

Mayor and Council Work Session October 20, 2026 Agenda

"The City of Hagerstown will inspire an inclusive, business-friendly, and sustainable community with clean, safe, and vibrant neighborhoods."

"The City of Hagerstown shall be a community focused municipality"

The agenda and meeting packet is available at www.hagerstownmd.org/government/agenda

"Communication works for those who work at it." – John Powell

4:00 PM WORK SESSION

- 4:00 PM** 1. Proclamation: Domestic Violence Awareness Month
- 4:05 PM** 2. Preliminary Agenda Review
- 4:15 PM** 3. Amendment to Annexation Plan A-2026-02 (Burkholder-McDade) - *Stephen R. Bockmiller, Deputy Director for Planning and Zoning Administration*
- 4:20 PM** 4. Opioid Restitution Funds - Five-Year Targeted Abatement Plan (TAG) - *Michelle Hepburn, Chief Financial Officer, Brooke Garver, Accounting & Budget Manager, and Karen Reese, Grant Coordinator*
- 4:35 PM** 5. Proposed FUSE Executive Fellowship - *Amanda Gregg, Director of Housing & Community Development*
- 4:45 PM** 6. Revised Recommendation for Disposition of Unexpended CDBG CV-CARES Funds - *Margi Joe, Community Development Manager*
- 4:55 PM** 7. Additional Fireworks Event at Meritus Park - *Jim Bender, City Engineer*
- 5:00 PM** 8. Meeting Decorum Discussion – *Mayor and City Councilmembers*

CITY ADMINISTRATOR'S COMMENTS

MAYOR AND COUNCIL COMMENTS

ADJOURN

**REQUIRED MOTION
MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND**

Topic:

Proclamation: Domestic Violence Awareness Month

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

**REQUIRED MOTION
MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND**

Topic:

Preliminary Agenda Review

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

October_27__2026_Preliminary_Agenda.pdf

Description

Preliminary Agenda



MAYOR AND CITY COUNCIL REGULAR SESSION (49TH VOTING SESSION) OCTOBER 27, 2026 AGENDA

Vision Statement:

The City of Hagerstown will inspire an inclusive, business-friendly, and sustainable community with clean, safe and vibrant neighborhoods.”

Mission Statement:

“We are dedicated to creating a thriving community where diversity is celebrated, economic development flourishes, and the quality of life is enhanced through collaborative and consistent representation.”

Preliminary Agenda

The agenda and meeting packet is available at www.hagerstownmd.org/government/agenda

7:00 p.m. REGULAR SESSION – Council Chamber, 2nd floor, City Hall

- I. CALL TO ORDER** - Mayor William B. McIntire
- II. INVOCATION**
- III. PLEDGE TO THE FLAG**
- IV. ANNOUNCEMENTS**
 - A. Rules of Procedure – *Effective November 18, 2025*
 - B. Use of cell phones during meetings is restricted.
 - C. All correspondence for distribution to Elected Officials should be provided to the City Clerk and should include a copy for the City Clerk for inclusion in the official record.
 - D. Meeting Schedule:
 - 1. Tuesday, November 3, 2026 – Work Session at 4:00 p.m.
 - 2. Tuesday, November 10, 2026 – Work Session at 4:00 p.m.
 - 3. Tuesday, November 17, 2026 – Work Session at 4:00 p.m.
 - 4. Tuesday, November 24, 2026 – Regular Session at 7:00 p.m.
- V. CITIZEN COMMENTS**

Thirty minutes (30) are allotted for Citizen Comments for items germane to City of Hagerstown business.

Anyone wishing to speak during a Regular Session must pre-register using the form found on the City’s website: www.hagerstownmd.org no later than twenty-four (24) hours prior to the scheduled start of the meeting. Failing to pre-register accurately may result in a speaker not being permitted to speak. Speakers will be called in the order they pre-registered. Each speaker will be permitted to speak for three (3) minutes.

Continued on Page 2

VI. PUBLIC HEARING

Annexation of Meritus Health, Inc.

Annexation of Burkholder Lane Acquisitions and McDade Road Acquisitions

Testimony for Public Hearings will be accepted in person at the scheduled meeting. Anyone wishing to speak during the public hearing must sign in at City Hall prior to the hearing. Each speaker will be permitted to speak for three (3) minutes.

VII. MINUTES

September 8, 2026, September 15, 2026, and September 22, 2026

VIII. CONSENT AGENDA

A. Communications

1. Website Annual Fee Renewals – CivicPlus, LLC (Dallas, TX) \$ 15,483.37
2. Audio/Visual Upgrade to Council Chambers – Washington Professional Systems (Wheaton, MD) \$ 213,776.94

B. Community Engagement:

1. Christmas Tree and Decorations Public Square – Holiday Outdoor Décor (Bethlehem, PA) \$ 38,708.00
2. Barbara Ingram School of Fine Arts (BISFA) Lamp Post Sponsorship Program

C. Engineering:

1. Fire Alarm System: 32 N. Potomac Street Renovations – Spicher’s Security Services, LLC (Hagerstown, MD) \$ 18,550.64
2. Curb and Sidewalk Improvements – Concrete Central, LLC (Hagerstown, MD) NTE \$ 285,000.00
3. FY’27 Handicap Ramp Contract – Rowland and Company (Hagerstown, MD) NTE \$ 150,000.00

D. Police:

1. 2027 Chevrolet Tahoe – Hertrich Fleet Services (Milford, DE) \$ 57,270.00
2. Hagerstown Housing Authority After-School Program (Parkside Pals) – Hagerstown Housing Authority (Hagerstown, MD) \$ 23,000.00
3. Camera System Expansion: Hagerstown Police Department Basement – Spicher’s Security Services, LLC (Hagerstown, MD) \$ 19,462.24
4. Rifles – Atlantic Tactical (Raleigh, NC) \$ 10,512.08
5. Digital Recruiting Campaign – Safeguard Recruiting, LLC (Salt Lake City, UT) \$ 22,100.00
6. Renewal of NCR-MD RAPID Leads Online Subscription – Metropolitan Washington Council of Governments #4913 (Washington, DC) \$ 10,063.00
7. Truleo Artificial Intelligence Platform for Law Enforcement – Truleo (Greenville, SC) \$ 21,600.00

E. Public Works:

1. Fairgrounds Grandstand Improvements, Parks City-wide Upgrades – Garland/DBS (Cleveland, OH) \$ 94,376.00
2. Avison Traffic Signal Controller Upgrades – Econolite (Glen Burnie, MD) \$ 30,000.00

F. Utilities:

1. Water: Annual Maintenance Contract for Water Generators ~ Fidelity Power Systems (Springfield, VA) \$ 18,569.00
2. Water: RC Willson WTP Heating Oil ~ AC&T Co., Inc. (Hagerstown, MD) \$ 53,987.00
3. Water: Repair on Service Truck Unit #234 ~ Hagerstown Ford (Hagerstown, MD) \$ 17,859.97
4. Water: Vehicle Replacement - Unit 226 ~ Hertrich Fleet Services, Inc. (Milford, DE) \$ 57,269.00
5. Water: High Service Pump VFD Inspection and Repair ~ Industrial Service Solutions/Ram Industrial Services, LLC (Camp Hill, PA) \$ 29,714.00

Continued on Page 3

6. Wastewater - Pure Oxygen System Equipment Purchase: Atlas Copco Compressors, LLC (Rock Hill, SC) \$ 287,944.70
7. Wastewater: WWTP Improvement Project Construction Phase Engineering ~ Black & Veatch (Gaithersburg, MD) \$ 2,841,509
8. Wastewater: Emergency Repair Generator ~ Cummins Sales and Service (Westminster, MD) \$ 10,643.70
9. Wastewater: Hagerstown Wastewater Treatment Plant Improvements - Phase I ~ Carl Belt, Inc. (Cumberland, MD) \$ 27,732,047.00
10. Wastewater: Vehicle Repairs-Unit 527 Vac Truck ~ Mid-Atlantic Waste Systems (Easton, MD) \$ 66,443.39

IX. UNFINISHED BUSINESS

- A. Approval of an Ordinance: Land Management Code Amendments

X. NEW BUSINESS

- A. Approval of a Resolution: Salt Utilization Agreement with SHA
- B. Approval of a Resolution: Snow Removal Contract
- C. Approval of a Resolution: Mountain Crest (Lorich) Sewer Allocation MOU
- D. Approval of Memorandum of Understanding (MOU) – Opioid Restitution Funds
- E. Approval of Memorandum of Understanding (MOU) with the Washington County Health Dept 5-Year Plan – Opioid Restitution Funds
- F. Approval of Revised Recommendation for Disposition of Unexpended CDBG CV-Cares Funds
- G. Approval of Free Holiday Parking in the Parking Decks and Garage
- H. Approval of Guideline Changes to the Invest Hagerstown Grant Programs
- I. Approval of a FUSE Executive Fellowship
- J. Approval of the Exemption for Fireworks at Meritus Park
- K. Approval of an Amendment to an Annexation Plan A-2026-02 Burkholder-McDade

XI. CITY ADMINISTRATOR COMMENTS

XII. MAYOR & COUNCIL COMMENTS

XIII. ADJOURN

Some items that have been discussed previously, or are of a routine nature, may not have additional information attached to this agenda.

