

**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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**Notice of Commissioner Meetings & Agenda for the Week of August 8, 2022**

- 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 ~ August 8, 2022**

**Tuesday ~ August 9, 2022**

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

**Wednesday ~ August 10, 2022**

*9:30 a.m. Farm Museum Board Meeting  
Farm Museum, Grier Room, Westminster  
Commissioner Weaver*

**Thursday – August 11, 2022**

Board of County Commissioners - Closed Administrative Session

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

*Priority Carroll*

**Item 1**

Public comment on this item

[Provide Services for Mental Wellbeing](#)

Department of Citizen Services – Ms. Celene Steckel

**Item 2**

Public comment on this item

[Approval of Changes to the Family Self-Sufficiency \(FSS\)  
Action Plan for the Department of Citizen Services/Bureau of Housing](#)

Department of Citizen Services – Ms. Celene Steckel

**Item 3**

Public comment on this item

[Chapter 155 – Development and Subdivision of Land –  
Proposed Code Modifications](#)

Department of Land and Resource Management – Mr. Chris Heyn

**Item 4**

Public comment on this item

[Establishing the Calendar Year 2023 Health and Dental  
Insurance Employee Contribution Rates](#)

Department of Human Resources – Ms. Kim Frock

**Item 5**

Public comment on this item

[Engineering & Design Services HVAC System  
for the Multi-Service Building 78-F-7-21/22](#)

Department of Public Works

**Item 6**

Public comment on this item

[Carroll County Agriculture Center Parking Lot Paving 78-F-8-21/22](#)

Department of Public Works

**Item 7**

Public comment on this item

[Purchase of One \(1\) 2022 Ford Escape](#)

Department of Public Works

**Item 8**

Public comment on this item

[Purchase of Three \(3\) Ford Vans](#)

Department of Public Works

**Item 9**

Public comment on this item

[Chip Seal Treatment Project](#)

Department of Public Works

**Item 10**

Public comment on this item

[Required Electronic Tracking of Emergency  
Communications Personnel Performance](#)

Department of Public Safety – Mr. Scott Campbell

**Item 11**

Public comment on this item

[Text-to-911 Service](#)

Department of Public Safety – Mr. Scott Campbell

**Item 12**

Public comment on this item

[Approval of the FY 23 Town-County Agreement – Mount Airy](#)

Department of Management and Budget – Mr. Ted Zaleski

**Item 13**

Public comment on this item

[Approval of the Following Resolutions for Year-End Adjustments:](#)

- [O.22.14](#)
- [C.22.14](#)

Department of Management and Budget – Mr. Ted Zaleski

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**1:00 p.m. Board of County Commissioners Open Session**  
County Office Building – Room 311

**Item 1**

Work Sessions - Agriculture/Conservation Code

Department of Planning – Ms. Lynda Eisenberg

**Friday ~ August 12, 2022**

**Saturday ~ August 13, 2022**

**Sunday ~ August 14, 2022**

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

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.

DATE: August 11, 2022  
TO: The Carroll County Board of Commissioners  
RE: Provide Services for Mental Wellbeing

**EXECUTIVE SUMMARY:**

The Office of Procurement, in cooperation with the Local Management Board (LMB), requests your approval to award a contract to the National Council for Mental Wellbeing to provide training and consultation to be trauma informed and resilience oriented. This program will run from the fall of 2022 through the fall of 2023 at a cost of \$67,825.00. The LMB will be piggybacking a contract from the City of San José, California that was competitively bid.

This amount is within the adopted FY23 budget, and no additional funds should be necessary.

**Background:**

This service will help to build a trauma-informed, resilience-oriented model that is replicable, sustainable, and will create lasting change. This consultation series will address core topics across the National Council's Seven Domains of Trauma-informed, Resilience-oriented Equitable Care and includes a recruitment webinar, office hours, a one-day training, kickoff meetings, coaching calls, midyear and summit meetings, and various other tools. Institutions participating in this initiative include Carroll County Government (namely the Department of Citizen Services and Carroll County Workforce Development), Carroll County Public Libraries, the Carroll County Department of Social Services, the Carroll County Local Behavioral Health Authority, Carroll Community College, Human Services Programs of Carroll County, Inc. (HSP), Together We Own It, the Boys and Girls Club of Westminster, and potentially St. Paul's United Church of Christ and PFLAG Westminster Carroll County.

