

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 September 14, 2020

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

- *Indicates Outside Activities*

Monday ~ September 14, 2020

Tuesday ~ September 15, 2020

- 9:00 a.m. Planning & Zoning Commission Meeting
Virtual Meeting
Commissioner Rothstein
- 10:00 a.m. Maryland Association of Counties Initiatives Subcommittee Meeting
Virtual Meeting
Commissioner Wantz
- 2:00 p.m. Veterans Advisory Council Meeting
Virtual Meeting
Commissioners Rothstein & Weaver

Wednesday ~ September 16, 2020

- 11:00 a.m. Maryland Association of Counties Interim Legislative Committee
Virtual Meeting
Commissioners Wantz & Rothstein
- 2:00 p.m. Opioid Senior Policy Group Meeting
Virtual Meeting
Commissioner Frazier
- 3:30 p.m. Governor's Workforce Development Board Meeting
Virtual Meeting
Commissioner Rothstein

Wednesday ~ September 16, 2020 (Continued)

4:00 p.m. Carroll Community College Board of Trustees Meeting
Virtual Meeting
Commissioner Weaver

Thursday ~ September 17, 2020

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

Priority Carroll

Item 1

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

Item 2

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

Item 3

[FY 2020 Coronavirus Emergency Supplemental Funding Program \(CESF\)](#)
Department of Management & Budget ~ Mr. Ted Zaleski

Item 4

[Impact Fee Ordinance](#)
Department of Management & Budget ~ Mr. Ted Zaleski

Item 5

[Public Hearing ~ Proposed Creation of Chapter 37,](#)
Department of Fire & Emergency Medical Service
Department of Fire & Emergency Medical Services ~ Mr. Robert McCoy
Department of the County Attorney ~ Mr. Tim Burke

Item 6

Change Order Request
[Union Mills Main House ~ Insecticide Work](#)
Department of Public Works ~ Mr. Jeff Castonguay

Item 7

[Term Contract Use ~ Pipe Video Inspection Services](#)
Department of Public Works ~ Mr. Jeff Castonguay

Thursday ~ September 17, 2020 (Continued)

Item 8

[Request Approval to accept FFY2020 Urban Area](#)

Security Initiative (UASI) Grant

Department of Public Safety ~ Mr. Scott Campbell

Department of Management & Budget ~ Mr. Ted Zaleski

Item 9

[Request Approval to accept FFY2020 State Homeland](#)

Security Program (SHSP) Grant

Department of Public Safety ~ Mr. Scott Campbell

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

Administrative Session ~ Open

Friday ~ September 18, 2020

*3:00 p.m. Davis Library Celebration ~ Westminster Library Branch Rededication
Mary Lou Dewey Park ~ Westminster, Maryland
Commissioners Wantz & Frazier*

Saturday ~ September 19, 2020

Sunday ~ September 20, 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.

CARROLL COUNTY

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:

Board of Carroll County Commissioners Open Session **Thursday, September 10, 2020**

You can also dial in using your phone.

United States: +1 (571) 317-3112

Access Code: 577-263-869

*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.

Briefing Paper
September 17, 2020
Open Session

Issue: 2021 Coronavirus Emergency Supplemental Funding Program (CESF)

Briefing/Discussion/Decision: Approve submission of the 2021 Coronavirus Emergency Supplemental Funding Program (CESF) and accept the award

Background: The Governor’s Office of Crime Prevention, Youth and Victim Services has released a opportunity for counties and nonprofits to apply for funding to prevent, prepare and respond to COVID-19 through calendar year 2021 in the areas of Law Enforcement, Children and Youth Services, and Victim Services.

