

Board of County Commissioners

Edward C. Rothstein, President
C. Richard Weaver, Vice President
C. Eric Bouchat
Dennis E. Frazier
Stephen A. Wantz



Carroll County Government

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Westminster, Maryland 21157
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MD Relay ~ 7-1-1/800-735-2258

Notice of Commissioner Meetings & Agenda for the Week of May 03, 2021

Revision 1 dated May 4, 2021

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.](tel:410-386-2043) All or part of a meeting may be conducted in closed session.

- *Indicates Outside Activities*

Monday ~ May 3, 2021

9:00 a.m. *Century High School Presentations
Sykesville, Maryland
Commissioner Rothstein*

Tuesday ~ May 4, 2021

8:00 a.m. Chamber Business Breakfast with Commissioner Wantz
Virtual Meeting
Commissioners Wantz, Rothstein, Weaver & Frazier

Wednesday ~ May 5, 2021

4:00 p.m. Carroll County Board of Education Work Session
Virtual Meeting
Commissioner Weaver

6:00 p.m. Planning & Zoning Commission Meeting
Virtual Meeting
Commissioner Wantz

Thursday ~ May 6, 2021

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

Priority Carroll

Item 1

[Request Approval ~ FY22 Maryland Criminal Intelligence Network \(MCIN\)](#) Grant Application
Carroll County State's Attorney's Office ~ Mr. Brian DeLeonardo
Department of Management & Budget ~ Mr. Ted Zaleski

Item 2

[Request Approval to Submit FY22 Homeless Solutions Program \(HSP\)](#) Grant Application and Accept Award
Department of Citizen Services ~ Ms. Celene Steckel
Department of Management & Budget ~ Mr. Ted Zaleski

Item 3

[Request Approval to Submit FY21 Emergency Housing Program \(EHP\)](#) Grant Application and Accept Award
Department of Citizen Services ~ Ms. Celene Steckel
Department of Management & Budget ~ Mr. Ted Zaleski

Item 4

Request Approval of [Maryland Community Health Resources Commission 2021 Relief Act DDA Grant for Senior Inclusion Program](#)
Department of Citizen Services ~ Ms. Celene Steckel
Department of Management & Budget ~ Mr. Ted Zaleski

Item 5

Request Approval of Expanding Access to [COVID-19 Vaccines via Aging Network Grant](#)
Department of Citizen Services ~ Ms. Celene Steckel
Department of Management & Budget ~ Mr. Ted Zaleski

Item 6

Request Approval to use Term Contract for [Pavement Condition Surveys](#)
Department of Public Works ~ Mr. Jeff Castonguay

Thursday ~ May 6, 2021 (Continued)

Item 7

Request Approval to Use Term Contract for [Structure Condition Inspections](#)
Department of Public Works ~ Mr. Jeff Castonguay

Item 8

[Bid Approval ~ 2021 Hot Mix Asphalt Paving-2](#) with Add Alternates A, B and C
Department of Public Works ~ Mr. Jeff Castonguay
Office of Procurement ~ Ms. Maureen Dunn

Item 9

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

Item 10

[Public Hearing](#) 911 Fee Adjustment
Department of Public Safety ~ Mr. Scott Campbell
Department of the County Attorney ~ Mr. Tim Burke

Item 11

[Request Approval for New Contractual Position](#)
Department of Public Safety ~ Mr. Scott Campbell

Public Comment ~ In light of the COVID-19 virus, anyone planning to make public comment should call +1 (571) 317-3112 and Access Code 339-006-589 to join the meeting.

Administrative Session ~ Open

Closed ~ Public Safety

Closed ~ Legal Advice

Closed ~ Land Acquisition

Closed Administrative Session

Friday ~ May 7, 2021

6:30 p.m. Battle of the Books
Virtual Meeting
Commissioner Wantz

Saturday ~ May 8, 2021

Sunday ~ May 9, 2021

7:05 a.m. “The Commissioners’ Podcast”
Commissioner Frazier

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 Commissioners 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 Commissioners Open Session ~ **Tuesday, May 6, 2021 ~ 9:00 a.m.**

You can also dial in using your phone.

United States: +1 (571) 317-3112

Access Code: 339-006-589

*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.

State's Attorney's Office
Briefing Paper
May 6, 2021
Virtual Open Session

Issue: FY 2022 Maryland Criminal Intelligence Network (MCIN) Program Grant Application

Background: The Carroll County State's Attorney's Office ("SAO") 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 the Maryland Criminal Intelligence Network ("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.

