Board of County Commissioners of Washington County, Maryland

Open Session Minutes

October 13, 2026

INVOCATION AND PLEDGE OF ALLEGIANCE

Invocation presented by Pastor Les McIntosh, 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 Parrott, moved to approve the minutes of September 22, 2026. The motion passed unanimously (5-0).

COMMISSIONERS' REPORTS AND COMMENTS

Commissioner Wagner welcomed everyone to the meeting.

Commissioner Leatherman attended the Day Reporting Center graduation, and he shared their mission statement. He commented on Aimee Izer Administrator at the Hope Center Thrift Store, who was interviewing residents and Community Leaders regarding homelessness. He commented on the end of Fire Prevention week and reminded all to check their smoke detectors.

Commissioner Parrott shared that the Maryland Symphony Orchestra started their season on Saturday. He attended the 85th anniversary celebration of Frederick Seibert and Associates. He shared that election season is upon us and recommended that the citizens vote against question number 3.

Commissioner Cline attended the Day Reporting Center Graduation. He attended the 85th anniversary celebration of Frederick Seibert and Associates. Commissioner Cline commented on the anniversary of the U.S.S. Cole tragedy and the loss of two local sailors, Craig Wibberly and Patrick Roy. He attended the Emergency Preparedness Expo at the Public Safety Training Center. Commissioner Cline shared that nine (9) years ago today the World War II monument was installed at the American Legion in Williamsport which was designed by local artist John Neal Mullican. He attended the 50 year celebration at Ivy Hill Farm. Commissioner Cline shared that a devasting frost in April killed many of the peach and apple crops and encouraged everyone to support local farm businesses. He attended the family bonfire event at Doub's Woods Park, and he thanked Jaime Dick and his staff for organizing the event. He attended the grand opening of Olive and Oak restaurant.

Commissioner Barr attended the Day Reporting Center graduation. He thanked former Sheriff Doug Mullendore for initiating the Day Reporting Center. Commissioner Barr congratulated the graduates and wished them well.

STAFF COMMENTS

Michelle Gordon, County Administrator, attended the MACo County Administrator affiliate meeting. She attended the Hagerstown Regional Airport Emergency exercise, and she thanked the community members who participated. Ms. Gordon attended the Emergency Preparedness Expo at the Public Safety Training Center. She thanked the staff for coordinating the event and our public safety partners for participating.

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.

1. HCC DENTIAL 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. PROCLAMATION FOR CHARACTER COUNTS! MONTH

Carolyn Brooks, Director, Character Counts!, presented an updated on the funding for direct expenses associated with the year-end event Elementary Youth Celebration and for scholarships from the Commissioners Contingency Fund. The Board of County Commissioners presented a proclamation to Ms. Brooks for Character Counts month. They are celebrating their 28th year in the community. She presented the Commissioners with a card.

3. DOMESTIC VIOLENCE AWARENESS MONTH PROCLAMATION

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

4. AMERICAN RED CROSS - SOUND THE ALARM EVENT

Al Martin, American Red Cross, presented for informational purposes the American Red Cross will be installing smoke alarms in homes on November 7, 2026, in and around the Funkstown community for the Sound the Alarm event. A handout was provided to sign up to get free smoke alarms or to volunteer to install the alarm. He shared a flyer with important information regarding the event.

5. CVB ANNUAL REPORT

Dan Spedden, President, Hagerstown/Washington County Convention and Visitors Bureau, presented for informational purposes an update and report on the finances and activities of the CVB. He shared a PowerPoint presentation.

6. WASHINGTON COUNTY COMMUNITY COALITION RECAP OF 2026; REQUEST FOR SUPPORT FOR 2027

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 2026 Legislative

Session and an agenda for the 2027 Legislative Session. They presented a request for $11,000.00 in funding support which is a $1,000.00 increase over last year's request.

Commissioner Parrott made a motion to keep the funding support at $10,000.00. There was not a second to the motion, the motion did not pass.

Commissioner Cline, seconded by Commissioner Wagner, moved to approve the $11,000.00 in funding support request, from the Commissioner Contingency Fund as presented. The motion passed unanimously (4-1). Commissioner Parrott opposed the vote.

7. MARYLAND ADMINISTRATIVE OFFICE OF THE COURTS SECURITY FUNDING – APPROVAL TO ACCEPT GRANT AWARD

Mark Singer, Court Administrator, Circuit Court for Washington County, presented the request for a motion for ratification of the submission of application for grant funding from the Maryland Administrative Office of the Courts and approval to accept the funding as awarded by the agency funds in the amount of $96,548.97 for Circuit Court security funding.