Law Enforcement Budget

Agency	Need	Grant Request
Carroll County Sheriff	PPE & Cleaning Supplies	\$150,000
Circuit Court (includes Drug Court & Family Law)	PPE & Supplies	\$21,458
Total Circuit Court Request		\$171,458

Children and Youth Services Budget

Coordinated by the Department of Citizen Services: Local Management Board

Agency	Need	Grant Request
Boys and Girls Club	Staff and Technology	\$100,103
Rise Up Community Center	Staff - Service Coordination	\$45,650
Youth Services Bureau	Staff – Enhance Virtual Services	\$45,630
Citizen Services	Technology Updates – Service Coordination	\$10,000
Total Local Management Board Request		\$201,383

Combined Grant Request	\$372,841
County Match	0
Total Grant Budget	\$372,841

Staff Recommended Motion: I move that the Board of Commissioners approve submission of the 2021 Coronavirus Emergency Supplemental Funding Program (CESF) and accept the award.

Attendees: Debby Standiford, Grants Office
 Vicky McDonold, Carroll County Sheriff’s Services
 Judge Fred Hecker, Circuit Court
 Celene Steckel, Citizen Services
 Corey Hardinger, Local Management Board
 Bonnae Meshulam, Boys and Girls Club
 Katie Kirby, Rise Up Community Center
 Lynn Davis, Youth Services Bureau

Management and Budget Briefing

Paper

September 17, 2020

Open Session

Issue:

Setting of the School Impact Fees

Background:

For several years, the Board of County Commissioners has held the School Impact Fee at zero.

On June 27th, 2019, the Commissioners approved the continuation of holding the School Impact Fee at zero through July 1, 2020.

The Board needs to decide what action they want to pursue going forward. The school impact fee can be revisited at any time based on the needs of the community.

Staff-Recommend Motion:

I move the Board of Commissioners continue holding the School Impact Fee at zero until _____(date).

Attendees:

Ted Zaleski, Director, Department of Management and Budget

Department of the County Attorney
Briefing Paper
Thursday, September 17, 2020

Issue:

Public Hearing to discuss the 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 materials, 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 must conduct a public hearing before adopting an ordinance formally creating the new Department.

Action:

Conduct a public hearing.

Staff recommended motion:

I move that the Board of Commissioners close the Public Hearing and leave the record open for a period of ten days.

Attendees

Tim Burke, County Attorney

Bob McCoy, Director, Fire/EMS Department

ORDINANCE No. 2020-

AN ORDINANCE ADOPTING AMENDMENTS TO THE CODE OF PUBLIC LOCAL LAWS AND ORDINANCES OF CARROLL COUNTY, MARYLAND

WHEREAS, The Board of Commissioners of Carroll County, Maryland (“the Board”), has enacted and codified the "Code of Public Local Laws and Ordinances of Carroll County, Maryland";

WHEREAS, the Board is charged under State law with the duty and responsibility for establishing comprehensive policies and programs to promote the health, safety, and general welfare of the inhabitants of the County and accordingly deems the subject amendment necessary to accomplish these duties and responsibilities; and

WHEREAS, pursuant to § 3-206(e)(1) and (2) of the Code of Public Local Laws and Ordinances of Carroll County, the Board is authorized to create an entity or body with the purpose of administering the County’s affairs relating to fire, rescue, and emergency services and associated activities while maintaining the volunteer emergency services.

NOW, THEREFORE, BE IT ENACTED by the Board of County Commissioners of Carroll County, Maryland:

ARTICLE I. AMENDMENTS.

Section 1. The Code of Public Local Laws and Ordinances of Carroll County, Title III, Administration, Chapter 37, Fire and Emergency Medical Services, is added as follows:

§ 37.01 ESTABLISHMENT AND PURPOSE OF THE DEPARTMENT OF FIRE AND EMERGENCY MEDICAL SERVICES.

(A)(1) There is hereby established a department of the County government which shall be known as the Department of Fire and Emergency Medical Services (“the Department”).

(2) This Department shall consist of both career and volunteer members who operate under the authority of the Fire Director and shall be responsible for the full scope of fire prevention, fire suppression, hazardous materials, emergency medical services and other related public safety functions provided to Carroll County and its municipalities.