In FY19, Carroll County was selected as one of thirteen (13) MCIN sites. There are now fifteen (15) MCIN sites across Maryland, including Baltimore and Harford Counties, which joined in FY20. The SAO hired a Senior Assistant State's Attorney and Crime Analyst. SAO also began integration and implementation of a data analysis platform that would enable the Crime Analyst to search across various data sets to draw connections between criminal networks operating in the county and neighboring jurisdictions. The Senior Assistant State's Attorney and local law enforcement utilizes that data to both enhance prosecutions of targets and develop investigations. In FY20 MOUs were executed with all county coalition agencies and we continue to move forward to identify, disrupt and dismantle criminal organizations. In FY21 we continued our involvement in this statewide crime-fighting strategy to identify, disrupt and dismantle criminal networks through multiple criminal investigations and operations.

In FY22, SAO is seeking application to the MCIN grant to continue funding two positions: Senior Assistant State's Attorney and Crime Analyst.

Senior Assistant State's Attorney: The Senior Assistant State's Attorney will manage, direct and handle all aspects of MCIN prosecutions. This prosecutor will also collaborate with other prosecutors' offices in Maryland on both investigations and prosecutions, as well as implementation of data-sharing policy with data analysis platform. The Senior Assistant State's Attorney along with Special Counsel will oversee MCIN investigations, prosecutions and reporting of deliverables to GOCCP.

Crime Analyst: The Crime Analyst is necessary to effectively utilize the data analysis platform. This trained analyst will assist in identifying, investigating and supporting the prosecution of criminal networks. This analyst will also help connect Carroll County to datasets provided by other jurisdictions and agencies, as Carroll County works toward executing additional data-sharing memoranda with other MCIN partners.

The grant funds will support the positions' salary and 30% of the benefits.

Additionally, this 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 – 7/1/21 to 6/30/22

Position	Grant Funds	County Contribution*	Total
Senior Assistant State’s Attorney	\$117,675	\$2,096	\$119,771
Crime Analyst	\$72,811	0	\$72,811
Equipment	\$24,425	0	\$24,425
Training / Travel	\$24,236	0	\$24,236
Contractual	\$89,000	0	\$89,000
Other	\$58,302	0	\$58,302
Total:	386,459	\$2,096	\$388,555

*County contributions is the balance of the fringe over the allowable amount and has been budgeted for FY22

Action: Discussion/Decision

Staff-Recommended Motion:

I move that the Board of Commissioners approve the submission of the FY 2022 Maryland Criminal Intelligence Network (MCIN) grant application and accept the award.

Attending:

Brian DeLeonardo, State’s Attorney, State’s Attorney’s Office
Cara Lewis, Special Counsel, State’s Attorney’s Office
Debby Standiford, Grant’s Office

Department of Citizen Services
Briefing Paper
May 6, 2021
Open Session

Issue: FY22 DHCD Homelessness Solutions Program Grant Application and Award

Briefing/Discussion/Decision

Background: The MD Department of Housing and Community Development (DHCD) provides state and federal funding for homeless services each year. Funding for FY22 is held flat to FY21 with the exception of Youth Rapid Rehousing. The grant request for this program has increased compared to FY21 based on need.

Impact: In FY20 the County provided housing and assistance to 664 homeless individuals. The following programs will be supported with this grant:

FY22 Projected Budget

Grant	Grant Request	County Match*	Total
Adult and Night-by-Night Shelter**(HSP)	\$199,120	\$266,994	\$466,114
Family Shelter** (HSP)	0	\$146,733	\$146,733
Adult and Family Rapid Rehousing - Stipends and Staff** (HSP)	\$132,280	\$4,753	\$137,033
Shelter Administration (HSP)		\$126,027	\$126,027
Youth (18-24) Rapid Rehousing Stipends and Staff (County)	\$250,000	0	\$250,000
Outreach Events (County)	\$750	0	\$750
Administrative Costs (County)	\$9,050	0	\$9,050
Total	\$591,200	\$544,507	\$1,135,707

* All County Match will be met with HSP's FY22 County Budget Allocation

** Shelter and Administrative Office Space provided by the Board of Carroll County Commissioners

As the grantee, the County subgrants funding to HSP; the Department of Citizen Services will provide fiscal and programmatic oversight for those subgrants. Citizen Services will also operate the outreach activities and the Rapid Rehousing program for youth.