Commissioner Parrott, seconded by Commissioner Cline, moved to approve to ratify the submission of and accept grant funding as award from the Maryland Administrative Office of the Courts as presented. The motion passed unanimously (5-0).

8. QUOTE AWARD (Q-26-818) – BOARD OF ZONING APPEALS – PROFESSIONAL LEGAL SERVICES

Carin Bakner, Buyer, Procurement; and Alyssa Sabetto, Director, Planning and Zoning, presented the request for a motion to award the contract for the Board of Zoning Appeals professional legal services to Kuczynski & Kuczynski, P.A. of Williamsport, MD, based on the responsive, responsible quote dated August 17, 2026, that meets the requirements of the request for quote, in the amount of $75,000 for a three (3) year period. The attorney shall be responsible for attending meetings and hearings of the Board and providing associated services on an as-needed basis.

Commissioner Wagner, seconded by Commissioner Cline, moved to approve to award the contract for the Board of Zoning Appeals professional legal services to Kuczynski & Kuczynski, P.A. as presented. The motion passed unanimously (5-0).

9. BID AWARD (PUR-1838) APC ADVANTAGE SERVICE RENEWAL 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 APC Advantage Service Renewal to the responsible, responsive bidder, Tech Advanced Computers of Pensacola, FL, who submitted the Total Lump Sum of $60,054.00 for a three (3) year commitment and coverage agreement with annual payments.

Commissioner Leatherman, seconded by Commissioner Wagner, moved to approve to award the contract for APC Advantage Service Renewal to Tech Advanced Computers as presented. The motion passed unanimously (5-0).

10. SOLE SOURCE PROCUREMENT (PUR-1847) E-PLAN SOFTWARE FOR PLAN REVIEW AND PERMITTING DEPARTMENT

Brandi Kentner, Director, Procurement; and Josh O'Neal, Chief Technical Officer, Information Technology, presented the request for a motion to authorize the purchase of software and technical services in the amount of $115,689.60 from e-PlanSoft of Nashville, TN for the County's Divisions of Permit & Inspections, Engineering, and Planning & Zoning. The e-Plan Review product allows for digital review of permitting applications, reducing the amount of in-person contact associated with the permit review process. This contract will be for the period of November 19, 2026, through November 18, 2027.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve to authorize the purchase of software and technical services in the amount of $115,689.60 from e-PlanSoft as presented. The motion passed unanimously (5-0).

11. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-26-0350) – DELL COMPUTERS

Brandi Kentner, Director, Procurement; and Josh O'Neal, Chief Technical Officer, Information Technology, presented the request to authorize by Resolution the approval to purchase (175) one hundred seventy-five traditional desktop computers from Dell Technologies, Inc., of Round Rock, TX at the contracted pricing totaling $182,820.75 based on the contract awarded by Omnia – National Cooperative Purchasing Alliance (NCPA) Contract No. 01-143. After careful consideration and a thorough review of the rapidly increasing costs associated with replacing our current server infrastructure, IT has determined that it is more fiscally responsible to shift to traditional desktop computers at this time. This change will help us manage our resources more efficiently while continuing to support our operational needs.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve to authorize by Resolution the approval to purchase (175) one hundred seventy-five traditional desktop computers from Dell Technologies, Inc., as presented. The motion passed unanimously (5-0).

12. BID REJECTION (PUR-1821) MANWAY DOOR REPLACEMENTS AT CONOCOCHEAGUE WWTP

Brandi Kentner, Director, Procurement; and Joe Moss, Deputy Director of Engineering, Water Quality, presented the request to take action, in the best interest of the County, and to request that the bid for the Manway Door Replacements at Conococheague WWTP from ARB Builders Group, Inc. of Ellicott City, Maryland, be rejected without prejudice due to the vendor being non responsive to request associated with starting the work.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve reject the bid for the Manway Door Replacements from ARB Builders Group, Inc., as presented. The motion passed unanimously (5-0).

13. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-26-0351) FIBER CAMERAS AND ACCESS CONTROLS

Brandi Kentner, Director, Procurement, presented the request to authorize by Resolution, for the Washington County Department of Information Technology, to award a contract for the installation of fiber and CCTV located at the Public Safety Training Center to Skyline Technology Solutions of Glen Burnie, MD in the total amount of $137,358.07 and to utilize another jurisdiction's contract that was

awarded by the Carroll County Public Network (CCPN) contract (#49-F-1-24/25) on November 13, 2024.

Commissioner Cline, seconded by Commissioner Wagner, moved to approve to authorize by Resolution to award a contract for the installation of fiber and CCTV located at the Public Safety Training Center to Skyline Technology Solutions as presented. The motion passed unanimously (5-0).

