

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

225 North Center Street
Westminster, Maryland 21157
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Notice of Commissioner Meetings & Agenda for the Week of September 19, 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 ~ September 19, 2022

Tuesday ~ September 20, 2022

*8:30 a.m. Carroll County Local Management Board
Virtual
Commissioner Frazier*

*9:00 a.m. Planning Commission
County Office Building, Reagan Room 003
Commissioner Wantz*

*10:00 a.m. Town Hall
South Carroll Senior Center
Commissioner Rothstein*

*2:00 p.m. Veterans Advisory Meeting
American Legion Post 31, Westminster
Commissioners Rothstein and Weaver*

*6:30 p.m. Town Hall
South Carroll Senior Center
Commissioner Rothstein*

Wednesday ~ September 21, 2022

6:00 p.m. *A Walk in the Park*
Westminster Veterans Memorial Park
Commissioners Bouchat and Frazier

Thursday ~ September 22, 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

[Acceptance FY23 Police Retention and Recruitment Grant \(PRAR\)](#)

Sheriff's Office – Sheriff Jim DeWees

Item 2

Public Hearing

[Comprehensive Rezoning Agricultural and Conservation](#)

[Zoning Districts Text Amendments](#)

Department of Planning – Ms. Lynda Eisenberg

Item 3

Public comment on this item

[Mt. Airy Annexation No. 45 – Full Property](#)

Department of Planning – Ms. Lynda Eisenberg

Item 4

Public comment on this item

[Hampstead Annexation No. 44 – Michaels Property](#)

Department of Planning – Ms. Lynda Eisenberg

Item 5

Public comment on this item

[FY23 Violence Against Women Act \(VAWA\) Submission of](#)

[Application and Acceptance of Award](#)

State's Attorney's Office – Mr. Allan Culver

Item 6

Public comment on this item

[Agricultural Land Preservation for the Parker and Marsha Smith Property](#)

Department of Land and Resource Management – Mr. Chris Heyn

Item 7

Public comment on this item

[Paving and Replacement of Storm Water Basins](#)

Department of Public Works – Mr. Bryan Bokey

Item 8

Public comment on this item

[Purchase of Raptor RP-1 Radar Units](#)

Department of Public Works – Mr. Bryan Bokey

Item 9

Public comment on this item

[Annual Renewal of Geographic Information System \(GIS\)](#)

[Software Maintenance and Support](#)

Department of Technology Services – Mr. Mark Ripper

Item 10

Public comment on this item

[Approval to Submit the FY22 Family Self-Sufficiency Program](#)

[Grant Renewal Application and Acceptance of the Award](#)

Department of Citizen Services – Ms. Celene Steckel

Department of Management & Budget – Mr. Ted Zaleski

Item 11

Public comment on this item

[2022 Continuum of Care Application and Awards](#)

Department of Citizen Services – Ms. Celene Steckel

Department of Management & Budget – Mr. Ted Zaleski

Item 12

Public comment on this item

[Approval of the FY 23 Town-County Agreements – New Windsor](#)

Department of Management & Budget – Mr. Ted Zaleski

Item 13

Public comment on this item

[Submission of Proposed Amendments to the County’s Ethics Ordinance](#)

Department of the County Attorney – Mr. Tim Burke

Item 14

Public comment on this item

[Purchase of Turn-Out-Gear](#)

Department of Fire & EMS – Mr. Mike Robinson

Administrative Session ~ Open

Public Comment – Anyone planning to make public comment may do so in person or virtually. Those wishing to attend virtually should call +1 (872) 240-3212 and Access Code 317-923-893 to join the meeting.

7:00 p.m. Board of County Commissioners Open Session
Virtual

Item 1

Public Hearing
Comprehensive Rezoning Text Amendment –
Agriculture and Conservation Districts
Department of Planning – Ms. Lynda Eisenberg

The virtual hearing can be watched via the County’s meeting portal (<http://carrollcountymd.iqm2.com/Citizens/Default.aspx>) and YouTube Channel. Those wishing to testify at the virtual public hearing can sign-up at CARROLLREZONING.ORG

Friday ~ September 23, 2022

12:00 p.m. Rural Maryland Council’s Executive Board Meeting
Harry Browne’s Restaurant, Annapolis
Commissioner Rothstein

5:00 p.m. Ribbon Cutting – Rocky Patel Lounge Davidus Cigars
Main Street, Westminster
Commissioner Frazier