**REQUIRED MOTION
MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND**

Topic:

Amendment to Annexation Plan A-2026-02 (Burkholder-McDade) - *Stephen R. Bockmiller, Deputy Director for Planning and Zoning Administration*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

2026_1020_WS_A.2026.02_Annexation_Plan_Amendment.pdf

Description

Amendment to Annexation
Plan in A-2026-02
(Burkholder-McDade)



MEMORANDUM

TO: Scott Nicewarner, City Administrator

FROM: Stephen R. Bockmiller, AICP, Deputy Director for Planning and Zoning Administration

DATE: October 20, 2026

SUBJECT: Amendment to Annexation Plan in A-2026-02 (Burkholder-McDade)

Staff will briefly meet with the Mayor and City Council at the October 20, 2026 Work Session to provide a briefing on a minor amendment to the annexation plan which was adopted on August 25, 2026 for the above referenced annexation and seek approval of a motion implementing it.

Item 1.F of the document, located at the bottom of page 2 on the approved Annexation Plan states that the properties are not located in the State's Priority Funding Area (PFA). This was included in the plan based on information and mapping available to staff at the time. At some point recently, the State updated the map and staff was unaware of the change.

In the interest of making sure the Annexation Plan is accurate, staff requests that the Mayor and City Council adopt an Amended Annexation Plan reflecting this change. Counsel has advised that such a vote to adopt the Amended Annexation Plan be done prior to conducting the required public hearing on the matter.

Attachments:

Draft Motion
Draft Amended Annexation Plan
Priority Funding Area (PFA) Map

REQUIRED MOTION

MAYOR AND CITY COUNCIL HAGERSTOWN, MARYLAND

DATE: October 27, 2026

TOPIC: **Approval of an Amendment to an Annexation Plan**
 – A-2026-02: Burkholder-McDade.

Charter Amendment

Code Amendment

Ordinance

Resolution

Other

X

MOTION: I hereby move that the Mayor and City Council approve an amendment to the Annexation Plan for Annexation Case No. A-2026-02 which was approved by this body on August 25, 2026. The purpose of this amendment is to correct an error found in Section I.F on page 2 of the document. This provision is corrected to read *“The annexation area is within the County’s Urban Growth Boundary and is within the State’s designated Priority Funding Area”*. The original version adopted on August 25, 2026 stated that the area to be annexed is not within the Priority Funding Area. This amendment is made to remove the word “not” from Section I.F.

An amended Annexation Plan and mapping of the Priority Funding Area is attached to this motion. Words stricken are bracketed. New words are shown in capital letters.

DATE OF PASSAGE: 10/27/26

EFFECTIVE DATE: 10/27/26

City of Hagerstown, Maryland

ANNEXATION PLAN

Annexation Case No. A-2026-02

Amended October 27, 2026

Property Owner: Parcel 0013: Burkholder Lane Acquisitions, LLC
and
Parcel 0414: McDade Road Acquisitions, LLC

Applicant: Parcel 0013: Burkholder Lane Acquisitions, LLC
and
Parcel 0414: McDade Road Acquisitions, LLC

Location of Property:

Tax Map: 0036, Grid: 0018, Parcel: 0013
(Burkholder Lane)
and
12660 McDade Road, Hagerstown, MD 21740
Tax Map: 0036, Grid: 0012, Parcel: 0414

WHEREAS, THE PURPOSE OF THIS ANNEXATION PLAN IS TO AMEND AND CORRECT THE ORIGINAL ANNEXATION PLAN; AND

WHEREAS, THE MAYOR AND CITY COUNCIL INTEND TO APPROVE AN AMENDMENT TO THE ANNEXATION PLAN FOR ANNEXATION CASE NO. A-2026-02 WHICH WAS ORIGINALLY APPROVED BY THIS BODY ON AUGUST 25, 2026; AND

WHEREAS, THE SPECIFIC INTENT OF THIS AMENDMENT IS TO CORRECT AN ERROR FOUND IN SECTION I.F ON PAGE 2 OF THE ORIGINAL DOCUMENT, AND THIS PROVISION IS HEREBY CORRECTED TO READ “THE ANNEXATION AREA IS WITHIN THE COUNTY’S

CAPITALS : Indicate matter to be added to original Plan
[Brackets] : Indicate matter to be deleted from original Plan

URBAN GROWTH BOUNDARY AND IS WITHIN THE STATE’S DESIGNATED PRIORITY FUNDING AREA;” WHERE, THE ORIGINAL VERSION ADOPTED ON AUGUST 25, 2026, STATED THAT THE AREA TO BE ANNEXED IS NOT WITHIN THE PRIORITY FUNDING AREA, AND THEREFORE, THIS AMENDMENT IS MADE TO REMOVE THE WORD “NOT” FROM SECTION I.F, AND

WHEREAS, THE MAPPING OF THE PRIORITY FUNDING AREA IS ATTACHED TO THIS PLAN, AND THE WORDS TO BE STRICKEN ARE BRACKETED, AND NEW WORDS ARE SHOWN IN CAPITAL LETTERS AS INDICATED IN THE LEGEND FOUND IN THE FOOTER OF THIS DOCUMENT.

Annexation Plan

Pursuant to The Annotated Code of Maryland, Local Government Article, Section 4-415, herewith is a proposed outline for extension of services and public facilities into the areas proposed to be annexed.

It is also noted that any future amendments to the Annexation Plan may not be construed in any way as an amendment to the resolution, nor may they serve in any matter to cause a re-initiation of the annexation procedure then in process.

I. Land Use Patterns of Areas Proposed to be Annexed

- A. The area of annexation is approximately +/- 171.885 acres. Parcel 13 is 148.77 acres of unimproved land. Parcel 414 is on 23.105 acres and is improved with a single-family dwelling and two agricultural buildings and is contiguous to the existing municipal boundary by a fee-simple pipestem that connects this parcel to McDade Road. This property is mostly used for horse pasture. There is no proposed development at this time.
- B. The proposed zoning is I-MU (Industrial Mixed-Use). The Industrial Mixed-Use district allows for the blending of lower intensity industrial with some amount of commercial.
- C. Parcel 13 is designated Business-Employment on the Future Land Use map of the 2018 Comprehensive Plan, which identifies POM (Professional Office Mixed-Use) and I-MU (Industrial Mixed-Use) as compatible zoning with this designation. Parcel 414 is outside of the Medium Range Growth Area and is not assigned a land use designation.

CAPITALS
[Brackets]

: Indicate matter to be added to original Plan
: Indicate matter to be deleted from original Plan

- D. The area of annexation is within a large area designated Industrial on the recently approved Washington County Comprehensive Plan, which includes zoning districts which are consistent with or more intense in nature than the City's I-MU (Industrial Mixed-Use) district. The area is currently located in the County's PI (Planned Industrial) zoning district which is compatible with the City's I-MU zoning district.
- E. Parcel 13 is within the City's Medium Range Growth Area, an area intended for new or expanded water service based on development potential, as defined in the City's 2018 Comprehensive Plan, *visionHagerstown 2035*.

Parcel 414 (the McDade property) is not within the MRGA.

- F. The annexation area is within the County's Urban Growth Boundary and is [not] within the State's designated Priority Funding Area.

II. Availability of Land Needed for Public Facilities

- A. The uses of the annexation area will be predominantly industrial in nature and will have no impact on Washington County Public Schools. The City's I-MU zoning district does not permit residential development.

Development of the annexation area will generate revenues for the County which could be earmarked for school capacity enhancement using building excise taxes imposed on all building permits from real property development on all new construction. In 2025, the County amended its Adequate Public Facilities Ordinance and Building Excise Tax Ordinances in order for building within municipalities to participate more equitably in capital development.

- B. The uses of the annexation area will be predominantly industrial or commercial in nature and will have little to no impact on the services of the Washington County Free Library.

CAPITALS
[Brackets]

: Indicate matter to be added to original Plan
: Indicate matter to be deleted from original Plan

III. Schedule and Method of Financing the Extension of Each Municipal Service Currently Performed Within the City of Hagerstown into the area Proposed to be Annexed

- A. The area of annexation is not currently served by city utilities. Parcel 0013 will be served by extension of City Water lines as part of development following annexation. Sufficient capacity exists to serve the property. Parcel 414 will not receive water service until it is included within the MRGA (Medium Range Growth Area) as depicted in the City's Comprehensive Plan.
- B. Extension of sanitary sewer, water and storm drain lines, streets, curbs, gutters and all other public improvements, not currently existing, which may be required by the City to be installed, constructed and maintained as part of the development or re-development of the area of annexation, shall be [D] at the expense of the then owner(s) or developer(s) of the area of annexation requesting same, and shall be at no cost to the City.
- C. The Electric Distribution System is external to the Hagerstown Light Department electric utility operation territory. Electric utility service is provided by the Potomac Edison Company of First Energy.
- D. The property will be served by existing emergency medical services provided by Meritus Medical Center, Community Rescue Services, Inc., and the City of Hagerstown Fire Department.
- E. Parcel 414 fronts on McDade Road. The end of Logistics Boulevard abuts the southern boundary of Parcel 13. This annexation does include annexation of a portion of McDade Road right of way. Any public roads constructed in the future within the area of annexation will be completed at the direction of the City Engineer at the developer's expense and constructed per the City's Public Ways Construction Standards by the developer.
- F. Parks and Recreation facility expansions are not proposed for this annexation.