Staff Recommended Motion: I move that the Board of Commissioners approve the submission of the FY22 Homelessness Solutions Grant application and accept the award.

Attending:

Celene Steckel, Citizen Services

Danielle Yates, Citizen Services

Debby Standiford, Grants Office

Department of Citizen Services
Briefing Paper
May 6, 2021
Open Session

Issue: State FY21 Emergency Housing Program (EHP) Grant Application and Award

Briefing/Discussion/Decision

Background: The MD Department of Housing and Community Development (DHCD) received funding under the State RELIEF Act to assist households experiencing homelessness to be connected with emergency shelter, quickly regain stability in permanent housing and to prevent households from becoming homeless. The funding expires June 30, 2022.

FY22 Projected Budget

Grant	Grant Request
Homeless Outreach Case Manager FT (HSP) <ul style="list-style-type: none"> • Case Manager FT • Fringe • Office Setup supplies • Laptop setup • Cell Phone • Vehicle Mileage 	\$50,650
Day Center from 7/16/2021 - 1/16/2022 (HSP) <ul style="list-style-type: none"> • Program Coordinator 40 hours per week • Support Staff 10 hours/day 7 days/week for 2 staff • Fringe • Building Rent • Utilities • Supplies • Cell Phone minutes 	\$119,350
Administrative Costs (County)	\$18,999
Total	\$189,997

As the grantee, the County subgrants funding to HSP; the Department of Citizen Services will provide fiscal and programmatic oversight for those subgrants.

Staff Recommended Motion: I move that the Board of Commissioners approve the submission of the FY21 Emergency Homeless Program Grant application and accept the award.

Attending:

Celene Steckel, Citizen Services
 Danielle Yates, Citizen Services
 Debby Standiford, Grants Office

**Department of Citizen Services
Bureau of Aging & Disabilities
Briefing Paper
May 6, 2021
Open Session**

Issue: Request approval to make application and accept the award for the Maryland Community Health Resources Commission 2021 Relief Act DDA Grant funding for the Senior Inclusion Program

Due Date: May 10, 2021

Background: The Maryland Community Health Resources Commission (CHRC) is issuing an Emergency Relief Call for Proposals for Title 7 Developmental Disabilities Administration (DD) Providers. This funding is provided to Title 7 providers on a non-competitive, one-time only basis, in accordance with the language of the 2021 Recovery for the Economy, Livelihoods, Industries, Entrepreneurs and Families (RELIEF) Act introduced by the Governor and approved by the Maryland General Assembly. The purpose of the funding is to assist eligible DDA providers in responding to the ongoing impact of the COVID 19 pandemic. The relief funds issued through the noncompetitive, emergency relief grants are intended to support provider agencies to address acute revenue shortfalls incurred due to the impact of the COVID 19 pandemic.

**Budget for the Maryland Community Health Resources Commission
2021 Relief Act Funding**

	Project Funding
Funding to supplement the Senior Inclusion Program Revenue for FY20 and FY21	\$12,000
County Cash Match	\$0
Grant Funding Total	\$12,000

Staff Recommended Motion: I move that the Board of Commissioners approve the application of and acceptance of the award for the Maryland Community Health Resources Commission 2021 Relief Act DDA Grant funding for the Senior Inclusion Program.

Attending:

Celene E Steckel, Director, Citizen Services
Rich Ottone, Community Services Supervisor
Debby Standiford, Grants Office

**Department of Citizen Services
Bureau of Aging & Disabilities
Briefing Paper
May 6, 2021
Open Session**

Issue: Expanding Access to COVID-19 Vaccines via the Aging Network (VAC5)

Briefing/Discussion/Decision: Approval to accept the award for Expanding Access to COVID-19 Vaccines via the Aging Network (VAC5)

Due Date: May 7, 2021

Background: The Consolidated Appropriations Act, 2021 was signed into law on December 27, 2020. This Act provides funding for FFY2021 “Regular” Older Americans Act (OOA) programming and extends flexibilities provided in the Families First Coronavirus Response Act and the CARES Act. On March 29, 2021, the Administration for Community Living (ACL) announced it would expand access to COVID-19 vaccines, through a partnership between the Centers for Disease Control Prevention (CDC) and ACL to help increase vaccinations among older adults and people with disabilities. The grant funds must be expended by September 30, 2022.

