

Board of County Commissioners

Stephen A. Wantz, *President*
Ed Rothstein, *Vice President*
C. Richard Weaver, *2nd Vice President*
C. Eric Bouchat
Dennis E. Frazier



Carroll County Government

225 North Center Street
Westminster, Maryland 21157
410-386-2043; 1-888-302-8978
fax 410-386-2485
MD Relay ~ 7-1-1/800-735-2258

Notice of Commissioner Meetings & Agenda for the Week of August 10, 2020

Please Note: This weekly notice and agenda is subject to change. [Please call 410-386-2043 to confirm a meeting.](tel:410-386-2043) [Due to the COVID-19 Pandemic, all meetings, until further notice, will be accessible virtually \(follow this link for further instructions\).](#) All or part of a meeting may be conducted in closed session.

- *Indicates Outside Activities*

Monday ~ August 10, 2020

Tuesday ~ August 11, 2020

*7:00 p.m. Ag Center Board Meeting
Westminster, Maryland
Commissioner Wantz*

Wednesday ~ August 12, 2020

*9:30 a.m. Farm Museum Advisory Board Meeting
Westminster, Maryland
Commissioner Weaver*

10:00 a.m. Maryland Association of Counties Initiatives Subcommittee
Virtual Meeting
Commissioner Wantz

5:00 p.m. Board of Education Board Meeting
Virtual Meeting
Commissioner Frazier

Thursday ~ August 13, 2020

9:00 a.m. Board of County Commissioners Open Session

Priority Carroll

Item 1

Discussion/Decision
State Directives - Updates on COVID 19
Board of County Commissioners

- Extension of State of Emergency

Item 2

Discussion/Decision
Coronavirus Relief Fund Plan
Commissioner's Office ~ Roberta Windham

Item 3

Briefing
[County's 2020 Census](#)
Department of Planning ~ Ms. Lynda Eisenberg

Item 4

[Public Hearing ~ Water and Sewer Summer Amendment](#)
Department of Planning ~ Ms. Lynda Eisenberg
Department of the County Attorney ~ Mr. Tim Burke

Item 5

Briefing/Discussion/Decision
[Request Approval of Emergency Services Advisory Council By-Laws](#)
Department of Fire & Emergency Medical Services ~ Mr. Robert McCoy

Item 6

Briefing/Discussion/Decision
Request Approval to Proceed to Public Hearing
[Proposed Creation of Chapter 37, Dept. of Fire & Emergency Medical Service](#)
Department of Fire & Emergency Medical Services ~ Mr. Robert McCoy
Department of the County Attorney ~ Mr. Tim Burke

Thursday ~ August 13, 2020 (Continued)

Item 7

Briefing/Discussion/Decision

[Request for concurrence – Bulk Purchase of Portable Radios](#)

Department of Public Safety ~ Mr. Scott Campbell

Bureau of Purchasing ~ Mr. Mike Myers

Item 8

Briefing/Discussion/Decision

Request Approval to submit application and award acceptance for the 2020

[Family Self Sufficiency-Renewal NOFA](#)

Department of Citizen Services, Celene E Steckel, Director

Item 9

Briefing/Discussion/Decision

[Request Approval of FY21 Child Support Enforcement Agreement](#)

Carroll County Sheriff's Office

Sheriff James DeWees

Department of Management & Budget ~ Mr. Ted Zaleski

Item 10

Briefing/Discussion/Decision

[Request Approval for Multiple Resolutions of FY20 Year-End Adjustments](#)

Department of Management & Budget ~ Mr. Ted Zaleski

Administrative Session ~ Open

Public Comment ~ In light of the COVID-19 virus, anyone planning to make public comment should call + Phone # + Access Code to join the meeting.

Friday ~ August 14, 2020

Saturday ~ August 15, 2020

Sunday ~ August 16, 2020

7:05 a.m. "The Commissioners' Podcast"
Commissioner Rothstein

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.

Virtual Access to Carroll County Board of Commissioner Open Session

Due to a commitment to implement all precautionary actions to prevent the spread of the Coronavirus (COVID-19), the Carroll County Board of Commissioners is implementing a new process for viewing BOC Open Sessions.

In keeping with the spirit of transparency balanced with the need to be socially distant, the Carroll County Board of Commissioner Open Sessions will continue virtually. All commissioners and staff will participate using GoToMeeting. Residents can continue to view the proceedings by accessing the live stream in the following ways:

- [County Facebook page](#)
- [County YouTube channel](#)
- [Meeting Portal](#)
- Comcast Channel 24

Although the above methods are preferred due to unlimited access, residents unable to view the cable channel or the internet will be able to listen to the virtual meeting using the following phone number and entering the access code for that meeting:

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Board of Carroll County Commissioners Open Session **Thursday, August 13, 2020**

You can also dial in using your phone.