**Staff Recommended Motion:**

I move that the Board of Commissioners award a contract for Mental Wellbeing Services to the National Council for Mental Wellbeing in the amount of \$67,825.00.

**Department of Citizen Services**  
**Briefing Paper**  
**August 11, 2022**  
**Open Session**

**Issue:** Request approval of changes to the Family Self-sufficiency (FSS) Action Plan for the Department of Citizen Services/Bureau of Housing

**Due Date:** November 1, 2022

**Background:** On June 16, 2022, HUD made effective The Family Self- Sufficiency Final Rule which amends HUD’s regulations to implement changes to the Family Self-Sufficiency program made by the Economic Growth, Regulatory Relief, and Consumer Protection Act (“the Economic Growth Act” or “the Act”). Section 306 of the Act made multiple amendments to the FSS program, including changes to the methodology for determining the size of the FSS program, expanding the definition of eligible families, updating the FSS Contract of Participation (CoP), clarifying escrow account requirements, and updating the FSS Action Plan requirements.

HUD’s regulatory changes focus on providing greater flexibility and acknowledging that family needs are varied, and family circumstances can change. The proposed policy changes that Carroll County Housing has identified for the FSS Program (known as THRIVE) align with the methodology for trauma-informed care, and an approach that is person-centered and individualized for a family’s needs.

Highlights of HUD Regulatory Changes

- Rather than limiting the FSS Program to the head of the voucher household, any adult in a household can now sign an FSS contract.
- Escrow accounts that were forfeited (due to unsuccessful completion of an FSS contract) previously were returned to HUD funds for rental assistance. Forfeited funds are now required to go to a separate account that can only be used to benefit FSS participants in good standing.
- More flexibility given to PHAs to extend FSS contracts beyond five years.

Highlights of Proposed Carroll County Housing Policy Changes

<b>Existing Policy</b>	<b>Proposed Policy</b>
Participants who did not graduate could request to reenroll in six months	Reenrollment would be allowed in two months.
Contracts could only be extended for serious illness or involuntary loss of employment	Contracts can be extended if additional time is needed to work on barriers to self-sufficiency.
N/A. There was no forfeited escrow account.	Funds in the forfeited escrow account can be requested by FSS participants to address obstacles to self-sufficiency such as certificate program fees, test fees, childcare, or vehicle repairs.
Participants who graduated and received an escrow cannot reenroll.	Participants could reenroll if the escrow awarded was less than \$5,000.

**Staff-Recommended Motion:** I move the Board of County Commissioners approve the Family Self Sufficiency Action Plan changes for submission to the Department of Housing and Urban Development.

**Attending:**

Celene E. Steckel, Director of Citizen Services

Danielle M. Yates, Bureau Chief of Housing & Community Connections

Carol Smith, Family Self-Sufficiency Program Coordinator

**Department of Land and Resource Management**  
**Briefing Paper**  
**August 11, 2022**  
**Open Session**

**Issue:**

**Briefing/Discussion/ Possible Decision** - Chapter 155 – Development and Subdivision of Land – Proposed Code Modifications

**Background:**

The Bureau of Development Review has been documenting proposed changes to Chapter 155 to add greater clarity and provide more predictable processes for the development of land. On June 9, 2022, per Section 158.134(B)(1) of the County code, the Board of County Commissioners referred the proposal to the Planning and Zoning Commission.

The Planning and Zoning Commission agenda included the proposed changes to Chapter 155 on June 21, 2022 for an overview, June 29, 2022 for review and discussion, and July 19, 2022 for public response and discussion.

On July 19, 2022, the Carroll County Planning & Zoning Commission (PZC) unanimously voted to forward the Chapter 155 Amendments, Development and Subdivision of Land, to the Board of County Commissioners with a favorable recommendation.

Staff will provide a summary of the proposed changes, facilitate discussion as pursued by the Board of County Commissioners, and request permission to proceed to public hearing.