14. CONTRACT AWARD (PUR-1841) LOCAL MANAGEMENT BOARD CAPACITY BUILDING CONSULTANT

Brandi Kentner, Director, Procurement; and Carsten Ahrens, Senior Grant Manager, Grant Management, presented the request to award the contract for the Local Management Board Capacity Building Consultant to the responsive, responsible proposal, Sustainable Schooling of Philadelphia, Pa, in the amount of $74,581.00. The Washington County Local Management Board (LMB) will utilize the services of a Capacity Building Consultant to assist the LMB with development of processes and systems that will provide the framework for implementation of the newly developed strategic plan. The consultant will work closely with the LMB, staff, community leaders, and organizations in Washington County, Maryland.

This item was tabled until the next meeting to get additional information to support the request.

15. CONTRACT AWARD – FACILITIES DESIGN SERVICES (PUR-1783) – HVAC AT DETENTION CENTER

Scott Hobbs, Director, Engineering; Brennan Garrett, Project Manager, Engineering; and Sheriff Brian Albert, Washington County Sheriff's Office, presented the request for a motion to award an architectural/engineering design services contract from PUR-1783 Facility Design Services, for the HVAC project at the Detention Center to the responsive, responsible proposer, Noelker and Hull Associates, Inc. of Frederick, Maryland with the lowest fee of $516,505.00. Total expenses are estimated at $566,505.00; including $516,505.00 for architectural/engineering design services and $50,000.00 for design contingency; this is a budgeted Capital Improvement Plan project.

Commissioner Wagner, seconded by Commissioner Leatherman, moved to approve to award an architectural/engineering design services contract for the HVAC project at the Detention Center to Noelker and Hull Associates, Inc., as presented. The motion passed unanimously (5-0).

16. REQUEST FOR LETTER OF AUTHORIZATION FOR US ARMY GOLDEN KNIGHTS PARACHUTE TEAM DEMONSTRATION AT AIRPORT (PRIVATE EVENT)

Neil Doran, Director, Hagerstown Regional Airport, presented the request for a motion to supply a Letter of Authorization to the United States Army's Golden Knights Parachute Demonstration team, to be signed by the BOCC President. The Rider Jet Center will be hosting an Aviation Career Expo event on November 6th, 2026. Aviation Career Expo organizers, along with the Rider Jet Center, have requested that the Golden Knights provide a demonstration in view of the assembled crowd and above a central location on the airfield in the grass infield adjacent to Crosswind Runway 02-20. An FAA Flight Standards District Office Safety Inspector has reviewed and approved the request; however, they also verbally requested a Letter of Authorization be provided to the Golden Knights by the Airport/property owner in addition to letters supplied by Rider Jet Center representatives. The event is not open to the public, but by invitation only.

Commissioner Cline, seconded by Commissioner Wagner, moved to approve to supply a Letter of Authorization to the United States Army's Golden Knights Parachute Demonstration team contingent

upon the execution of the Limited License Agreement as presented. The motion passed unanimously (5-0).

17. PRESENTATION OF 2026-2027 FARM OF THE YEAR AWARD

Kelsey Keadle, Business Specialist, Agriculture, Business and Economic Development, presented the Farm of the Year Award is designed to recognize outstanding agricultural achievement in proficiency of production, agricultural and community organization involvement, conservation and preservation practices, and technological advances. The 2026-2027 Farm of the year, Windy Springs Farm was honored for its exemplary commitment to their land, animals and leadership in innovation adopting drone technology. The Board of County Commissioners presented the 2026-2027 Farm of the Year Award to the Frey family.

CLOSED SESSION

Commissioner Leatherman, seconded by Commissioner Wagner, moved to convene in closed session at 11:29 a.m. The motion passed unanimously (5-0).

To consider the acquisition of real property for a public purpose and matters directly related thereto. (3) Open session discussion would disadvantage County bargaining position.

- Consider acquisition of real property for improvement of traffic safety.
- Consider acquisition of real property for improvement of County Road.

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:

- Acquisition of real property for traffic safety;
- Acquisition of real property for improvement to a County road;
- 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; Scott Hobbs, Director, Engineering; Rebecca Calimer, Chief of Plan Review, Engineering; Todd Moser, Real Property Administrator, Engineering; and Jonathan Horowitz, Director, Business and Economic Development.

RECONVENE IN OPEN SESSION

Commissioner Wagner, seconded by Commissioner Cline, moved to reconvene in open session at 1:05 p.m. The motion passed unanimously (5-0).

ADJOURNMENT

Commissioner Wagner, seconded by Commissioner Leatherman, moved to adjourn at 1:05 p.m. The motion passed unanimously (5-0).

Dawn L. Marcus, *County Clerk*