Budget for Expanding Access to COVID-19 Vaccines via the Aging Network

	Project Funding
Staffing	\$15,337
Marketing	\$3,000
Printing/supplies	\$100
County Cash Match	\$0
Consolidation Appropriations Act Funding Total	\$18,437

Action: Discussion/Decision

Staff Recommended Motion: I move that the Board of Commissioners approve the acceptance of the award for Expanding Access to COVID-19 Vaccines via the Aging Network (VAC5).

Attending:

Celene E Steckel, Director, Citizen Services
Bobbie Lawrence, Aging & Disabilities Services Supervisor
Debby Standiford, Grants Office

**Department of Public Works
Bureau of Engineering
Briefing Paper
April 20, 2021**

Issue:

Request the approval to utilize the current term contract for Pavement Condition Surveys for the Pavement Management Program.

Background:

The Department of Public Works pavement condition surveys are completed biennially and are scheduled for Spring 2021. The survey results are updated in the pavement management system used by Public Works to provide budget optimization and decision-making capabilities.

The County's term contractor, Kercher Engineering, Inc., provided a proposal to complete the pavement condition surveys, perform quality control, update Pavement Management System inventory, GIS, and import Pavement Condition Survey Data and prepare a work plan report. The proposed fee is \$81,760.00.

Desired Action:

Discussion/Decision to approve the use of the Term Contract for the Pavement Condition Surveys.

Staff-Recommended Motion:

I move that the Board of Commissioners approve using the term contract with Kercher Engineering, Inc. to complete the pavement condition surveys in the amount of \$81,760.00.

Attendees:

Doug Brown, Deputy Director, Public Works

Christopher S. Letnaunchyn, PE, Chief, Bureau of Engineering

**Department of Public Works
Bureau of Engineering
Briefing Paper
April 21, 2021**

Issue:

Request the approval to utilize the current term contract for Structure Condition Inspection, Evaluation, and Reporting of Carroll County's Minor Bridges.

Background:

The Structure Condition, Inspection, Evaluation, and Reporting of the County's minor structures (less than 20-feet in length) is an ongoing program. These inspections and reporting provide the DPW with information on the conditions and needed repairs. These services are being provided by Wallace, Montgomery & Associates, LLP through a term contract in the amount of \$74,309.34

Action:

Discussion/Decision to approve the use of the Term Contract for the Structure Condition Inspections.

Staff-Recommended Motion:

I move that the Board of Commissioners approve using the term contract with Wallace, Montgomery & Associates, LLP for the Structure Condition Inspection, Evaluation, and Reporting of Carroll County's Minor Bridge Structures in the amount of \$74,309.34.

Attendees:

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

DATE: April 22, 2021

TO: The Carroll County Board of Commissioners

RE: 2021 Hot Mix Asphalt Paving – 2 with Add Alternates A, B and C

EXECUTIVE SUMMARY:

The Office of Procurement in cooperation with the Bureau of Engineering requests your approval to award a contract for the 2021 Hot Mix Asphalt Paving to Gray & Son, Inc. in the amount of \$5,314,131.50. The County advertised for bids and received four (4) responses. The bid amount is within the adopted budget and no additional funds will be necessary.

Work includes full depth reclamation of existing pavement; milling of existing pavement; placement of hot mix asphalt base and surface courses; construction of driveway tie-ins; adjusting and rebuilding of inlets, manholes and valve boxes; pipe replacements; filling of shoulder drop-offs; stabilization of disturbed areas; maintenance of traffic. and all incidental work as indicated in the Specifications or in the Special Provisions

Vendors & Bid Results:

1. Gray & Son	Timonium, MD	\$5,314,131.15
2. C.J. Miller LLC	Hampstead, MD	\$5,649,612.15
3. M.T. Laney Company, Inc.	Eldersburg, MD	\$5,698,892.64
4. Pleasants Construction Inc.	Clarksburg, MD	\$7,506,235.05

Staff Recommended Motion:

I move that the Board of Commissioners award the contract for 2021 Hot Mix Asphalt Paving -2 with Add Alternates A, B, and C to Gray & Son, Inc. in the amount of \$5,314,131.15.