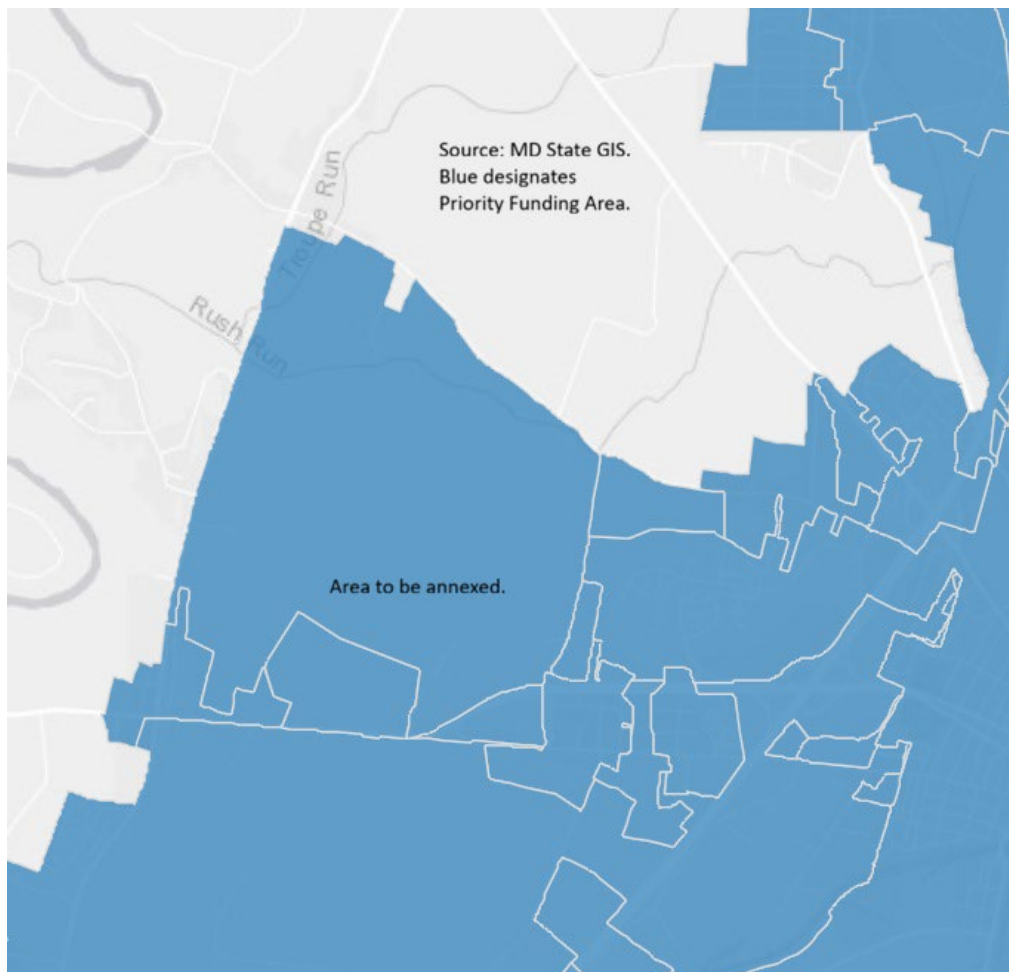
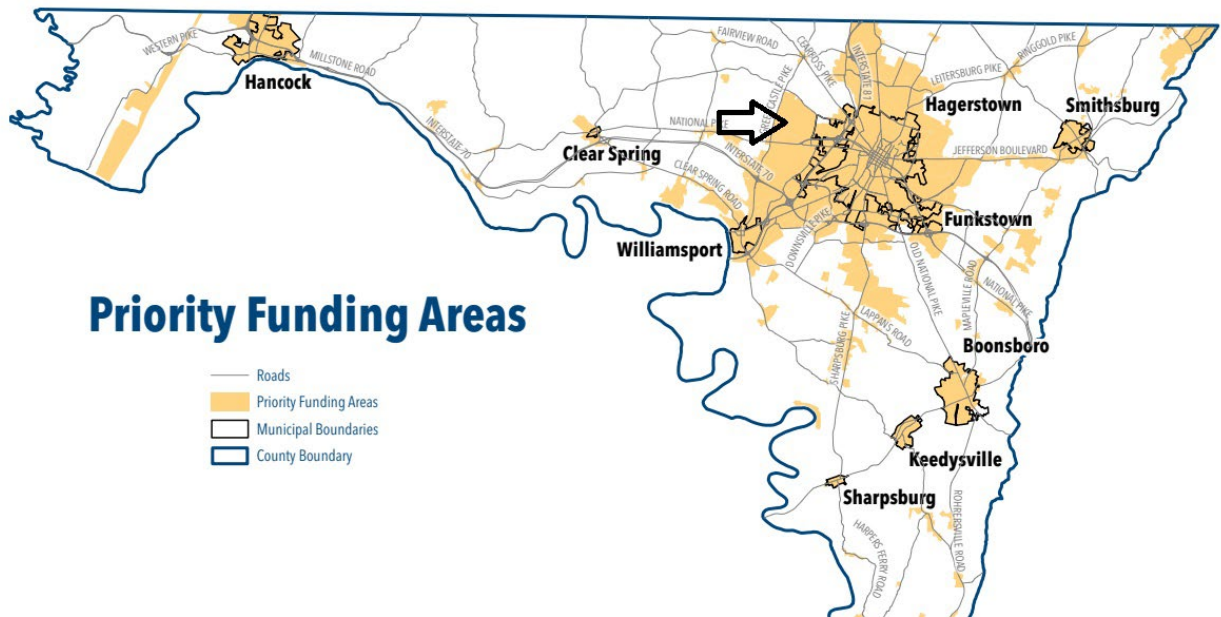
CAPITALS
[Brackets]

: Indicate matter to be added to original Plan
: Indicate matter to be deleted from original Plan

- G. Police protection will be provided by the Hagerstown Police Department. Fire protection will be provided by the Hagerstown Fire Department. Station 4 (Western Enterprise Fire Company), located at 526 Washington Avenue, and the Maugansville Goodwill Volunteer Fire Company, located at 13730 Maugansville Road, are the designated first-call stations for this site.
- H. Maintenance (i.e. snow removal, mowing of right-of-way, litter removal) of McDade Road and Logistics Boulevard is performed by Washington County. Any public roads constructed in the future within the area of annexation will be maintained by the City Public Works Department.
- I. All future persons within the area proposed to be annexed shall obtain or be entitled to existing benefits of the City of Hagerstown. They shall also be required to pay for all applicable utility services, charges, assessments, taxes, and other costs and expenses which are required of the residents of the City of Hagerstown, unless alternative arrangements are provided for the Annexation Resolution.

CAPITALS
[Brackets]

: Indicate matter to be added to original Plan
: Indicate matter to be deleted from original Plan



**REQUIRED MOTION
MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND**

Topic:

Opioid Restitution Funds - Five-Year Targeted Abatement Plan (TAG) - *Michelle Hepburn, Chief Financial Officer, Brooke Garver, Accounting & Budget Manager, and Karen Reese, Grant Coordinator*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

Memo_-_Washington_County_Health_Department_5_Year_Plan.pdf

Description

Memo: Opioid Restitution
Fund 5-Year Health Dept
TAG



CITY OF HAGERSTOWN, MARYLAND

Finance & Accounting Department

One East Franklin Street • Hagerstown, MD 21740

Telephone: 301.766.4142 • Website: www.hagerstownmd.org

To: Scott Nicewarner, City Administrator

From: Michelle Hepburn, Chief Financial Officer
Brooke Garver, Accounting & Budget Manager
Karen Reese, Grant Coordinator

Date: October 20, 2026

Subject: Opioid Restitution Funds – Five (5) Year Targeted Abatement Plan (TAG)

During the October 20th Work Session, members of the Washington County Health Department will be present to review the five (5) year Targeted Abatement Plan (TAG) related to the Opioid Restitution Funds to Mayor and Council for consideration.





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Washington County Five-Year Local Abatement Plan

Proposed Projects and Performance Measures

Project 1: Citywide Overdose Identification and Post-Overdose Peer Recovery Response Expansion

Specific Activity

Utilize Opioid Restitution Funds to expand post-overdose response, peer recovery engagement, and case management services in the City of Hagerstown through a dedicated Peer Recovery Specialist and Case Manager embedded within the existing Behavioral Health Services Mobile Recovery Response Team.

The project will utilize two coordinated response pathways: (1) real-time dispatch response to suspected or confirmed overdose events and (2) passive overdose follow-up for overdose alerts that are not addressed through a real-time response. Both pathways will provide opportunities for person-centered engagement, overdose prevention education, recovery support, treatment linkage, care coordination, and continued community-based follow-up.

The Peer Recovery Specialist will conduct timely post-overdose outreach, establish rapport, provide peer recovery support and overdose prevention education, engage individuals at elevated risk of repeat overdose, and connect participants with treatment, recovery, and other supportive services. The Case Manager will work alongside the Peer Recovery Specialist to provide ongoing care coordination and case management for participants who are engaged and interested in continued support. Case management may include assessing participant needs, developing individualized goals and service plans, coordinating referrals, assisting with access to treatment and recovery services, addressing barriers such as housing, transportation, identification, benefits, and other social needs, and providing follow-up to support continued engagement and service connection.

The program will use a participant-centered three-level engagement model to determine the appropriate level of ongoing support based on participant needs, risk, readiness, and preferences.

The project will strengthen and expand coordination among the Hagerstown Police Department, EMS, hospitals, and Behavioral Health Services. The program will continue to work with EMS to strengthen the existing partnership and advance the development of the Mobile Recovery



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Response Team as a dispatchable resource for appropriate overdose and recovery-related responses. This will include continued coordination regarding dispatch procedures, response expectations, communication, safety, and operational requirements.

Target Population/Geographic Area

The project will serve individuals in the City of Hagerstown who experience a suspected or confirmed non-fatal overdose, individuals identified through overdose notification systems as being at elevated risk of repeat overdose, and individuals encountered through Mobile Recovery Response community outreach who may benefit from opioid-related recovery support, treatment linkage, case management, or care coordination.

Priority will be given to individuals experiencing repeated overdose events, multiple EMS or emergency service encounters, lack of connection to treatment or recovery services, unstable housing, limited transportation or communication access, or other barriers that may interfere with treatment engagement and sustained recovery.

