

Board of County Commissioners

Kenneth A. Kiler, President
Joseph A. Vigliotti, Vice President
Thomas S. Gordon III
Michael R. Guerin
Edward C. Rothstein



Carroll County Government

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Notice of Commissioner Meetings & Agenda for the Week of April 29, 2024

- Please Note: This weekly notice and agenda is subject to change. Please call 410-386-2043 to confirm a meeting you plan to attend. All meetings, unless otherwise noted, will be held at the Carroll County Office Building, Room 311. **Public Comment may be made in person or by calling in using the number provided with the agenda each week.** All or part of a meeting may be conducted in closed session.

Indicates Outside Activities

Monday ~ April 29, 2024

*6:00 p.m. Taste of Carroll
Exchange Drive, Eldersburg
Commissioner Kiler*

Tuesday ~ April 30, 2024

Wednesday ~ May 1, 2024

*10:00 a.m. Secretary Atticks Catoctin Mountain Growers Tour
Sixes Bridge Road, Keymar
Commissioner Kiler*

*1:30 p.m. Lunch & Round Table with Secretary Atticks
Flood Zone, Union Bridge
Commissioners Gordon, Kiler, Rothstein and Vigliotti*

*3:30 p.m. Secretary Atticks at Shamrock Farm
Woodbine Road, Sykesville
Commissioners Guerin and Kiler*

*4:30 p.m. Drug Court Graduation
Carroll Community College, K Building, Westminster
Commissioners Kiler and Rothstein*

Thursday ~ May 2, 2024

7:00 a.m. *Annual Sheriff's Prayer Breakfast*
Pleasant Valley Community Fire Company Inc., Westminster
Commissioners Gordon, Guerin, Kiler, Rothstein and Vigliotti

9:00 a.m. **Board of County Commissioners Open Session**
County Office Building, Room 311

Priority Carroll

Item 1

Public comment on this item

[Grant – Approval to Submit Application and Accept Award – FY25 Maryland Criminal Intelligence Network \(MCIN\) Program](#)

State's Attorney's Office – Mr. Haven Shoemaker, Jr.

Item 2

Public comment on this item

[Request for Public Hearing - FY25 Community Development Block Grant \(CDBG\) Family Shelter Renovation](#)

[Grant – Approval to Develop the Application – FY25 Community Development Block Grant \(CDBG\) Family Shelter](#)

Department of Citizen Services – Ms. Celene Steckel

Item 3

Public comment on this item

[Grant - Approval to Submit the FY25 Homelessness Solutions Program Grant Application and Accept the Award](#)

Department of Citizen Services – Ms. Celene Steckel

Item 4

Public comment on this item

[Contract Award – Construction Inspection Services for the Stream Relocation and Stabilization Improvements in the Vicinity of the Oklahoma Interceptor](#)

Department of Public Works – Mr. Bryan Bokey

Item 5

Public comment on this item

[Approval to Purchase – Repair to Vehicle #6543](#)

Department of Public Works – Mr. Bryan Bokey

Public Comment – Anyone planning to make public comment may do so in person or virtually. Those wishing to attend virtually should call +1 (872) 240-3212 and Access Code 317-923-893 to join the meeting.

Administrative Session ~ Open

Thursday ~ May 2, 2024 (continued)

*5:15 p.m. Boys & Girls Club Youth of the Year Ceremony
Carroll Community College, Scott Theatre, Westminster
Commissioners Kiler and Rothstein*

Friday ~ May 3, 2024

Saturday ~ May 4, 2024

Sunday ~ May 5, 2024

8:00 a.m. “The Commissioners’ Podcast”
Commissioner Guerin

*12:00 p.m. Veterans Celebration
Carroll County Farm Museum, Westminster
Commissioner Gordon, Guerin, Kiler, Rothstein and Vigliotti*

ACCESSIBILITY NOTICE: The Americans with Disabilities Act applies to the Carroll County Government and its programs, services, activities, and facilities. Anyone requiring an auxiliary aid or service for effective communication or who has a complaint should contact The Department of Citizen Services, 410.386.3600 or 1.888.302.8978, MD Relay 7-1-1/1.800.735.2258 as soon as possible but no later than 72 hours before the scheduled event.