Following public hearing and further discussion with the Board of County Commissioners, staff will request adoption of the proposed changes.

**Action:**

Direct staff to proceed to public hearing with proposed modifications of Chapter 155.

**Staff Recommended Motion:**

*I move that the Board of County Commissioners direct staff to proceed to public hearing regarding modifications to Chapter 155 of the County Code.*

**Attending:**

Christopher Heyn, Director, Department of Land & Resource Management  
Laura Matyas, Bureau Chief, Development Review

***DEPARTMENT OF HUMAN RESOURCES***

***Briefing Paper***

**August 11, 2022**

**ISSUE:**

Decision – Establishing the Calendar Year 2023 Health and Dental Insurance employee contribution rates.

**BACKGROUND:**

Carroll County Government provides health and dental insurance benefits to eligible employees. The Board of Commissioners annually establishes the portion of costs contributed by the employees.

The Open Enrollment period is October 11, 2022 through November 15, 2022.

**ACTION:**

Decision on establishing Calendar year 2023 employee contribution rates.

**RECOMMENDATION:**

I move that the Board of Commissioners approve the employee contribution rates for health and dental insurance as recommended by Human Resources.

**Attendees:** Kimberly L. Frock, Director, Human Resources  
Robin L. Hooper, Human Resources Manager  
Lisa A. Huber, Health Benefits Coordinator



DATE: August 11, 2022  
TO: The Carroll County Board of Commissioners  
RE: Engineering & Design Services HVAC System for the Multi-Service Building  
78-F-7-21/22

**EXECUTIVE SUMMARY:**

The Office of Procurement in cooperation with the Bureau of Facilities requests your approval to award a contract for the Design and Engineering Services for a new HVAC System for the Multi Service Center at 224 North Center Street, Westminster, Maryland to Henry Adams, LLC in the amount of \$127,230.00. This amount will be paid with FRF funding and was approved in the FY23 budget, and no additional funds should be necessary.

The Office of Procurement issued a Request for Proposal, and five (5) Proposals were received. An evaluation committee was formed to conduct a technical and financial review of the proposals submitted. The Committee evaluated all proposals based on criteria detailed in the proposal. Henry Adams, LLC. was the highest ranked firm after the evaluation process.

**Vendors**

- |                              |               |
|------------------------------|---------------|
| 1. Allen & Shariff           | Columbia, MD  |
| 2. CSI Engineering, P.C.     | Laurel, MD    |
| 3. HENRY ADAMS, LLC          | Baltimore, MD |
| 4. A.J. Adam Engineering LLC | Towson, MD    |
| 5. Gannett Fleming, Inc.     | Camp Hill, PA |

**BACKGROUND:**

The Carroll County Workforce Development building (formerly known as BERC) is a 23,000 square foot building and was built in the 1950's. The current cooling needs for more than half of the building are met by using 28 residential window units. The first part of this project is to design a HVAC system to meet today's air quality and energy standards. This design will include 3 HVAC units to support the heating and cooling needs, duct sizing, alterations to accommodate the needs of each space and an electrical service upgrade to meet the requirements of the new systems. Once the design portion of this project is completed it will then go out to bid for construction.

**Staff Recommended Motion:**

I move that the Board of Commissioners award the contract for Design and Engineering Services for a new HVAC System for the Multi Service Center to Henry Adams, LLC in the amount of \$127,230.00.

DATE: August 11, 2022  
TO: The Carroll County Board of Commissioners  
RE: Carroll County Agriculture Center Parking Lot Paving  
78-F-8-21/22

**EXECUTIVE SUMMARY:**

The Office of Procurement in cooperation with the Bureau of Facilities requests your approval to award a contract for the Parking Lot Paving and Stormwater Management at the Agriculture Center located at 700 Agricultural Center, Westminster, Maryland to MT Laney Company, Inc. in the amount of \$737,760.00. The Office of Procurement advertised for bids and received three (3) responses. The project will be using FRF Funding.