Goal

Increase timely engagement with individuals following an overdose and improve connection to treatment, recovery support, case management, and other supportive services to reduce the risk of repeat overdose and strengthen long-term recovery and stability.

Process Measures

- Number of overdose notifications received.
- Number of overdose notifications eligible for passive follow-up.
- Number of outreach attempts following an overdose notification.
- Timeliness of post-overdose follow-up.
- Number of individuals assessed for ongoing support and case management needs.
- Number of individuals receiving case management services.
- Number of participants reviewed for continued engagement or re-engagement.
- Number of coordination activities with EMS, HPD, hospitals, and BHS.
- Number of community outreach activities conducted in identified high-need areas.
- Number of staff assignments and reassignment activities related to required follow-up.

Output Measures



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- Number of individuals successfully contacted.
- Number of individuals engaged in peer recovery services.
- Number of individuals engaged in case management services.
- Number of participants with documented goals or service plans, as appropriate.
- Number of treatment and recovery referrals provided.
- Number of individuals connected to treatment or recovery supports.
- Number of individuals connected to other identified supportive services.
- Number of overdose prevention education contacts completed.
- Number of participants receiving continued follow-up after initial engagement.
- Number of participants receiving re-engagement services.

Key Performance Indicators (KPIs)

- Increased percentage of eligible overdose alerts receiving timely follow-up.
- Increased engagement with individuals following a non-fatal overdose.
- Increased linkage to treatment and recovery support services.
- Increased engagement among individuals at elevated risk of repeat overdose.
- Increased successful connection to services addressing identified barriers to recovery.
- Improved continuity of support following initial post-overdose engagement.
- Strengthened coordination between EMS, HPD, hospitals, and Behavioral Health Services.
- Increased utilization of the Mobile Recovery Response Team as an appropriate dispatchable resource, as operationally feasible.
- Reduction in repeat overdose events among individuals engaged in the program, where data are available.
- Reduction in repeat EMS or emergency service utilization among engaged participants, where data are available.

Data Sources

Mobile Recovery Response encounter records, overdose alert tracker, EMS/HPD/hospital notification data, case management records, referral and service linkage records, participant goals or service plans, follow-up and re-engagement records, dispatch records, and other approved program reporting systems.

Five-Year Implementation

Year 1: Program Structure, Staffing, and Partnership Development



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The first year will focus on establishing the expanded Peer Recovery Specialist and Case Manager staffing model and integrating both positions into the existing Mobile Recovery Response Team. The program will define roles, responsibilities, supervision, communication, referral, and case-management workflows.

The program will strengthen existing relationships with EMS, HPD, hospitals, and other behavioral health partners and continue the work already initiated toward establishing the Mobile Recovery Response Team as a dispatchable resource. Coordination with EMS will focus on identifying and addressing operational requirements, dispatch procedures, communication processes, response expectations, and other factors necessary to support dispatchable response.

The program will also formalize the two response pathways: real-time dispatch response and passive overdose follow-up. Standardized procedures will be implemented for alert review, staff assignment, follow-up tracking, and escalation when necessary to ensure that required follow-up timeframes are maintained.

The three-level engagement model will be implemented to guide the appropriate level of peer recovery and case management support based on participant needs, risk, readiness, and preferences. Data collection and tracking procedures will be established to monitor overdose alerts, outreach attempts, engagement, referrals, case management, and service connections.

Year 2: Full Implementation and Integrated Case Management

During the second year, the program will fully implement the integrated Peer Recovery Specialist and Case Manager model. The Peer Recovery Specialist will focus on timely post-overdose engagement, peer recovery support, overdose prevention education, motivational intervention, and initial service linkage.

The Case Manager will provide ongoing care coordination and case management for participants who are interested in continued support and have identified needs requiring additional assistance. Case management will support treatment linkage and help address barriers such as housing, transportation, identification, benefits, and other social needs.

The program will continue to strengthen the dispatchable response model in coordination with EMS and other response partners. As dispatchability develops, the program will refine dispatch criteria, communication procedures, response workflows, and coordination between EMS and Mobile Recovery Response staff.

Year 3: Targeted Engagement and Re-Engagement



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During the third year, program data will be used to identify individuals and geographic areas with increased overdose risk, repeated overdose events, multiple emergency service encounters, or significant barriers to treatment and recovery.

The program will strengthen targeted community outreach and re-engagement strategies for individuals who were previously unable to be located, declined services, or discontinued engagement but may benefit from future contact.

Participants will be reassessed following subsequent overdose events or renewed engagement to determine their current needs and readiness for services. The Peer Recovery Specialist and Case Manager will continue to function as an integrated team, with the intensity of services adjusted according to participant needs and preferences.

The program will continue to evaluate and refine the dispatchable response model with EMS based on response activity, participant engagement, operational experience, and identified gaps.

Year 4: Program Refinement, Expansion, and Sustainability

During the fourth year, the program will use accumulated performance data and partner feedback to refine the overdose response, peer recovery, case management, and re-engagement model.

The program will assess opportunities to improve reach among individuals who are difficult to locate or engage and strengthen referral pathways with treatment, recovery, housing, and other community service providers.

Coordination with EMS, HPD, hospitals, and other partners will continue to support an effective and sustainable dispatchable response model. The program will use performance data to identify successful strategies, remaining gaps, and opportunities to improve participant outcomes.

Year 5: Evaluation and Long-Term Planning

During the fifth year, the program will conduct a comprehensive review of implementation and outcomes over the five-year period. Evaluation will examine overdose response activity, timeliness of follow-up, participant engagement, case management utilization, treatment and recovery linkages, re-engagement, and repeat overdose or emergency service utilization where data are available.

The program will assess the effectiveness of the integrated Peer Recovery Specialist and Case Manager model and the continued partnership with EMS and other response agencies. Findings



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will be used to identify program strengths, remaining service gaps, opportunities for improvement, and strategies for long-term sustainability.

The program will use the five-year findings to inform future opioid abatement planning and determine how the Mobile Recovery Response model, including peer recovery, case management, and dispatchable response capacity, can continue to address the needs of individuals at elevated risk of overdose and those experiencing barriers to sustained recovery.

Expected Five-Year Impact

The project is expected to strengthen the local continuum of overdose response by connecting individuals from the point of overdose through ongoing recovery support and case management. By integrating a Peer Recovery Specialist and Case Manager within the existing Mobile Recovery Response Team, the program will provide a coordinated pathway from overdose notification and initial engagement to individualized support, treatment linkage, care coordination, and continued recovery engagement.

The project will also strengthen the partnership between EMS and Behavioral Health Services and continue development of a dispatchable Mobile Recovery Response resource. This will create opportunities for earlier peer engagement following overdose events while complementing the existing emergency response system.

The integrated model will allow the intensity of services to be matched to participant needs, risk, readiness, and preferences while maintaining required follow-up timeframes. The project is intended to strengthen coordination among public health, behavioral health, EMS, hospitals, and law enforcement while improving access to treatment and recovery supports and reducing repeat system involvement among individuals engaged in the program.

**REQUIRED MOTION
MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND**

Topic:

Proposed FUSE Executive Fellowship - *Amanda Gregg, Director of Housing & Community Development*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

10.20.26_WS__Fuse_Position.pdf

Description

Memo



CITY OF HAGERSTOWN, MARYLAND

Department of Housing & Community Development

One East Franklin Street • Hagerstown, MD 21740

E-mail: codecompliance@hagerstownmd.org

Telephone: 301-739-8577, ext. 103 • Website: www.hagerstownmd.org

To: Scott Nicewarner, City Administrator

From: Amanda L. Gregg, Director of Housing & Community Development

Date: October 20th, 2026

Re: Proposed FUSE Executive Fellowship

We are requesting direction from the Mayor and City Council on moving forward with a proposed two-year FUSE Executive Fellowship within the Department of Housing & Community Development. The fellowship would provide dedicated leadership to help move vacant and blighted properties toward productive use and support mixed-income housing investment.

The proposed fellowship would run from April 26, 2027, through April 20, 2029. Work would begin in the South End in coordination with San Mar Family and Community Services/Bester Community of Hope and its Maryland ENOUGH Initiative work, with lessons applied to a broader citywide housing strategy in the second year.

Proposed work. The fellow would build on existing City and community efforts to:

- Identify priority vacant and blighted properties and develop a coordinated approach to tracking and returning them to use.
- Develop project financial models and funding strategies, strengthen developer and funding partnerships, and support early acquisition and rehabilitation projects.
- Recommend improvements to property data sharing and related processes and transfer tools and relationships to City and community partner staff for continued use.

Structure and oversight. FUSE would recruit and employ an experienced executive leader selected for the ability to lead complex changes and advance the project. FUSE would handle compensation, benefits, and employment administration. Scott Nicewarner would serve as Executive Sponsor, and Amanda Gregg would provide day-to-day supervision. The fellow would coordinate regularly with San Mar/BCOH, while the City retains authority over City decisions.

City contribution. The draft agreement provides for \$25,000 annually, totaling \$50,000 over two years, paid in four \$12,500 installments on May 1 and November 1 of 2027 and 2028. The city would also provide workspace, computer equipment, system access, and staff support. Any additional project-related expenses would require City authorization. Funding for property acquisition and rehabilitation would be addressed separately from the fellowship fee.

Requested direction. We recommend finalizing the scope and agreement, subject to legal review, confirmation of the City funding source, and any required approvals. The attached draft agreement, project scope, and fellow profile are provided for discussion.



info@fusecorps.org | fuse.org

The FUSE Executive Fellow

What to expect from your fellow and from our recruitment search

FUSE Executive Fellows are seasoned change leaders with 15-20+ years of private sector experience leading complex organizations and initiatives. They know how to navigate ambiguity, build relationships, manage complex initiatives, and turn strategy into action, leading with backgrounds spanning strategy, operations, finance, and human resources. We design every project around this profile and recruit Fellows who fit it.