Saturday ~ September 24, 2022

7:00 p.m. Miss Carroll County
Westminster High School
Commissioner Wantz

Sunday ~September 25, 2022

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

12:00 p.m. Farm Bureau Membership Picnic
Shipley Arena, Westminster
Commissioners Bouchat, Rothstein and Weaver

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 Sheriff's Office

Briefing Paper

9/22/22

Open Session

Issue: Acceptance FY23 Police Retention and Recruitment Grant (PRAR)

Discussion / Decision

Background: The Carroll County Sheriff's Office was awarded a FY23 Police Retention and Recruitment Grant (PRAR) to assist with hiring and staff retention efforts for law enforcement personnel.

Some of the initiatives that will be funded with the grant include:

- Advertising/Marketing: billboards, social media, and Zip Recruiter
- Recruitment Video
- Referral bonuses
- Trial gym Memberships

Budget (7/1/22 – 6/30/23)

Funding Source: Category	
State	\$63,500
County Match	0
Total Program	\$63,500

Staff Recommended Motion:

I move the Board of County Commissioners accept the FY23 Police Retention and Recruitment Grant (PRAR)

Attendees:

Vicky McDonold, Carroll County Sheriff's Office

Corey Hardinger, Grants Office

Department of Planning Briefing Paper
September 22, 2022
Open Session

Issue:

Public Hearing- Comprehensive Rezoning Agricultural and Conservation Zoning Districts text amendments

Background:

Over the past several years, the Carroll County Department of Planning and various other departments were tasked with reviewing and amending certain parts of Chapters 155 and 158 of the County Code because of the adoption of the 2014 Carroll County Master Plan as Amended in 2019 and the 2018 Freedom Community Comprehensive Plan. As a result of these meetings, the final two districts, agriculture and conservation, revisions are being heard. The proposed amendments include:

Chapter 155:

- 1) Definition modification of Attached Accessory Dwelling (155.005);
- 2) Cluster Subdivision Requirements (158.095); and
- 3) Restricting Agricultural Remaining Portions

Chapter 158:

- 1) The addition, modification, and deletion of certain definitions;
- 2) Modifications to general regulations;
- 3) Purpose and intent of the districts;
- 4) Changes to the regulations regarding principal and accessory uses;
- 5) Modifications to the bulk requirements;
- 6) And other various changes to the Code pertaining to the Agricultural and Conservation zoning districts.

Two public hearings are being held on September 22nd, the first hearing is at 9:00 am in Room 311 of the County Office Building, 225 North Center Street, Westminster, Maryland, 21157. The second meeting is virtual beginning at 7:00pm. The virtual hearing can be watched via the County's meeting portal (<http://carrollcountymd.iqm2.com/Citizens/Default.aspx>) and YouTube Channel. Those wishing to testify at the virtual public hearing can sign-up at CARROLLREZONING.ORG.

Recommended Motion:

I move the Board of County Commissioners close the hearing and leave the record open for 10-days.

Attending:

Lynda Eisenberg, Director

Mary Lane, Planning Manager

Department of Planning

Briefing Paper

September 22nd, 2022

Issue:

Mt. Airy Annexation No. 45 – Full Property

Background:

The Town of Mt. Airy is processing Annexation No. 45 – Full Property. The annexation area consists of 8.33 acres. The subject property is located along Buffalo Road and is bordering the Carroll and Frederick County border. The annexation area is contiguous to the boundary line of the existing corporate limits for the Town of Mt. Airy. The annexation area is in the County’s **“R-40,000” Residential Zoning District** and has a land use designation of **Low Density Residential** in the *2013 Mt. Airy Comprehensive Plan*. The Town has indicated its intent to place the annexation area in the **“R2” Residential Zoning District**. The change in zoning districts is substantially different (greater than the 50% threshold established in §4-416(b) of the Local Government Article), therefore a zoning waiver has been requested.

A full staff report was presented to the Carroll County Planning & Zoning Commission on September 20th, 2022.

Action:

None, Informational Briefing. This annexation will be presented to the Board of County Commissioners again on September 29th, 2022, for discussion and decision on the comment letter and zoning waiver to be sent to the Town.

OR

I move the Board Approve, Sign, and Forward the Comment Letter, including the approval of the zoning waiver request, to the Town of Mt. Airy regarding Mt. Airy Annexation No. 45 – Full Property.