**Vendors & Bid Results:**

1. M.T. Laney	Eldersburg, MD	\$737,760.00
2. CJ Miller, LLC	Hampstead, MD	\$873,982.00
3. Gray & Son, Inc.	Timonium, MD	\$1,025,715.00

**Background:**

The Agriculture Center parking lot is currently a 3-acre lot with millings as the base. Over the years, the millings have required recurring maintenance due to wash-out. The contractor will be responsible for the installation of a county approved stormwater management system and paving. The parking lot is currently used for events hosted by the Ag Center. After the completion of this project, the Ag Centers will be responsible for the ongoing maintenance and repair of the parking lot.

**Staff Recommended Motion:**

I move that the Board of Commissioners award the contract for the Carroll County Agriculture Center Parking Lot Paving And Stormwater Management to MT Laney Company, Inc. in the amount of \$737,760.00.

DATE: August 11, 2022

TO: The Carroll County Board of Commissioners

RE: Purchase of One (1) 2022 Ford Escape

**Executive Summary:**

The Office of Procurement, in cooperation with the Bureau of Fleet Management/Warehouse Operations requests your approval to award the purchase of one (1) 2022 Ford Escape from National Auto Fleet Group in the amount of \$29,180.14 This purchase is being made through a Sourcewell (Cooperative Purchasing Group) contract #091521-NAF that was competitively bid.

The amount is within the adopted budget and no additional funds should be necessary.

**Background:**

This vehicle is needed for the new position of “Fire Inspector I” within the Bureau of Permits.

**Staff Recommended Motion:**

I move that the Board of Commissioners award the purchase of one (1) 2022 Ford Escape from National Auto Fleet Group in the amount of \$29,180.14.

DATE: August 11, 2022  
TO: The Carroll County Board of Commissioners  
RE: Purchase of Three (3) Ford Vans

**Executive Summary:**

The Office of Procurement, in cooperation with the Bureau of Fleet Management/Warehouse Operations requests your approval to award the purchase of three (3) 2023 Ford Transit 250 High Roof Vans from Apple Ford in the amount of \$168,936.95 This purchase is being made through a Baltimore County contract #0004504 that was competitively bid.

The amount is within the adopted FY23 budget, and no additional funds should be necessary.

**Background:**

These vehicles are needed for the additional positions of HVAC mechanic, Electrician, and Carpenter within the Bureau of Facilities.

**Staff Recommended Motion:**

I move that the Board of Commissioners award the purchase of three (3) 2023 Ford Transit 250 High Roof Vans from Apple Ford in the amount of \$168,936.95.

DATE: August 11, 2022  
TO: The Carroll County Board of Commissioners  
RE: Chip Seal Treatment Project

**EXECUTIVE SUMMARY:**

The Office of Procurement in cooperation with the Bureau of Roads Operations requests your approval to add additional monies to an existing Chip Seal surface treatment project to American Paving Fabrics, Inc. an existing term contractor, in the amount of \$146,046.09, bringing the total project cost to \$754,046.30 This request is due because of the increase in the asphalt index and square yardage adjustments. This work is per Howard County contract #PA-122-2018. This amount is within the FY23 budget, and no additional funds should be necessary.

**BACKGROUND:**

The Department of Public Works Bureau of Roads Operations has prepared construction documents and received a bid utilizing a term contract with American Paving Fabrics, Inc. to install a single seal surface treatment with a fog seal on Feeser Road North, Bark Hill Road, Robert Arthur Road, Lawndale Road East, Old Bachman's Valley Road, Humbert Schoolhouse Road, Silver Run Valley Road, Lemmon Road, Lucabaugh Mill Road, Leppo Road, Kauffman Road, Jordans Retreat Road and Roop Road 2; Robert Arthur Road was replaced with Hoffman Mill Road.

The project is ongoing with an expected completion by the end of August.

**STAFF RECOMMENDED MOTION:**

I move that the Board of Commissioners approve an additional amount of \$146,046.09 to American Paving Fabrics, Inc. to complete the Chip Seal surface treatment project.

# Department of Public Safety

Briefing Paper

August 11, 2022

Open Session

## Issue:

Required electronic tracking of Emergency Communications personnel performance.