(B) Participating individual volunteer fire and rescue organizations and the Carroll County Volunteer Emergency Services Association (“CCVESA”) shall operate as organizational components of the Department.

§ 37.02 DIRECTOR OF THE DEPARTMENT OF FIRE AND EMERGENCY MEDICAL SERVICES.

(A) There shall be a Director (“the Director”) of the Department.

(B) Subject to appointment by the County Commissioners, the Director shall have overall responsibility and full authority for all operations and administration of the Department and its career and volunteer organizational units with the advice and cooperation of any successor advisory board.

(C) The Director shall perform the duties and carry out the responsibilities set forth in the established job description as authorized by the County and as may be amended from time to time.

(D) The Director shall be directly responsible to the County Administrator and serve at the pleasure of the County Commissioners.

(E) Each volunteer fire and rescue organization shall remain an independent, legally designated non-profit organization which shall be responsible for its own administrative affairs.

(F) The Director shall be responsible to establish and enforce the rules, regulations, directives, and procedures of the Department and its organizational components.

(G) The Director may be empowered by the County to carry out any responsibility of the County governing body as provided in the Code of Public Local Laws and Ordinances of Carroll County, § 3-206.

ARTICLE II. SEVERABILITY.

Should any provision, section, sentence, clause, or part of this ordinance be held to be invalid, such invalidity shall not affect or impair any remaining provision, section, sentence, clause, or part of this ordinance, it being the intent of the County Commissioners that such remainder shall be and shall remain in full force and effect.

ARTICLE III. EFFECTIVE DATE.

This Ordinance shall become effective on _____, 2020.

ADOPTED this _____ day of _____, 2020.

THE COUNTY COMMISSIONERS OF
CARROLL COUNTY, MARYLAND,
a body corporate and politic
of the State of Maryland

ATTEST:

Shawn D. Reese, County Clerk

_____(SEAL)
Stephen A. Wantz, President

_____(SEAL)
Edward C. Rothstein, Vice-President

_____(SEAL)
C. Richard Weaver, 2nd Vice-President

_____(SEAL)
C. Eric Bouchat, Commissioner

_____(SEAL)
Dennis E. Frazier, Commissioner

Approved for legal sufficiency:

Timothy C. Burke
County Attorney

Notice of Public Hearing published: _____

Public Hearing held: _____

Public Meeting to adopt Ordinance: _____

Notice of Adoption of Ordinance published: _____

Ordinance filed with Clerk of Court: _____

I hereby certify that the actions described above took place on the dates referred to above and that this Ordinance is effective as of the _____ day of _____, 2020.

Timothy C. Burke, County Attorney

12230-0285/ATTORNEY/PUBLICHEARINGS(ORDINANCES)/CH37(FIRE&RESCUEEMERGENCYSERVICES)Ordinance.doc\07/28/20

RETURN RECORDED ORIGINAL ORDINANCE TO:

**County Attorney
225 North Center Street
Westminster, Maryland 21157**

Department of Public Works
Briefing Paper
September 17, 2020
Open Session

Issue:

Change in Scope/Contractor Change Order – Union Mills Main House/Roof structures.

Background:

Currently, new Cedar Shingles are being installed on various roof structures at the Homestead. While work is being performed, it has been brought to our attention that various wood-damaging insects have deteriorated the wood structure in and around the roof. While the contractor has the existing roof materials removed from the structure; they will spray/apply a treatment of borates-based insecticide (Bora Care or equivalent) to all exposed raw wood surfaces to act as a wood insect killer & prevent future infestation to the rafters & other roof materials.