Attendees:

Lynda Eisenberg, Director, Department of Planning
Hannah Weber, Comprehensive Planner, Department of Planning

Department of Planning

Briefing Paper

September 22nd, 2022

Issue:

Hampstead Annexation No. 44 – Michael’s Property

Background:

The Town of Hampstead is processing Annexation No. 44 – Michael’s Property. The annexation area consists of 28.82 acres. The subject property is located at the corner of Panther Drive and Shiloh Road, adjacent to the Hampstead Bypass. The annexation area is contiguous to the boundary line of the existing corporate limits for the Town of Hampstead. The annexation area is in the County’s “**R-20,000**” **Residential Zoning District** and has a land use designation of **Low Density Residential** in the *2010 Hampstead Community Comprehensive Plan*. The Town has indicated its intent to place the annexation area in the “**R-10,000**” **Residential Zoning District**. The change in zoning districts is substantially different (greater than the 50% threshold established in §4-416(b) of the Local Government Article), therefore a zoning waiver has been requested.

A full staff report was presented to the Carroll County Planning & Zoning Commission on September 20th, 2022.

Action:

None, Informational Briefing. This annexation will be presented to the Board of County Commissioners again on September 29th, 2022, for discussion and decision on the comment letter and zoning waiver to be sent to the Town.

OR

I move the Board Approve, Sign, and Forward the Comment Letter, including the approval of the zoning waiver request, to the Town of Hampstead regarding Hampstead Annexation No. 44 – Michael’s Property.

Attendees:

Lynda Eisenberg, Director, Department of Planning
Hannah Weber, Comprehensive Planner, Department of Planning

State's Attorney's Office

Briefing Paper

September 22, 2022

Open Session

Issue: FY23 Violence Against Women Act (VAWA) Submission of Application and Acceptance of Award

Background: The Special Victims Unit of the Carroll County State's Attorney's Office prosecutes domestic violence (DV) and sexual crimes and supports victims of those crimes. The unit includes three prosecutors and two advocates who hold perpetrators of domestic violence and sexual assault accountable through implementation of the pro-prosecution, evidence-based prosecution and victimless prosecution models. Another priority of the Unit is training for the unit's prosecutors, as well as law enforcement.

The VAWA grant supports the salary of the DV prosecutor who opened more than 300 DV cases in 2022.

The County provides the required match for the VAWA grant by funding the balance of the DV Prosecutor's salary and the benefits.

Budget – 10/1/22 to 9/30/23

Position	Grant Award*	County Cash Match**	Total
DV Prosecutor Salary and Benefits	\$51,294	\$71,686	\$122,980

* GOCCP cut Grant Award amounts by 7.5 % compared to FY22

**County Cash Match is budgeted

Action: Decision

Staff-Recommended Motion:

I move the Board of Commissioners approve the submission of the FY23 VAWA grant and accept the award.

Attendees:

Cara Wittenbach, Assistant State's Attorney, State's Attorney's Office

Corey Hardinger, Grants Office

Department of Land & Resource Management

Briefing Paper

September 22, 2022

Open Session

Issue:

Discussion/Decision – Agricultural Land Preservation for the Parker and Marsha Smith property

Background:

A 69.094-acre farm property owned by Parker and Marsha Smith was granted preliminary approval to participate in the County Agricultural Land Preservation Program by the County Agricultural Land Preservation Advisory Board on May 2, 2022. Subsequently, the Board of County Commissioners granted preliminary approval on May 12, 2022. Notice of Intent to purchase a conservation easement on the property has been duly advertised.

The Option signed by the owners provides 120 days for the Commissioners to exercise the Option thereby converting it to a Contract of Sale. The property owners requested to be compensated by the lump sum payment option and agreed to the purchase price of \$407,616.00.

Action:

Discussion/Decision – Staff is requesting that Commissioners exercise an Option to Purchase an easement on the Parker and Marsha Smith property in the amount of \$407,616.00.

Staff-Recommended Motion:

I move that the Board of Commissioners exercises an Option to Purchase an easement on the Parker and Marsha Smith property in the amount of \$407,616.00.