Office of Procurement Date

Board of Commissioners Date

Commissioner Wantz:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Weaver:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Frazier:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Bouchat:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Rothstein:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Comments: -				
_____ _____				
Action Taken: <input type="checkbox"/> Accepted <input type="checkbox"/> Denied <input type="checkbox"/> Other:				

2021 Hot Mix Asphalt Paving -2 Roads

Road Name	From (0+00)	To
Base Contract		
Apache Court	Cherokee Drive	Cul-De-Sac
Appaloosa Way	Suffolk Road	Cul-De-Sac
Arabian Drive	Appaloosa Way	Brown Road
Backbone Court	Old Westminster Road	Cul-De-Sac
Bennett Branch Road	Howard County Line	End of Roadway
Brown Road	Old Westminster Pike	Lawndale Road
Carroll Park Court	Bartholow Road	Cul-De-Sac
Chapel Road	MD 27	Medford Road
Clydesdale Road	Suffolk Road	Cul-De-Sac
Dogwood Drive	Hickory Lane	Hickory Lane
Fairmount Road	Town Line	Maple Grove Road
Griffith Road	MD 144	Bennett Branch Road
Henry Avenue	Raymond Avenue	End of Roadway
Hickory Lane	Bennett Branch Road	Cul-De-Sac
Klee Court	Bartholow Road	Cul-De-Sac
Mohave Drive	Cherokee Drive	T-Turnaround
Monroe Avenue	MD 26	Ridge Road
Old Ridge Road	MD 27	End
Orchard Place	Carroll Park Court	Cul-De-Sac
Raymond Avenue	Bartholow Road	End
Shetland Road	Appaloosa Way	Clydesdale Road
Shiloh Road	Brodbeck Road	Gorsuch Road
Stone Chapel Road	Chapel Road	MD 27
Stuller Road	Nicodemus Road	Stone Chapel Road
Suffolk Road	MD 140	Appaloosa Way
Welsh Court	Clydesdale Road	Cul-De-Sac
White Rock Road	Obrecht Road	MD 26
Add Alternate Contract		
Priestland Road	McKinstry Mill Road	Marble Quarry Road
Quaker Hill Road	Town Line	Priestland Road
Shepherds Mill Road	South Side Railroad Crossing Apron	Quaker Hill Road

Department of Public Safety

Briefing Paper

May 6, 2021

Open Session

Issue:

Public Hearing regarding proposed adjustment of “County 9-1-1 Fee”

Discussion / Decision

Discussion & Decision

Background:

On Thursday, April 22, 2021, citing the authorities granted in the *Maryland Public Safety Article*, *Subtitle 3-9-1-1 Emergency Telephone System, § 1-311. County 9-1-1 fee*, a recommendation to adjust the ‘County (local) 9-1-1 fee’ to \$1.50 was presented to the Board of County Commissioners. It was also noted to the Board that, to adjust this fee, a Public Hearing on the proposal was required. As a result, the BCC approved a motion to take the proposed adjustment to the County 9-1-1 fee to Public Hearing on Thursday, May 6, 2021. Accordingly, we are present today to conduct the referenced Public Hearing

Staff-Recommended Action:

Please close the Public Hearing and approve the proposed adjustment to the county 9-1-1 fee.

Staff Recommended Motion:

“I move that the Board of County Commissioners close the Public Hearing and approve adjusting the county 9-1-1 fee to \$1.50.”

Attendees:

Scott Campbell, Director, Dept. of Public Safety

Jack Brown, Emergency Communications Manager, Dept. of Public Safety

Taylor Hockensmith, Senior Management and Budget Analyst, Dept of Mgmt. & Budget

Department of Public Safety

Briefing Paper

May 6, 2021

Open Session

Issue:

Proposed Contractual Position - *“Emergency Management Readiness Associate”*

Discussion / Decision

Discussion & Possible Decision

Background:

Staffing dedicated to the Emergency Management Division of the Dept. of Public Safety is currently limited to four (4) fulltime employees, including the Emergency Manager. To improve Emer. Mgmt. staffing and enhance its capabilities, a job description has been drafted for a proposed new contractual position (*“Emergency Management Readiness Associate”*), which would have **100%** of all employment-related expenses covered by existing applicable grant funds, including benefits, should the position be determined eligible for same. As a result, no County funding is required to approve the request. The position is proposed at 25 hours per week for a period of six (6) months, with the option to renew/extend the contract after the initial period.

Staff-Recommended Action:

Please approve the proposed contractual position, as requested.

Staff Recommended Motion:

“I move that the Board of County Commissioners approve the creation of the ‘Emergency Management Readiness Associate’ positions, as presented.

Attendees:

Scott R. Campbell, Director, Dept. of Public Safety

Valerie D. Hawkins, Emergency Management Manager, Dept. of Public Safety