State’s Attorney’s Office
Briefing Paper
May 2, 2024
Open Session

Issue: Grant – Approval to Submit Application and Acceptance of Award - FY25 Maryland Criminal Intelligence Network (MCIN) Program

Background: The Carroll County State’s Attorney’s Office, one of fifteen (15) MCIN sites across Maryland, prioritizes the prosecution of criminal networks operating within the county, including drug trafficking organizations driving opioid overdoses.

The SAO is on the forefront of data-driven investigation and prosecution strategies by its participation in MCIN, which is a key element to the governor’s crime-fighting strategy for the state. MCIN enhances coordination and collaboration among public safety partner agencies and provides a statewide crime-fighting strategy to identify, disrupt and dismantle criminal networks through multiple criminal investigations and operations.

The FY25 grant will continue this critical work and provide funding for two positions: a Senior Assistant State’s Attorney and a Crime Analyst. Additionally, the grant application includes requests for data-sharing software, surveillance equipment, training, and overtime funding for local law enforcement agencies, including Carroll County Sheriff’s Office, Maryland State Police and Westminster Police Department.

Projected Budget – 7/1/24 to 6/30/25

Position	Grant Funds	County Contribution*	Total
SAO Staff	\$320,179	\$170	\$320,349
OT Local Law Enforcement Agencies	\$40,000		\$40,000
Equipment /Training/Software/Indirect	\$156,256		\$156,256
Total	\$516,435	\$170	\$516,605

*Benefits are capped at 30% of salary

Action: Discussion/Decision

Staff-Recommended Motion:

I move the Board of Commissioners approve the submission of the FY25 Maryland Criminal Intelligence Network (MCIN) grant application and accept the award.

Attending:

Alicia Kuhns, Sr. Assistant State’s Attorney, MCIN Site Coordinator and Dedicated Prosecutor
Debby Standiford, Grants Office

**Citizen Services
Briefing Paper
5/2/24
Open Session**

Issue:

Request for Public Hearing: FY25 Community Development Block Grant (CDBG) Family Shelter Renovation

Grant: Approval to Develop the Application

FY25 Community Development Block Grant (CDBG) Family Shelter

Background:

As a non-entitlement jurisdiction, Carroll County is eligible to apply to the MD Department of Housing and Community Development for federal Community Development Block Grant (CDBG) funding. The Commissioners have long supported capital projects in Carroll County with CDBG funding including Springboard DV Safe House, Boys and Girls Club Gym, Penn Mar Respite Inn, ARC Facility renovations, Access Carroll, and Youth Services Bureau. As a condition of funding, County guarantees the facility will serve low-and moderate-income residents for a period of up to 20 years.

The County’s current Family Shelter has been operational for more than 30 years. Over the last four years, 160 adults and 202 children have been served in shelter with the facility operating near capacity with a wait list. The current facility does not provide a safe environment or adequate space for some of the County’s most vulnerable. In addition to safety and space concerns, the existing shelter is not fully accessible and is not child friendly.

In 2021, the County purchased an existing building on the campus with the County’s Adult and Night-by-Night Shelters and the County’s Westminster Senior Center. This facility, the COVE Building, will include approximately 7,580 square feet for the County’s Family Shelter relocation and renovation. The building also provides space for County Aging and Disabilities staff, as well as a conference room that can be utilized by community partners and for Homeless Board meetings and trainings.

Projected Budget – Family Shelter Relocation and Renovation

Phase	Cost Estimates	Funding Source	Status
Property Acquisition/Building Renovations	\$2,000,000	County one-time funding	Secured
Family Shelter Design/ Engineering	\$337,900	SLFRF funding (Federal)	Secured
Family Shelter Renovation (7,580 SF)	\$1,500,000	MD STHFGP (State)	Pending
	\$261,700	EEBG (Federal)	Secured
	\$800,000	CDBG (Federal)	Pending
	\$592,309	SLFRF funding (Federal)	Secured
Sub Total Renovation Estimate 12/2023	\$3,154,009		
Non-Capital furnishings	\$407,691	SLFRF funding (Federal)	Secured
Total Cost of Project	\$5,899,600		

SLFRF (State and Local Fiscal Recovery Fund); MD STHFGP (Maryland Shelter and Transitional Housing Facility Grant Program); EEBG (Energy Efficiency Block Grant)

Action: Briefing/Discussion/Decision

Staff Recommended Motion: I move the Board of Commissioners direct staff to schedule the public hearing and develop the FY25 CDBG application.

