

## Board of County Commissioners

Stephen A. Wantz, *President*  
Ed Rothstein, *Vice President*  
C. Richard Weaver, *2<sup>nd</sup> 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**

#### **Revision 1 dated September 15, 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

**Thursday ~ September 17, 2020 (Continued)**

**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

**In order to participate in the Public Hearing, please sign up by following link below:**

**<https://www.carrollcountymd.gov/government/commissioners/sign-up-for-public-comment-during-public-hearing-on-thursday-september-17-2020/>**

**On the date of the hearing, please call:**

Phone number for public comment is:

United States: [+1 \(571\) 317-3112](tel:+15713173112)

**Access Code:** 577-263-869

**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

**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

**Thursday ~ September 17, 2020 (Continued)**

**Public Comment** ~ In light of the COVID-19 virus, anyone planning to make public comment should call 1 (571) 317-3112 + Access Code: 577-263-869 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
<b>Total Circuit Court Request</b>		<b>\$171,458</b>

**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
<b>Total Local Management Board Request</b>		<b>\$201,383</b>

Combined Grant Request	\$372,841
County Match	0
<b>Total Grant Budget</b>	<b>\$372,841</b>

**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 27<sup>th</sup>, 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, 2<sup>nd</sup> 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.

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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