United States: +1 (669) 224-3412

Access Code: 940-093-901

*Callers will be muted during the meeting and there will be no dialogue from callers until the phones are open for the Public Comment portion of the meeting.

There is a limit to the number of callers the system can accept, so please use the live stream methods above, if possible. In addition, all meetings will be replayed on Comcast Channel 24.

The commissioners thank Carroll County residents for their continued understanding and support during this extraordinary time.

Department of Planning

Briefing Paper

August 13, 2020

Open Session

Issue:

Briefing on Carroll County's Complete Count Committee Census 2020 efforts

Background:

Carroll County established its complete count committee in June of 2019 to ensure the most complete county as possible. After one year of standing up this committee we will highlight the County's achievements, where we are targeting efforts and upcoming outreach.

Action: Briefing, informational purposes only.

Attending:

Lynda Eisenberg, Director, Department of Planning

Laura Russell, Carroll County Census Outreach Coordinator

Don Rowe, Carroll County Complete Count Committee Chair

Department of Planning

Briefing Paper

August 13, 2020

Open Session

Issue:

Public Hearing – 2020 Spring Amendment to the 2019 Water and Sewer Master Plan

Background:

The purpose of this hearing is to accept public comment regarding the 2020 Spring Amendment to the Carroll County Water and Sewer Master Plan.

In compliance with Environment Article § 9-503 of the Annotated Code of Maryland, the hearing was duly advertised in the Carroll County Times on July 30th and August 6th.

Action:

Accept testimony

Staff Recommended Action:

I move the Board of County Commissioners adopt the plan and authorize staff to forward to Maryland Department of the Environment for approval.

Attendees:

Lynda Eisenberg, Director, Department of Planning
Price Wagoner, Comprehensive Planner, Department of Planning

Department of Fire and Emergency Medical Services

Briefing Paper

August 13, 2020

Open Session

Issue: Carroll County Emergency Services Advisory Council By-Laws.

Briefing/Discussion/Decision: Approval of Council By-Laws of the Carroll County Emergency Services Advisory Council (ESAC), as stipulated in Senate Bill 542.

Background: The ESAC is required with the establishment of the Carroll County Department of Fire and Emergency Medical Services (DFEMS). The document was drafted by the Carroll County Volunteer Emergency Services Association (CCVESA), with comments provided by Staff and the Director of DFEMS. The adoption of the By-Laws will allow the board of commissioners to create the council and appoint members.

Action: Discussion/Decision

Staff-Recommended Motion: I move the Board of Commissioners approve the ESAC By-Laws as presented.

Attending:

Robert McCoy, Director, Fire/EMS

Department of the County Attorney
Briefing Paper
Open Staff Time -- Thursday, August 13, 2020

Issue:

Proposed creation of Chapter 37, Department of Fire and Emergency Medical Service

Background:

During its 2018 legislative session, the General Assembly authorized the County to establish a department of County government with a director which would be responsible for the full scope of fire prevention, fire suppression, hazardous material, emergency medical services, and other related public safety functions provided to Carroll County and its municipalities. Participating individual volunteer fire and rescue organizations and the Carroll County Volunteer Emergency Services Association (CCVESA) would operate as organizational components of the department. The Board may now move forward to adopt an ordinance formally creating the new department.

Action:

Authorize that the matter proceed to public hearing.

Staff recommended motion:

I move that the Board direct staff to proceed to public hearing on the proposed creation of Chapter 37, Department of Fire and Emergency Medical Services.

Attendees:

Tim Burke, County Attorney

Bob McCoy, Director, Department of Fire and Emergency Medical Services

Department of Public Safety

Briefing Paper

August 13, 2020

Open Session

Issue:

Proposed purchase of 195 Motorola Solutions APX6000 XE portable radios + accessories for issue to six (6) Carroll County Volunteer Fire Departments (VFD), CCVESA's three (3) "specialty teams" (HazMat, ATR, Dive), and the County's 'Mobile Communications Vehicle' (MC2).

Discussion / Decision:

Discussion / Decision

Background:

The existing portable and mobile radios assigned to and used by the County's public safety / emergency services responders are no longer produced by or available for purchase from the manufacturer. In addition, factory support for the portable radios that would be replaced by the devices proposed for purchase, has ended. As the second phase of the planned, multi-fiscal year upgrade of all the radios utilized by the County's emergency services providers, full funding of the proposed purchase (\$881,363.06) is included in the FY2021 Approved Budget; accordingly, no additional monies are needed in order to proceed. However, due to the dollar amount of the proposed transaction, Board of County Commissioners' authorization is required in order to do so.