Attendees:

Celene Steckel, Director, Citizen Services

Debby Standiford, Grants Manager, Management & Budget

Department of Citizen Services
Briefing Paper
May 2, 2024
Open Session

Issue: Approval to submit the FY 25 Homelessness Solutions Program grant application and accept the award

Background: The MD Department of Housing and Community Development (DHCD) provides annual state and federal funding for homeless services. Funding available for FY 25 includes the funding received in FY 24 plus an opportunity to receive \$154,499 in new competitive funds.

As the grantee, the County subgrants funding to Human Services Program of Carroll County, Inc. (HSP) to carry out several eligible programs identified as a local priority. The Department of Citizen Services is proposing to continue Housing Stability Coordination, Homeless Prevention services and youth Rapid Re-housing. HSP will continue to provide Rapid Re-housing (adults) services which includes rental assistance and case management support, and Street Outreach services, connecting with the most vulnerable households experiencing homelessness. The Department of Citizen Services provides fiscal and programmatic oversight and monitors all projects for satisfactory performance.

Impact: To date, in FY 24 the Continuum of Care has provided housing and assistance to 521 individuals experiencing homelessness. The following programs will be supported with this grant:

FY25 Projected Budget

Project	Request
Street Outreach	\$31,000
Night-by-Night Shelter	\$226,505
Rapid Re-Housing- rental assistance and Housing Stability Services	\$330,248
Rapid Re-Housing Youth- rental assistance	\$55,000
Homelessness Prevention- services	\$30,143
Flex Funds	\$20,000
Stipends for households with lived experience	\$2,600
Administration	\$77,000
Total	\$772,496

** The required County match will be met with the County's in-kind space provided to HSP for shelter and administrative office staff.*

Staff Recommended Motion: I move the Board of Commissioners approve the submission of the FY25 Homelessness Solutions Grant application and accept the award.

Attending:

Celene Steckel, Director Department of Citizen Services
 Danielle Yates, Bureau Chief Housing and Community Connections
 Corey Hardinger, Grants Analyst

DATE: May 2, 2024

TO: The Carroll County Board of Commissioners

RE: Contract Award – Construction Inspection Services for the Stream Relocation and Stabilization Improvements in the Vicinity of the Oklahoma Interceptor

Executive Summary:

The Office of Procurement, in cooperation with the Bureau of Utilities, requests your approval to award a contract for construction inspection services for the stream relocation and stabilization improvements in the vicinity of the Oklahoma interceptor (Commissioner District 5) to Johnson, Mirmiran & Thompson, Inc. in the amount of Twenty-Five Thousand Eight Hundred Twenty-Four Dollars and Sixty Cents (\$25,824.60). This award will be made via a competitively bid term contract. The bid amount is within the adopted budget.

Background:

The scope of work for this contract includes complete inspection services for construction activities associated with the stream relocation and stabilization improvements in the vicinity of an exposed and eroded portion of the Oklahoma interceptor. The construction improvements require full-time inspection services to ensure environmental compliance and quality installation.

Staff Recommended Motion:

I move the Board of Commissioners award a contract for construction inspection services for the stream relocation and stabilization improvements in the vicinity of the Oklahoma interceptor to Johnson, Mirmiran & Thompson, Inc. in the amount of Twenty-Five Thousand Eight Hundred Twenty-Four Dollars and Sixty Cents (\$25,824.60).

DATE: May 2, 2024
TO: The Carroll County Board of Commissioners
RE: Approval to Purchase – Repair to Vehicle #6543

EXECUTIVE SUMMARY:

The Office of Procurement, in cooperation with the Bureau of Fleet Management & Warehouse Operations, requests your approval for the repairs of an International 7400 single axle dump truck in the amount of \$47,503.61 to Beltway International Trucks, LLC, whom is a Term Contractor with Carroll County Government.

This amount is within the FY24 approved budget, and no additional funds should be necessary.

Background:

This 2011 dump truck, assigned to the Bureau of Roads Operations, has a failed engine that is requiring replacement. This truck is used for many road projects with tasks to include hauling gravel, asphalt, and dirt as well as plowing and salting county roads.

Staff Recommended Motion:

I move the Board of Commissioners approve the purchase for repair work to vehicle #6543 (International 7400), to Beltway International Trucks Inc. in the amount of \$47,503.61.