WHAT A FUSE FELLOW IS

- A senior executive bringing 15-20+ years of private-sector leadership into public service.
- A versatile leader who navigates ambiguity, builds coalitions, and aligns stakeholders across departments.
- Someone who earns credibility with your technical staff and mobilizes the expertise you already have.
- A full-time FUSE employee embedded with you for 1 to 2 years — FUSE carries salary, benefits, and HR.

WHAT A FUSE FELLOW IS NOT

- Not a placement from a headhunting or staffing firm.
- Not a public-sector hire. We do not screen specifically for government experience, and we do not recruit a specific person you already have in mind.
- Not a subject-matter expert hired to fill a technical gap or duplicate in-house expertise.
- Not a junior hire or extra staffing capacity for routine work, or a substitute for a vacancy.

WHAT WE SELECT FOR

Emotional Intelligence · Results Orientation · Innovation · Perseverance

Every requirement you describe to us is translated into these four competencies. We recruit against those competencies, not against specific industry credentials.

The Recruitment Process



HOW THE SEARCH RUNS

The insight you provide, from the Project Scoping Call through the Recruitment Briefing Call, guides the search. FUSE then runs a three-month national executive search on your behalf, sourcing from thousands of experienced applicants nationwide. Every candidate completes a written statement of purpose, multiple rounds of interviews with FUSE, and reference checks before reaching your team. You receive a slate of two to four vetted finalists, interview them with your own panel, and make the final decision, which is entirely yours. Once you select your Fellow, they sign an offer letter committing to the full engagement.

Who Steps Into These Roles

info@fusecorps.org | fuse.org

FUSE has managed over 400 projects in 58 cities and counties across 27 states. Across 416 completed fellowships the pattern holds: fellows are hired for executive capability, not for subject-matter credentials.



MOKYOU HYUN
Los Angeles, CA

Before: investment banker and principal investor at Merrill Lynch, then special assistant to the CEO and Vice Chairman of Trammell Crow Company/CBRE.

At FUSE: modernized more than 20,000 annual permits governing the nation's largest municipal street network, and built cost-recovery policies that reduce reliance on the General Fund.

Now: co-founder and president of PlasmaNano, a clean-energy plasma processing venture.



ANDREW NGUI
Kansas City, MO

Before: director of innovation and startups at the Greater Peoria Economic Development Council, with design training in Toronto and Singapore.

At FUSE: built bicycle and pedestrian wayfinding between World Cup venues for the City Manager's Office, plus broader multimodal recommendations.

Now: Kansas City's first Chief Digital Officer, leading digital transformation, data, and AI.



MARTIN CHALLINOR
New York City, NY

Before: led digital initiatives strategy at Pearson, with a background in astrophysics, an MBA, and PMP certification.

At FUSE: embedded with New York City's Department of Environmental Protection to stand up a project management office, reviewing IT, procurement, and HR for efficiency gains.

Now: Senior Director of the agency's new Office of Performance & Program Management — the office his fellowship designed.



WESLEY E. MYRICK
Atlanta, GA

Before: nonprofit finance and operations executive with 15+ years building public-private partnerships.

At FUSE: shaped initiatives to mitigate displacement of Atlanta's Black and low-income communities as BeltLine redevelopment drove gentrification.

Now: Executive Director of the Georgia Interfaith Public Policy Center, after Atlanta hired him as Senior Policy Analyst to continue the work.



EMILY STAPLETON
Washoe County, NV

Before: led urban and rural last-mile delivery teams at Amazon, after a career across car sharing, bike sharing, public transit, and logistics.

At FUSE: ran Washoe County's first community-wide greenhouse gas inventory and built its emissions-reduction strategy across buildings, transportation, energy, food, and waste.

Now: at Emmeline Ventures, an early-stage fund backing female founders.



WILFORD PINKNEY JR.
St. Louis, MO

Before: nearly three decades in criminal justice and education, beginning with the NYPD in community policing, hostage negotiation, and violent crime investigations.

At FUSE: led a cross-sector coalition to design St. Louis's pretrial bail reform plan to reduce the jail population.

Now: Executive Director of the Jail Closure Implementation Team at the LA County Chief Executive Office, after serving as founding Director of St. Louis's Office of Violence Prevention.

Completed FUSE fellowships span responsive government, sustainability and environment, housing and homelessness, health and human services, economic development, public safety and justice reform, jobs and education, transportation and infrastructure, and civic engagement.



DRAFT SCOPE OF WORK FOR A FUSE EXECUTIVE FELLOWSHIP

PROJECT DETAILS

Government: City of Hagerstown, Maryland

Department: Department of Housing & Community Development

Exec Sponsor: Scott Nicewarner, City Administrator, City of Hagerstown

Supervisor: Amanda Gregg, Director of Housing & Community Development, City of Hagerstown

Place-Based Partnership Liaison: Keith Fanjoy, Chief Executive Officer, San Mar Family and Community Services / Bester Community of Hope

Project Title: Revitalizing Hagerstown Neighborhoods Through Coordinated Housing Investment

EXECUTIVE SUMMARY

The City of Hagerstown aims to return vacant and blighted properties to productive use and expand mixed-income housing and viable commercial space for the City's residents and businesses. Starting in the South End, the FUSE Executive Fellow will map priority properties, develop and test procedures for rehabilitating blighted properties into affordable housing and viable commercial properties, and build the financial models and partnerships needed to advance acquisition and redevelopment projects. As part of FUSE's two-year model, Year One tests these procedures in the South End, and Year Two focuses on implementing them in neighborhoods throughout Hagerstown.

PROJECT BACKGROUND

Across the country, small and mid-sized cities are working to bring aging, vacant, and absentee-owned properties back into productive use. Left unaddressed, these properties lower neighboring home values, draw heavily on code enforcement and public safety resources, and limit residents' access to safe, quality housing. In Washington County, Maryland, a strong regional economy along the I-81 corridor has driven growth to nearly 158,000 residents, but housing has not kept pace. Countywide median home prices have climbed toward \$320,000 and median rent has passed \$1,100 per month, while median household income in Hagerstown remains well below the countywide figure and roughly 22% of city residents live below the poverty line ([U.S. Census Bureau](#)). Rather than the displacement pressure seen in hotter markets, neighborhoods like the South End face concentrated vacancy, deteriorating and absentee-owned properties, and limited private investment, with the greatest effects felt by lower-income families and children.



The City's Department of Housing & Community Development leads code enforcement and housing programs, including a dedicated blight reduction program, guided by the City's 10-year plan and the South End Neighborhood Action Plan. Through Maryland's [ENOUGH Initiative](#), administered by the Governor's Office for Children, San Mar/BCOH serves as the Community Quarterback for the South End, bringing residents, service providers, and public partners together around shared neighborhood goals. Partners have also identified longer-term capital tools, including a rotating capital fund, Section 108 loans, New Markets Tax Credits, and Low-Income Housing Tax Credits, to support future redevelopment.

With these foundations in place, Hagerstown has a timely opportunity to develop and implement procedures for rehabilitating blighted properties into affordable housing and viable commercial properties throughout the City, not only in the South End. The FUSE fellowship will help the City and San Mar/BCOH test these procedures in the South End, where momentum and community relationships already exist, and capture the lessons, tools, and partnerships needed to implement them in neighborhoods citywide.

PROJECT APPROACH

The first 90 days of the fellowship will focus on in-depth discovery and relationship-building. Beginning in April 2027, the fellow will build on prior community engagement led by San Mar/BCOH and conduct a listening tour with key stakeholders, including the City Administrator's Office, the Department of Housing & Community Development, code enforcement, legal, finance, and planning staff, Washington County partners, South End residents and community organizations, and mission-aligned developers, lenders, and funders. The fellow will also review existing housing programs, property and code enforcement data, relevant ordinances, and available funding tools, and research best practices from comparable small and mid-sized cities. Based on these insights, the fellow will develop and present refined goals, priorities, and anticipated Year One deliverables for review and approval by the City's Executive Sponsor and Supervisor, in consultation with San Mar/BCOH leadership.

For the remainder of Year One, the fellow will focus on building and testing the approach in the South End. This is expected to include developing a site-by-site inventory of priority properties, designing a coordinated strategy, built for citywide use, for identifying, tracking, and rehabilitating blighted and vacant properties into affordable housing and viable commercial space, and recommending improvements to code enforcement and legal processes and to how property data is shared across departments. Working with City staff and San Mar/BCOH, the fellow will support early acquisition and rehabilitation projects, including financial modeling and capital stack development aligned with the City's 10-year plan and the South End Neighborhood Action Plan, and begin cultivating relationships with mission-aligned developers, CRA-focused banks, and philanthropic investors. Because this project builds on a place-based partnership, the fellow will hold a solid-line reporting relationship to the City through the Supervisor and Executive Sponsor, who retain authority over City decisions, and a formal dotted-line relationship to San Mar/BCOH leadership, who will serve in an advisory role to the fellow and the City, with regular check-ins to keep the work aligned with shared ENOUGH Initiative and neighborhood priorities. Specific approaches may evolve based on discovery findings.

By the end of Year One, the City and San Mar/BCOH are expected to have a clear, data-informed picture of priority South End properties, a coordinated strategy for blight and vacancy, and early projects



underway that test the approach in practice. Throughout the first year, the fellow, the City, and San Mar/BCOH will work together to define more specific goals, success measures, and scope for Year Two, based on lessons learned and emerging opportunities.

