are confidential.

- Discussion re assignment of County volunteers
- Discussion of EMS staffing
- DES staffing assignments

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:

- Assignment of County Volunteers;
- Discussion regarding Emergency Medical Services staffing ;
- Department of Emergency Services staffing assignments;
- 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, 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; Michael Bouey, Assistant County Attorney; Victor Scarpelli, Assistant County Attorney; R. David Hays, Director, Emergency Services; David Chisholm, Deputy Director, Emergency Services; Oley Griffith, Volunteer Coordinator, Emergency Services; Sonja Hoover, Programs Administrator, Emergency Services; James Sprecher Jr., President, WCVFRA; Erin Clark, SEK; and Patrick Baker, Vice President, WCVFRA.

RECONVENE IN OPEN SESSION

Commissioner Wagner, seconded by Commissioner Parrott, moved to reconvene in open session at 12:50 p.m. The motion passed unanimously (5-0).

ADJOURNMENT

Commissioner Wagner, seconded by Commissioner Parrott, moved to adjourn at 12:50 p.m. The motion passed unanimously (5-0).

Dawn L. Marcus, *County Clerk*