Action:

Please authorize the Director of Public Safety to execute the purchase of portable radios + accessories, as proposed, as well as approve payment of the resultant bill.

Staff-Recommended Motion:

"I move that the Board of County Commissioners authorize the Director of Public Safety to purchase the APX 6000 XE portable radios + accessories, as proposed, as well as approve payment of the resultant bill."

Attendees:

Scott R. Campbell, Director, Dept. of Public Safety
Jack E. Brown, Manager, Emergency Communications
Robert H. McCoy, Jr., Director, Dept. of Fire & EMS

Department of Citizen Services – Bureau of Housing and Community Connections
August 13, 2020
Open Session

Issue: 2021 Family Self-Sufficiency Program

Discussion/Decision: Approval to submit application and award acceptance of the 2021 Family Self-Sufficiency Program grant

Background: The Family Self Sufficiency Program (FSS) was established within the Carroll County Bureau of Housing in 1996. This voluntary program is designed to assist residents who receive HUD to become more economically self-sufficient by providing supportive services. Community partnerships have been established with local agencies to meet the varying needs of FSS families. In the target period of the grant, there were 38 participants. During an initial assessment, program participants establish goals and sign a five-year contract. The goals focus on working toward economic self-sufficiency and typically include furthering education, attending job training, obtaining and maintaining suitable employment, repairing credit, and attending housing counseling programs. The coordinator refers participants to community partners that will help improve their education, job skills, and family life. Upon successful completion of the FSS contract, participants are encouraged to use their escrow accounts for activities that enhance self-sufficiency. These might include purchasing a vehicle, paying off debt, pursuing additional education, or putting a down payment on a home.

FSS Budget

FSS Grant Request*	\$62,481.00
Housing Administrative (HUD)	\$13,077.82
County Match	0
Total Budget	\$75,558.82

*The request is capped at last year's award.

Action: Discussion/Decision

Staff Recommended Motion: I move that the Board of Commissioners approve the submission of the 2021 Family Self-Sufficiency grant application and accept the award.

Attendees:

Celene E. Steckel, Director, Department of Citizen Services
Danielle Yates, Chief, Bureau of Housing and Community Connections
Carol Smith, Program Coordinator, Bureau of Housing and Community Connections
Debby Standiford, Grants Manager, Management and Budget

Sheriff's Office

Briefing Paper

8/13/20

Open Session

Issue: Submission of the FY 2021 Child Support Enforcement Administration's Cooperative Reimbursement Agreement and Acceptance of Award

Background: The Sheriff's Office works with the Circuit Court and the local Department of Social Services to provide the child support enforcement services in Carroll County. The Sheriff's Office locates absent parents, serves them with complaints to establish or increase child support and serves warrants, writs, body attachments, and criminal bench warrants to delinquent parents.

The agreement funds the salaries and benefits of one full time Sheriff's Deputy and 75 percent of an administrative position, as well as office supplies, training, equipment, and other operating expenses.

FY21 Budget

Federal Grant	\$159,313
County Cash Contribution*	\$82,216
County Indirect Cost Contribution	\$14,511
Total Program Costs	\$256,040

* County Cash Contribution is budgeted in FY21

Action: Discussion/Decision

Staff-Recommended Motion: I move that the Board of Commissioners approve the submission of the FY 2021 Child Support Enforcement Administration's Cooperative Reimbursement Agreement and the accept the award.

Attendees:

Vicky McDonold, Director, Administrative Services Bureau, Sheriff's Office
Debby Standiford, Grants Office

Department of Management and Budget

Briefing Paper

August 13, 2020

Issue:

Approval of the following Resolutions for Year-End Adjustments:

- O.20-10
- C.20-07

Background:

- Each year, in connection with closing the books and the outside audit, variance between actual and budgeted expenditures in the general fund are identified.
- Adjustments can be made from the Reserve for Contingencies or between agencies within a department.
- Adjustments will be developed through August 12th. Detail will be provided during session on August 13th.

Action:

Discussion/Decision to approve Resolutions for Year-End Adjustments

Staff-Recommended Motion:

I move that the Board of County Commissioners approve the year-end adjustments included in resolutions:

- O.20-10
- C.20-07

Attendees:

Ted Zaleski, Director, Department of Management and Budget
Deb Effingham, Chief, Bureau of Budget