## Discussion / Decision

Discussion & Possible Decision

## Background:

To ensure compliance with a new, statewide requirement to electronically track 911 Center staff performance (e.g., training & certifications), several potential software applications were evaluated; “Guardian Tracking – Emergency Performance Management Software” was selected as the preferred product. A formal quote was obtained for consideration, and on July 27, 2022, the MD 9-1-1 Board approved Carroll County’s request to fund 100% of a proposed \$12,900 three-year agreement to acquire and support the proposed “Guardian” software; no additional monies are needed to proceed.

At this time, we respectfully request the Board of County Commissioners accept the funding offered by the MD 9-1-1 Board, to cover 100% of the cost of the proposed three-year agreement.

## Staff-Recommended Action:

Please accept the funding offered by the MD 9-1-1 Board, as presented.

## Staff Recommended Motion:

*“I move that the Board of County Commissioners accept the \$12,900.00 of funding offered by the MD 9-1-1 Board, as presented.”*

## Attendees:

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

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

# Department of Public Safety

## Briefing Paper

August 11, 2022

## Open Session

### Issue:

Text-to-911 Service

### Discussion / Decision

Discussion & Possible Decision

### Background:

Since late February 2019, Carroll County has been fully “Text to 9-1-1” capable. This enhanced service was initially established under a statewide contract, with the intent to have individual jurisdictions transition to their own agreements, prior to the expiration of the statewide contract, and typically in conjunction with the respective jurisdiction’s transition to “Next Generation (NextGen, or NG) 9-1-1”. Carroll County is currently undergoing the transition to NextGen 9-1-1, with completion expected before the end of the calendar year.

Both the County’s current and proposed provider of ‘Text-to-911’ services is the same vendor (Comtech). The intent of the proposal is to establish a new agreement with the vendor (Comtech) via Vesta Solutions, the County’s “NextGen 911” vendor, to ensure this service continues seamlessly upon expiration of the current statewide agreement on October 31, 2022. The proposed agreement is for five (5) years, at a total cost of \$71,644.35, and is expected to be fully funded by the MD 9-1-1 Board.

To minimize the time taken to get a new agreement in place before the current agreement expires, a request will be presented to the MD 9-1-1 Board on August 25, 2022, to fund 100% of the proposed five-year agreement. We are requesting the Board of County Commissioners please accept the anticipated MD 9-1-1 Board funding if/when approved and authorize the subsequent execution of the proposed “Text-to-911” agreement (contingent upon the MD 9-1-1 Board approving the referenced funding request).

### Staff-Recommended Action:

Please accept the anticipated funding when offered by the MD 9-1-1 Board, as well as authorize the Director of Public Safety to execute the proposed “Text-to-911” agreement.

### Staff Recommended Motion:

*“I move that the Board of County Commissioners accept the anticipated \$71,644.35 of MD 9-1-1 Board funding when offered, and subsequently authorize the Director of Public Safety to execute the proposed ‘Text-to-911’ agreement, as presented.”*

### Attendees:

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

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

# **Management and Budget**

## **Briefing Paper**

**August 11, 2022**

### **Open Session**

#### **Issue:**

Approval of the FY 23 Town-County Agreements – Mount Airy

#### **Background:**

Annually, Carroll County Government and the Towns agree to the sharing of funds and participation in planning and other government functions.

This agreement will provide intergovernmental funding to Mount Airy in the amount of \$245,362; with net funding of \$179,488. These amounts are included in the FY 23 Budget.

#### **Action:**

Approve the FY 23 Town-County Agreement with Mount Airy

#### **Staff-Recommended Motion:**

I move that the Board of County Commissioners approve the FY 23 Town-County Agreement with the Town of Mount Airy.

#### **Attendees:**

Ted Zaleski, Director, Management & Budget



# Department of Management and Budget

## Briefing Paper

August 11, 2022

### Issue:

Approval of the following Resolutions for Year-End Adjustments:

- O.22.14
- C.22-14

### Background:

- Each year, in connection with closing the books and the outside audit, variances 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 continue to be determined as more information is available. Detail will be provided during session on August 11<sup>th</sup>.
- Capital Adjustments are included in a separate resolution to transfer unspent budgeted funds from a completed project.

### 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.22.14
- C.22-14

### Attendees:

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