While this scope of work primarily outlines Year One activities, the project is designed as a two-year fellowship. In Year Two, the fellow is expected to deepen implementation in the South End while developing and implementing procedures for rehabilitating blighted properties into affordable housing and viable commercial properties in neighborhoods throughout the City, translating South End lessons into the City's broader housing strategy and embedding tools, partnerships, and processes within the City and San Mar/BCOH. The ultimate outcome of this fellowship is for Hagerstown to have a proven, repeatable approach, usable in neighborhoods throughout the City, for returning vacant and blighted properties to productive use as affordable housing and viable commercial space, a sustainable pipeline of mixed-income housing investment, and the capacity to deliver that work citywide well beyond the fellowship.

EXPECTED DELIVERABLES

By April 2028, at the end of Year One, the fellow is expected to have:

- *Completed a Housing Landscape Analysis and South End Property Inventory* – Worked with City staff, San Mar/BCOH, and residents to review existing housing programs, funding tools, and legislation, and documented the ownership, condition, vacancy status, and rehabilitation feasibility of priority South End properties.
- *Designed a Coordinated Blight and Vacancy Strategy* – Developed and began implementing procedures for rehabilitating blighted properties into affordable housing and viable commercial properties, designed for use in neighborhoods throughout the City, along with policy and ordinance recommendations, code enforcement and legal process improvements, and an integrated approach to property data.
- *Built Project-Level Financial Models and Capital Stacks* – Produced sources-and-uses analyses and cash-flow projections for priority South End sites and supported initial acquisition and rehabilitation projects.
- *Established a Developer and Funder Pipeline* – Cultivated relationships with mission-aligned developers, CRA-focused lenders, and philanthropic investors positioned to support South End and future citywide projects.

By April 2029, at the end of Year Two, the fellow is expected to have supported the following high-level outcomes:

- *Advanced a Citywide Housing Investment Strategy* – Implemented citywide procedures for rehabilitating blighted properties into affordable housing and viable commercial properties, applying South End lessons to the City's broader housing strategy, including a funding framework for Section 108, NMTC, LIHTC, and CRA/Opportunity Zone capital and a recommended structure for dedicated capital-delivery capacity.
- *Institutionalized Long-Term Housing Delivery Capacity* – Transferred tools, data systems, and relationships to City and San Mar/BCOH staff and established long-term ownership of the housing pipeline function.



FELLOWSHIP UNDERWRITING AGREEMENT

This Agreement (“Agreement”) is entered into on [DATE OF SIGNING] by and between FUSE CORPS (“FUSE”), a California nonprofit corporation with offices at 2261 Market Street STE 75367, San Francisco CA 94114 and San Mar Family and Community Services (“San Mar”) with offices at 8504 Mapleville Road, Boonsboro MD 21713.

1. **PURPOSE.** San Mar has agreed to provide a program grant to FUSE to support and underwrite the Program Fee associated with placing a FUSE Executive Fellow in the Department of Housing and Community Development, City of Hagerstown for the coming two program years to lead a project whose initial intent is described in Section 4.
2. **SERVICES.** FUSE will recruit, hire, train, and provide ongoing support to an Executive Fellow for approximately 28 months to help lead this project, but FUSE cannot warrant or guarantee that the project goals will be fully achieved within the fellowship years.
3. **TERM.** The term of this Agreement shall begin on the date of signing and shall conclude on April 20, 2029. The Executive Fellow will begin their fellowship on April 26, 2027.
4. **FELLOWSHIP PROJECT DETAILS.** The Executive Fellow will help the City of Hagerstown build a coordinated approach to blight and vacancy. Starting in the South End, the fellow will inventory priority properties, design a strategy for tracking and rehabilitating them into affordable housing and viable commercial space, and build the financial models and developer and funder relationships needed to move acquisition and redevelopment projects forward. In Year Two, the fellow will carry those lessons into a citywide housing investment strategy and hand the tools and partnerships to City and San Mar/BCOH staff, so Hagerstown can keep returning vacant properties to productive use and expanding mixed-income housing and viable commercial space well beyond the fellowship. ~~Starting in the South End, the fellow will inventory priority properties, design a strategy for tracking and rehabilitating them, and build the financial models and developer and funder relationships needed to move acquisition and redevelopment projects forward. In Year Two, the fellow will carry those lessons into a citywide housing investment strategy and hand the tools and partnerships to City and San Mar/BCOH staff, so Hagerstown can keep returning vacant properties to productive use and expanding mixed-income housing well beyond the fellowship.~~ San Mar will serve in an advisory role throughout the fellowship. In that capacity, San Mar will offer guidance, share relevant expertise and community relationships, and take part in periodic check-ins on project progress. The Executive Fellow will be placed within, and report to, the City of Hagerstown Department of Housing and Community Development, which will direct the fellow's day-to-day work.
5. **AMOUNT.** San Mar will provide FUSE with [PROGRAM FEE TBD] as a grant to support the Program Fee described in this Agreement, which will be due and payable as follows:
 - (a) First Payment. [TBD] will be due payable on May 1, 2027.
 - (b) Second Payment. [TBD] will be due payable on November 1, 2027.
 - (c) Third Payment. [TBD] will be due payable on May 1, 2028.
 - (d) Fourth Payment. [TBD] will be due payable on November 1, 2028.



6. **REFUND.** While San Mar's funding is provided in the form of a grant, the parties acknowledge that such funds are intended to support a defined program of services, and the following terms reflect the agreed-upon allocation of those funds in the event of early termination. If the project is not completed as planned, the following refund schedule will apply:
- (a) If the effective date of termination occurs after the signing of this Agreement and prior to the Executive Fellow's first day of work, then San Mar may seek reimbursement of payments made and release from further payments up to a total of **[80% OF PROGRAM FEE]**. The parties acknowledge and agree that **[20% OF PROGRAM FEE]** of the Program Fee (supported by San Mar's grant) represents a non-refundable amount, with this portion of the fee being associated, among other things, with FUSE's various pre-fellowship program services, such as project scoping, executive search, candidate screening and selection, on-boarding preparation, new Executive Fellow orientation and training week, and FUSE having reserved one of a limited number of places for the designated Project within a cohort of fixed size.
- (b) If the effective date of a termination occurs after an Executive Fellow's first day of work and prior to the agreed-upon final day of the Executive Fellow's appointment as specified in this Agreement, then reimbursement may be sought at a pro-rated amount up to **[TBD]** per month for each full month that the Executive Fellow did not complete within their appointment, counting back chronologically from the designated final day of the appointment.
7. **INDEPENDENT CONTRACTOR.** FUSE will operate as an independent contractor of San Mar and the fellow will be hired as an employee of FUSE, but nothing in this Agreement shall be deemed to constitute an employment relationship between any of the parties.
8. **SEVERABILITY.** In the event that any term or provision of this Agreement shall be held to be invalid, void or unenforceable, then the remainder of this Agreement shall not be affected, impaired or invalidated, and each such term and provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law. This Agreement shall be governed by and construed in accordance with the laws of the State of Maryland.
9. **Principal contacts for this Agreement are:**

San Mar: Keith Fanjoy Chief Executive Officer 8504 Mapleville Road Boonsboro MD 21713 Email: kfanjoy@sanmarhope.org	FUSE Corps: Melvin Carter Chief Executive Officer 2261 Market Street STE 75367 San Francisco CA 94114 Email: info@fusecorps.org
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10. **ENTIRE AGREEMENT.** This Agreement and any noted Attachments contains the entire agreement of the parties with respect to the matters contained herein and supersedes all prior written or oral agreements or understandings in respect thereof. No change, modification, or waiver of any provisions shall be valid unless in writing and signed by both parties.



11. **DISPUTE RESOLUTION.** The parties agree to confer in good faith in an attempt to resolve disputes, controversies or claims arising under this Agreement. If the parties fail to reach agreement on such a matter, then prior to taking action in court, the parties shall attempt to employ, at no cost or at costs agreeable to the parties, the services of a third person mutually acceptable to the parties to mediate the dispute. If on completion of such mediation the parties are unable to settle the dispute, then either party may request arbitration or may take such action as it deems appropriate.

IN WITNESS WHEREOF, the parties hereto have signed this Agreement or caused it to be signed by their duly authorized representatives, as of the day and year first above mentioned.

FUSE CORPS

SAN MAR FAMILY AND COMMUNITY SERVICES

By: _____ By: _____

Name: _____ Name: _____

Title: _____ Title: _____

Date: _____ Date: _____

**REQUIRED MOTION
MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND**

Topic:

Revised Recommendation for Disposition of Unexpended CDBG CV-CARES Funds - *Margi Joe, Community Development Manager*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

102026_WS_Packet_CARES_Act_Forfeiture.pdf

Description

Memo, Motion CV-CARES
Disposition
Recommendation



CITY OF HAGERSTOWN, MARYLAND

Department of Housing & Community Development

One East Franklin Street • Hagerstown, MD 21740

E-mail: codecompliance@hagerstownmd.org

Telephone: 301-739-8577, ext. 103 • Website: www.hagerstownmd.org

To: Scott Nicewarner, City Administrator

From: Margi Joe, Community Development Manager

Date: October 16, 2026

RE: **Revised Recommendation for Disposition of Unexpended CDBG-CV CARES Funds
(COVID-19 Response Funds)**

Staff will attend the October 20, 2026, Work Session to present a revised recommendation regarding the disposition of the City's remaining CDBG-CV CARES funds. Staff recommends de-obligation and forfeiture of the remaining unexpended balance of \$3,990.59 and seeks Mayor and City Council approval of this recommendation at the October 27, 2026, Regular Session.

Background

In 2020, the city was awarded a total of \$747,210 through the CDBG-CV CARES program, which provided supplemental federal funding to address community needs resulting from the COVID-19 pandemic.

Funding was awarded to community partners through a competitive application process, with final program awards and allocations approved by the Mayor and City Council.