Attendees:

Christopher Heyn, P. E., Director, Department of Land & Resource Management
Jackie Brathuhn, Preservation Specialist, Agricultural Land Preservation Program

DATE: September 22, 2022
TO: The Carroll County Board of Commissioners
RE: Paving and Replacement of Storm Water Basins

EXECUTIVE SUMMARY:

The Office of Procurement, in cooperation with the Bureau of Facilities requests your approval to award the paving of all parking areas and the replacement of eleven (11) storm water basins at the Carroll County Office Building to Gray & Sons in the amount of \$558,990.00. This work will be performed under Carroll County contract #80-F-6-21/22.

This amount is approved in the FY23 budget, and no additional funds should be required.

Background:

We are here requesting you award Gray & Sons the paving contract for our continuing effort to maintain the infrastructure at the County Office Building. With this award the Bureau of Facilities plans to replace 11 stormwater basins in conjunction with repaving all the parking areas in the proximity of the County Office Building. The existing parking lot was resurfaced in 1993 and has exceeded its normal lifespan. The project will be broken down into three continuous phases to minimize any disruption to citizens and employees. Layout and restriping are also included in the pricing. A drawing of the phases has been provided for your review.

Staff Recommended Motion:

I move that the Board of Commissioners approve the award to pave all parking areas of the County Office Building and replace eleven (11) storm water basins to Gray & Sons in the amount of \$558,990.00.

DATE: September 22, 2022
TO: The Carroll County Board of Commissioners
RE: Purchase of Raptor RP-1 Radar Units

EXECUTIVE SUMMARY:

The Carroll County Bureau of Fleet Management solicited a quotation from Kustom Signals, Inc. a single source vendor to purchase twenty (20) Raptor RP-1 Radar Units for new Sheriff's vehicles at a cost of \$38,400.00.

The cost covers the radar units, antennas, cable and carrying cases, along with the shipping. These monies have been approved in FY23 budget and no additional funds should be needed.

Background:

The Raptor RP-1 is a fixed vehicle radar unit that will be used in the Sheriff's patrol vehicles for speed limit enforcement.

Staff Recommended Motion:

I move that the Board of Commissioners award the purchase of twenty (20) Radar Units to Kustom Signals in the total amount of \$38,400.00.

DATE: September 22, 2022
TO: The Carroll County Board of Commissioners
RE: Annual Renewal of Geographic Information System (GIS) Software maintenance and support

EXECUTIVE SUMMARY:

The Office of Procurement, in cooperation with Technology Services requests your approval to award the purchase for the renewal of ESRI Software Maintenance for various county agencies to ESRI, Inc. in the amount of \$59,000.00.

The purchase amount is within the approved budget and no additional funds will be necessary.

Background:

ESRI is the supplier of the geographic information system software (GIS) used by the County. The data made available through this product is used by county government agencies and county citizens. The maps and analytics allow for a deeper understanding of related events and locations and supports citizen access through the public web mapping applications.

Details

1. There are 135 GIS data editors and users in various county agencies.
2. GIS maps, data and analytics are used by the following departments and partners:

Comprehensive Planning	Sheriff's Office
Land & Resource Management	Economic Development
Public Works	Public Safety
Recreation & Parks	Board of Elections
Communications Office	Allied Agencies (BOE & Towns)

Staff Recommended Motion:

I move that the Board of Commissioners approve the purchase for the renewal of ESRI Software Maintenance to ESRI, Inc. in the amount of \$59,000.00.

Department of Citizen Services
Bureau of Housing and Community Connections
September 22, 2022
Open Session

Issue: Request Approval to Submit the FY22 Family Self-Sufficiency Program Grant Renewal application and acceptance of the award

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 29 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
(1/1/23 – 12/31/23)

FSS Grant Request	\$79,440.00
Housing Administrative (HUD)	\$14,623.00
County Match	0
Total Budget	\$94,063.00

Staff Recommended Motion: I move that the Board of Commissioners approve the submission of the FY22 Family Self-Sufficiency Grant Renewal application and accept the award.

Attendees:

Celene 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

Corey Hardinger, Grants Analyst, Management and Budget

Department of Citizen Services
Briefing Paper
9/22/22
Open Session

Issue: 2022 Continuum of Care Application and Awards

Background: The Circle of Caring Homelessness Board’s mission is: “To empower all citizens of Carroll County to be self-sufficient and to have stable housing and a safe, healthy life by maximizing community collaboration.” The Circle’s strategic goals include a focus on preventing and ending homelessness among veterans, the chronically homeless and for families, youth, and children.