Desired Action:

Discussion/Possible Decision to approve the additional Contractor services for Union Mills Main house/Roof structures in the amount of \$4,068.00

Staff Recommended:

I move that the Board of County Commissioners approve the change order for Union Mills Main House/Roof structures for the application of pesticide in the amount of \$4,068.00

Attendees: Jeff Castonguay, Director, Department of Public Works
Eric Burdine, Deputy Director, Bureau of Building Construction
Kirk Engel, Project Manager, Bureau of Building Construction

Department of Public Works
Briefing Paper

September 17, 2020
Open Session

Issue:

Term Contract Use - Pipe Video Inspection Services

Discussion/Decision:

Briefing / Discussion / Decision

Background:

The Department of Public Works, Bureau of Engineering (DPW) is seeking approval to use an existing term contract with Pleasants Construction, Inc. to perform video inspections of 6,261 linear feet of storm drain piping.

As part of the development of the FY 21 Pavement Rehabilitation program the Bureau of Engineering has identified the existing storm drain systems that need further evaluation to determine if repairs will be required.

The estimated cost for this work is \$32,177.50. Funds are available in FY 21 Pavement Management Program.

Action:

Please authorize the DPW to utilize the term contract with Pleasants Construction, Inc. as requested.

Staff-Recommended Motion:

I move that the Board of Commissioners authorize the Department of Public Works to utilize the term contract with Pleasants Construction, Inc., in the amount of \$32,177.50.

Attendees:

Douglas Brown, Deputy Director, Department of Public Works
Christopher S. Letnaunchyn, Bureau Chief, Department of Public Works, Bureau of Engineering

Department of Public Safety

Briefing Paper

September 17, 2020

Open Session

Issue:

FFY2020 Urban Area Security Initiative (UASI) Grant

Discussion / Decision

Discussion & Possible Decision

Background:

As a member of the Baltimore Urban Area Security Initiative (*UASI*), Carroll County is eligible to receive grant funds specifically allocated and only available to the member-jurisdictions of these federally designated regions. *UASI* funding is passed through to the Maryland Emergency Management Agency (MEMA) from the U.S. Department of Homeland Security (DHS).

Carroll County has been notified of its proposed FFY2020 UASI grant program award in the amount of \$394,363.00. This represents a year-over-year increase of \$52,287.00, or +15.3%. There is no match required in order to accept the proposed award.

Staff-Recommended Action:

Please accept the FFY2020 UASI grant award, as proposed.

Staff Recommended Motion:

"I move that the Board of Commissioners accept the FFY2020 Urban Area Security Initiative (UASI) Grant Award in the amount of \$394,363.00."

Attendees:

Scott Campbell, Director, Department of Public Safety
Valerie Hawkins, Emergency Management Manager
Debby Standiford, Grants Manager

Department of Public Safety

Briefing Paper

September 17, 2020

Open Session

Issue:

FFY2020 “State Homeland Security Program (SHSP)” Award

Discussion / Decision

Discussion & Possible Decision

Background:

The *State Homeland Security Program (SHSP)* supports the implementation of the National Preparedness System (NPS) by building, sustaining, and delivering core capabilities essential to emergency preparedness. Grant funds are to be used for any planning, organization, equipment, training and exercise costs that strengthen a jurisdiction’s capacity to protect against, respond to, and recover from acts of terrorism or other catastrophic events. *SHSP* funding is passed through to the State Administrative Agency (i.e., the Maryland Emergency Management Agency, or MEMA) from the U.S. Department of Homeland Security (DHS).

Carroll County has been notified of its proposed FFY2020 SHSP grant award in the amount of \$118,245.15. This represents a ‘year-over-year’ decrease of \$6,058.71, or (-) 5.1%. There is no match required in order to accept the proposed award.

Staff Recommended Action:

Please accept the FFY2020 SHSP grant award, as proposed.

Staff Recommended Motion:

“I move that the Board of Commissioners accept the FFY2020 State Homeland Security Program (SHSP) Award in the amount of \$118,245.15.”

Attendees:

Scott Campbell, Director, Department of Public Safety
Valerie Hawkins, Emergency Management Manager
Debby Standiford, Grants Manager