To date, more than 99% of the City's CDBG-CV CARES funding has been expended, leaving an uncommitted balance of \$3,990.59. Under an agreement with the U.S. Department of Housing and Urban Development (HUD), the City was granted an extension until November 10, 2026, to fully expend the remaining funds.

HUD permits the reallocation of unexpended CDBG-CV funds provided that the proposed activity meets applicable program eligibility requirements and demonstrates the required connection to the prevention of, preparation for, or response to COVID-19.

Staff previously recommended reallocating the remaining balance to improvements at the Wheaton Park Tennis Courts. While staff sought additional HUD guidance regarding the proposed use of the funds, the project advanced to completion and was no longer available as a viable reallocation opportunity. Staff subsequently explored applying the remaining balance toward the Wheaton Park Enhancements Phase II bandshell project; however, continued HUD administrative delays similarly prevented the funds from being utilized in that project within the completion timeframe. Staff has sought other potential uses for the remaining balance; however, no additional eligible activities have been identified that could reasonably be undertaken and completed within the remaining expenditure period.

Recommended Action

Given the limited balance remaining, the approaching November 10, 2026 expenditure deadline, and the administrative requirements associated with establishing and completing a new CDBG-CV activity, staff recommend that the city de-obligate and forfeit the remaining \$3,990.59 balance rather than pursue an additional reallocation.

This action would allow staff to proceed with the grant closeout process in coordination with HUD of its CDBG-CV CARES allocation, of which more than 99% has been successfully expended in support of eligible community needs.

Attachment: Draft Motion

- c. Amanda Gregg, Director, Housing & Community Development
Michelle Hepburn, Chief Financial Officer
Jim Bender, City Engineer
Eric Deike, Director, Public Works

REQUIRED MOTION

MAYOR AND CITY COUNCIL HAGERSTOWN, MARYLAND

Date: October 27, 2026

TOPIC: Recommendation for De-Obligation and Forfeiture of Unexpended CDBG-CV CARES Funds

Charter Amendment	_____
Code Amendment	_____
Ordinance	_____
Resolution	_____
Other	<u> X </u>

MOTION: I hereby move for the Mayor and City Council to approve the de-obligation and forfeiture of the remaining unexpended CDBG-CV CARES funds in the amount of \$3,990.59, due to the absence of viable eligible activities to which the remaining funds can be allocated within the grant expenditure period, and to authorize staff to take the necessary actions with HUD to complete the grant closeout process.

DATE OF INTRODUCTION: 10/27/2026

DATE OF PASSAGE: 10/27/2026

EFFECTIVE DATE: 10/27/2026

**REQUIRED MOTION
MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND**

Topic:

Additional Fireworks Event at Meritus Park - *Jim Bender, City Engineer*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

Meritus_Park_fireworks_Oct_27_2026.pdf

Description

Additional Fireworks Event
at Meritus Park



CITY OF HAGERSTOWN, MARYLAND

Department of Engineering & Permits

October 20, 2026

TO: Scott Nicewarner, City Administrator

FROM: Jim Bender, City Engineer JMB

RE: Additional fireworks event at Meritus Park

1. Background

The City has received requests for two fireworks displays at Meritus Park. One display will be for a private event at Meritus Park on December 5th, and the other display will be during the Krumpe's Donut Drop event on New Year's Eve. To allow these shows to take place, the City Council must move to exempt the shows from the City's Noise Ordinance. The purpose of this memo is to present those requests to the Council.

2. Mayor & Council Action Requested

Review this information, and determine whether or not to exempt the fireworks displays on December 5th and December 31st from the City's Noise Ordinance. If the Council is in agreement, the requesters will apply for the necessary permits from the City Fire Marshal. Staff will be present at the work session to discuss.

3. Discussion

In 2025, the City Council approved two fireworks displays at Meritus Park that were not related to Flying Boxcars baseball games; this is a similar request. Chapter 155.5 of the City Code, the "Noise Ordinance", lists exemptions from the ordinance; exemption "M" states: "Parades, fireworks displays, festivals, and other special events, subject to the terms of approval or permits by the City of Hagerstown and approval of the Mayor and City Council." The Fire Marshal requires a permit for any fireworks displays in the City.

**REQUIRED MOTION
MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND**

Topic:

Meeting Decorum Discussion – *Mayor and City Councilmembers*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

CURRENT - Rules_of_Procedure -
_Amended_November_18__2025.pdf

Description

Rules & Procedures



CITY OF HAGERSTOWN, MARYLAND

MAYOR AND CITY COUNCIL

RULES OF PROCEDURE

TABLE OF CONTENTS:

1. Authority
2. General Rules
3. Meetings
4. Chair and Duties
5. Order of Business and Agenda
6. Citizens' Rights at Regular Meetings
7. Suspension and Amendment of These Rules

Adopted December 17, 2024
Amended November 18, 2025

RULES OF PROCEDURE

1. AUTHORITY

- 1.1 The Charter of the City of Hagerstown, Section 206, provides that the Mayor and Council shall determine its own rules of procedure for meetings. Rules pertaining to open meetings are in accordance with the provisions of the Annotated Code of Maryland, General Provisions Article, Section 3-303(b). The following set of rules shall be in effect upon their adoption by the Mayor and Council and until such time as they are amended or new rules adopted in the manner provided by these rules.

2. GENERAL RULES

- 2.1 **Rules of Order:** "Roberts Rules of Order Newly Revised: Twelfth Edition" shall govern the proceedings of the Mayor and Council in all cases, unless they are in conflict with these rules. This version of Roberts Rules of Order applies to participants, whether in person or electronically.
- 2.2 **Meetings to be Public:** All official meetings of the Mayor and Council, except where State or local law allows Executive Sessions for certain limited topics, shall be open to the general public, who is invited to listen and observe, whether the session is in person or via internet. Except in instances when the Mayor and Council expressly invites public testimony, questions, comments, or other forms of public participation, no member of the public attending an open session may participate in the session. The journal of proceedings shall be open to public inspection.
- 2.3 **Quorum:** A majority of the members of the Council (three [3] Council Members) shall constitute a quorum and be necessary for the transaction of business. If a quorum is not present, those in attendance will be named and they shall adjourn to a later time.
- 2.4 **Journal of Proceedings:** An account of all proceedings of the Mayor and Council shall be kept by the City Clerk and shall be entered in a book constituting the official record of the Mayor and Council.
- 2.5 **Right of Floor:** Any member desiring to speak shall be recognized by the Chair and shall confine his or her remarks to one subject under consideration or to be considered.
- 2.6 **City Administrator:** The City Administrator shall attend all meetings of the Mayor and Council unless excused. The City Administrator may make recommendations to the Mayor and Council and shall have the right to take part in all discussions of the Council but shall have no vote.

- 2.7 **City Attorney:** The City Attorney shall attend all Regular Meetings of the Mayor and Council unless excused and shall, upon request, give an opinion, either written or oral, on questions of law.
- 2.8 **City Clerk:** The City Clerk shall attend all meetings of the Mayor and Council unless excused and shall keep the official journal (minutes) and perform such other duties as may be requested by the Mayor and Council.
- 2.9 **Officers and Employees:** Department heads of the City, when there is pertinent business from their departments on the Council agenda, shall attend such Council meetings upon request of the City Administrator.
- 2.10 **Cellular Telephones:** The use of cellular telephones or electronic devices in the Council Chamber during Mayor and Council meetings shall be restricted. Any audible features of cellular telephones or electronic devices shall be turned off during meetings.

3. **TYPES OF MEETINGS**

- 3.1 **Regular Meeting:** The Mayor and Council shall hold a Regular Meeting a minimum of once each month, in accordance with the City Charter. All Regular Meetings shall generally convene on the fourth Tuesday of each month at 7:00 p.m. in the Council Chamber, second floor, City Hall.
- 3.2 **Special Meetings:** Special meetings may be called by three or more members of the Council or by the Mayor. The City Clerk shall prepare a notice of special session, stating time, place, and object, and the notice shall be served upon each member of the Council at least three hours before the time of the meeting. It shall also be the duty of the City Clerk to make diligent effort to notify each member of the Council in person, either by telephone or otherwise, of such special session. Notice of such special session shall be properly publicized by the news media as specified by law. Only matters set forth in the notice of the meeting shall be discussed at such meeting.
- 3.3 **Work Sessions:** The Mayor and Council may meet informally in work sessions (study sessions), open to the public, at the call of the Mayor or three or more members of the Council, to review forthcoming programs of the City, receive progress reports on current programs or projects, or receive other similar information from the City Administrator, provided that all discussions and conclusions thereon shall be informal. No formal actions may be taken in a work session.
- 3.4 **Executive Sessions:** Executive Sessions, or closed meetings, may be held in accordance with the applicable provisions of the Charter of the City of Hagerstown and of the Annotated Code of Maryland. A majority of the members present must vote in favor of closing the session prior to meeting in Executive Session. The vote will be recorded and a written statement shall be provided

outlining the reason for closing the meeting, including a citation of the authority under the Annotated Code of Maryland, and a listing of the topics to be discussed.

Topics that may be discussed include: (1) Personnel matters; (2) Protection of the privacy or reputation of individuals in matters not related to public business; (3) Consider the acquisition of real property for a public purpose; (4) Proposal for a business or industrial organization to locate, expand or remain in the City; (5) Investment of public funds; (6) Marketing of public securities; (7) Consultation with legal counsel to obtain legal advice; (8) Consultation with staff, consultants or other individuals about pending or potential litigation; (9) Collective bargaining negotiations or to consider matters related to the negotiations; (10) Public security, including the deployment of fire and police services and staff, and the development and implementation of emergency plans; (11) Qualifying examinations; (12) Investigative proceedings concerning criminal misconduct; (13) Compliance with specific constitutional, statutory, or judicially imposed requirements that prevents public disclosures about particular matters; (14) Discuss matters directly related to a negotiating strategy or contents of a bid or proposal, if public discussion would adversely affect the competitive bidding or proposal process; (15) discuss cyber security; and (16) Administrative functions. No ordinance, resolution, rule or regulation shall be finally adopted at such an executive session.

- 3.5 **Recording of Open Meetings:** All official meetings of the Mayor and City Council, except Executive Sessions, shall be open to members of the general public, freely subject to recording by radio, television, tape recorder and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meetings.

A recording of an open session made by a member of the news media or general public, or any transcript derived from such a recording, may not be deemed a part of the record or any proceeding of the Mayor and City Council.

4. RULES FOR ELECTRONIC MEETINGS

- 4.1 **Meetings Held Electronically:** Meetings of the Mayor and Council may be conducted by internet (a) when the Mayor has obtained written consent from a majority of the Council Members; (b) when so directed by the Council; or (c) in the case of special meetings, when so directed by those calling the special meeting. Electronic meetings of the Mayor and Council shall be subject to all rules adopted by the Council, not otherwise in conflict with this Section 3.
- 4.2 **Login Information:** The City Clerk shall send by e-mail to every member of the Council, at least 48 hours before each meeting, the time of the meeting, the URL, and codes necessary to connect to the Internet meeting service, and, as an alternative and backup to the audio connection included within the Internet service, the phone number and access code(s) the Council Member needs to

participate aurally by telephone. The City Clerk shall also post notice of the meeting through email and on the City of Hagerstown website.

- 4.3 **Login Time:** The City Clerk shall schedule Internet meeting service availability to begin at least 15 minutes before the start of each meeting.
- 4.4 **Signing In and Out:** Council Members shall identify themselves as required to sign in to the Internet meeting service, and shall maintain Internet and audio access throughout the meeting whenever present, but shall sign out upon any departure before adjournment.
- 4.5 **Quorum Calls:** The presence of a quorum shall be established by audible roll call at the beginning of the meeting. Thereafter, the continued presence of a quorum shall be determined by the online list of participating Council Members, unless any member demands a quorum count by audible roll call. Such a demand may be made following any vote for which the announced totals add to less than a quorum.
- 4.6 **Technical Requirements and Malfunctions:** Each Council Member is responsible for his or her audio and Internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a Council Member's individual connection prevented participation in the meeting.
- 4.7 **Obtaining the Floor:** To seek recognition by the chair, a Council Member shall address the chair and state his or her own name.
- 4.8 **Voting Methods:** All votes shall be taken by roll call. Unless the Council orders a fully recorded roll-call vote, only the number of votes on each side and the number of Council Members present but not voting shall be entered in the minutes. Business may also be conducted by unanimous consent.

5. **CHAIR AND DUTIES**

- 5.1 **Chair:** The Mayor shall preside as Chair at all meetings of the Mayor and City Council. In the absence of the Mayor, the Council shall elect a Chair.
- 5.2 **Call to Order:** The meetings of the Mayor and Council shall be called to order by the Mayor. In the absence of the Mayor, the meeting shall be called to order by the City Clerk for the election of a temporary Chair.
- 5.3 **Preservation of Order:** The Chair shall preserve order and decorum, prevent attacks on personalities or the impugning of members motives, and confine members in debate to the question under discussion.
- 5.4 **Points of Order:** The Chair shall determine all points of order, subject to the right of any member to appeal to the Council. If any appeal is taken, the question shall be, "Shall the decision of the Chair be sustained?"

- 5.5 **Questions to be Stated:** The Chair shall state all questions submitted for a vote and announce the result. A roll call vote shall be taken upon the request of any member.
- 5.6 **Substitution for Chair:** The Chair may call any other member to temporarily chair the meeting in order to take part in debate or to cover a temporary absence. Such substitution shall not continue beyond adjournment.

6. **ORDER OF BUSINESS AND AGENDA**

- 6.1 **Order of Business:** The business of all regular meetings of the Mayor and Council shall be transacted in the following order, unless the Council, by a majority vote of the members present, suspends the rules and changes the order:
- a. Call to Order
 - b. Invocation
 - c. Pledge to the Flag
 - d. Announcements
 - e. Appointments
 - f. Guests
 - g. Proclamations
 - h. Citizen Comments
 - i. Public Hearings
 - j. Consent Agenda
 - k. Unfinished Business
 - l. New Business
 - m. City Administrator's Comments
 - n. Mayor and Council Comments/Reports
 - o. Adjournment
- 6.2 **Consent Agenda:** The Consent Agenda may contain items of a routine and non-controversial nature which may include, but are not limited to the following: communications, memos and reports for information, resolutions, agreements, petitions, minutes, applications, approval of purchase requisitions. The Consent Agenda may be accepted by the consent of the Council by a single vote without reading, unless a member of the Council should request any item be removed for further discussion. Any item removed from the Consent Agenda will automatically become the last item under New Business.
- 6.3 **Agenda:** The agenda of each meeting shall be prepared by the City Clerk after review and decision of agenda topics is completed by the City Administrator and the City Clerk, with input from the Department Heads. The Mayor, or three or more members of the Council, may request specific topics to be added to a future agenda. The agenda and meeting packet shall be electronically delivered to members of the Council at least forty-eight (48) hours preceding the meeting to which it pertains. The agenda and meeting packet for public review shall be available in the City Clerk's office on the Friday afternoon preceding each meeting of the Mayor and City Council.

The agenda and meeting packet is also available on the City of Hagerstown website at www.hagerstownmd.org/government/agenda.

7. **CITIZENS' RIGHTS AT REGULAR MEETINGS**

- 7.1 **Addressing the Mayor and Council – Time Limit:** Thirty (30) minutes shall be allotted to Citizen Comments at each Regular Session. Any person desiring to address the Mayor and Council in person during a Regular Session must pre-register by using the required form on the City of Hagerstown website (www.hagerstownmd.org) no later than twenty-four (24) hours prior to the scheduled start of the Regular Session. Speakers must provide their accurate full name, accurate mailing address, organization or group (if they are speaking on behalf of an organization or group), and topic. Failing to pre-register accurately may result in a speaker not being permitted to speak.

Speakers will be called in the order in which they pre-register and shall be permitted three (3) minutes to speak on matters germane to City business. At the end of thirty (30) minutes, Citizen Comments shall conclude and any pre-registered who have not yet addressed the Mayor and Council may submit their comments in writing.

There will be no sign-up option at the meeting.

Citizen Comments shall be on topics germane to City business and shall be strictly limited to three minutes. If the Chair determines that the topic is not germane, the Chair shall so instruct the speaker and, if the speaker does not move on to a germane topic, the Chair may direct the Speaker to end his/her comments.

Testimony provided during Public Hearings may have different time limits and requirements for those who wish to speak.

- 7.2 **Manner of Addressing the Mayor and Council:** Each person addressing the Mayor and Council shall utilize the microphone, give his or her name and address of residence for the record and, unless further time is granted by the Council, shall limit their address according to the time limits set forth in Paragraph 7.1. When large groups of citizens wish to address the Mayor and Council on the same topic, the Chair may direct each organization or group addressing the Mayor and Council to choose two representatives to act as spokespersons for purposes of addressing the Mayor and City Council. The spokespersons shall limit their comments according to Paragraph 7.1. All remarks shall be addressed to the Mayor and Council as a body, and not to any member individually. No person, other than members of the Council and the person having the floor, shall be permitted to enter into any discussion, either directly or through the members of the Council. No questions shall be asked the Council Members, except through

the presiding officer. The Council will then determine the disposition, if any, of the issue (to be placed on the agenda, work session, other agenda, take under advisement or refer to the City Administrator).

- 7.3 **Proper Meeting Decorum:** According to Robert's Rules of Order, proper meeting decorum includes: speaking only when recognized by the chair, confining debate to the topic at hand, avoiding personal attacks, listening respectfully to other members, and generally maintaining a respectful and orderly atmosphere during discussions. Essentially, only one person should speak at a time, and members should focus on the issue being debated without personal comments or interruptions.
- 7.4 **Personal and Slanderous Remarks:** Any person making personal, impertinent or slanderous remarks, or who shall become boisterous while addressing the Mayor and Council or who shall disrupt a meeting, may be directed to leave the meeting and may be forthwith, by the Chair, barred from further audience before the Mayor and Council during that meeting.
- 7.5 **Written Communication:** Interested parties, or their authorized representatives, may address the Mayor and Council by written communication in regard to any matter concerning the City's business or over which the Council has control at any time by direct mail (copies will be distributed to the Council Members), addressing the City Clerk who will share the communication with the Council Members), and or by sending an email to councilcomments@hagerstownmd.org. These communications may include matters the party would like to be addressed at a future meeting.
- 7.6 **Signs, Hats, and Banners:** Members of the audience shall not wear or display signs, placards, banners, hats, costumes, or similar items at any time in Council Chambers that obstruct the view of other audience members. In no event shall signs, placards, banners, props, or similar items be larger than 8 ½ by 11 inches, be illuminated, or be attached to any pole, stick, or other device.

8. **SUSPENSION AND AMENDMENT OF THESE RULES**

- 8.1 **Suspension of Rules:** Any provision of these rules not governed by the City Charter or City Code may be temporarily suspended by a vote of a majority of the City Council. The vote on any such suspension shall be taken by ayes and nays and entered upon the record.
- 8.2 **Amendment of Rules:** These rules may be amended, or new rules adopted, by a majority vote of all members of the City Council, provided that the proposed amendments or new rules shall have been reviewed into the record at a prior Council meeting.