Annual Unduplicated Homeless Served					
	FY18	FY19	FY20	FY21	FY22
Total Unduplicated Homeless	694	657	664	517	512
Subpopulations					
Veterans	38	40	23	19	29
Chronic (Disabled and Homeless 1 year or more)	116	110	119	142	170
Children (17 and under)	164	135	151	103	98
Unaccompanied Youth (18-24)	45	45	65	54	52
Over 62	31	38	44	34	41

Program Summary: The Continuum of Care (CoC) Grant, a national, competitively ranked application, offers funding each year to provide services and housing for the homeless including Permanent Supportive Housing and Coordinated Entry.

For more than a decade, the Board has supported the Continuum of Care application with matching funds.

2022 Continuum of Care Budget

Project Description	Budget
Coordinated Entry – The project is operated by Human Services Programs (HSP) and provides a county-wide point of contact for homeless persons offering low barrier access to housing, shelter and supportive services	\$32,098
Permanent Supportive Housing - The project is operated by Human Services Programs (HSP) and provides housing and services to 31 homeless households including chronically homeless, veterans and families.	\$402,324
Grant Administration – supports administrative staff in Citizen Services	\$12,412
Total Federal Grant Request	\$446,834
County Cash Match* – Support for CoC Projects	\$30,640
Total Program	\$477,474

* Included in the FY23 County Operating Budget

Staff Recommended Motion: I move that the Board of Commissioners approve the submission of the 2022 Continuum of Care Application and accept the award.

Attending:

Celene Steckel, Director, Citizen Services

Tammy Black, Co-Chair, Circle of Caring Homelessness Board

Corey Hardinger, Grants Office

Scott Yard, Executive Director, Human Services Programs, Inc.

Management and Budget

Briefing Paper

September 22, 2022

Open Session

Issue:

Approval of the FY 23 Town-County Agreements – New Windsor

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 New Windsor in the amount of \$83,146; with net funding of \$69,285. These amounts are included in the FY 23 Budget.

Action:

Approve the FY 23 Town-County Agreement with New Windsor

Staff-Recommended Motion:

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

Attendees:

Ted Zaleski, Director, Management & Budget

Department of the County Attorney

Briefing Paper

09/22/22

Open Session

ISSUE: Submission of proposed amendments to the County's Ethics Ordinance.

BACKGROUND: The State Ethics Law requires local governments in Maryland to enact local ordinances which meet or exceed all requirements of the State law. In 2021, the General Assembly enacted HB 363 and HB 1058, which changed the requirements for local government ethics laws. Those changes include new conflict of interest provisions and financial disclosure requirements for State elected officials which counties must incorporate into their ethics ordinance for their elected and appointed officials. Staff has prepared amendments to our Ethics Ordinance to meet the new State law amendments.

ACTION: Discussion/Decision as to whether to proceed to public hearing.

STAFF RECOMMENDED MOTIONS: I move that the Board of County Commissioners approve proceeding to a public hearing on the proposed Ethics Ordinance changes.

ATTENDEES: Timothy Burke, County Attorney

DATE: September 22, 2022
TO: The Carroll County Board of Commissioners
RE: Discussion - Purchase of Turn-Out-Gear

EXECUTIVE SUMMARY:

The Office of Procurement and the Department of Fire/EMS are here to discuss the purchasing of firefighter turn-out-gear. A firefighter/EMS provider is extremely dependent on his/her Personal protective equipment (PPE) to keep them safe from the harms that exist on every emergency incident. The cost of turn-out-gear has risen significantly in recent years and continues to increase in shorter time durations. This expenditure is one of the costliest with running a fire and emergency medical service. The complexity of ordering turn-out-gear; the different manufacturers, many different sizes needed, vendors not carrying all needed items and long lead times, make it difficult to purchase all needed items from one single vendor.

We will continue to follow procurement procedures for purchase of this gear, seeking quotations and/or piggybacking existing contracts. Expanding the county's list of qualified vendors will help get the most cost-effective pricing. We are now working with the vendors The Fire Store which is part of the Witmer Public Safety Group and Fire Chasers Fire Equipment to provide this gear, but these vendors may change or be added to.

A complete set of turn-out-gear could cost up to \$4,589.00 per firefighter. It is estimated that annual costs will not exceed \$908,630.00. We have also been in discussion with the Bureau of Budget and monies have been approved in the FY23 budget.

Staff Recommended Motion:

I move the Board of Commissioners approve the purchase of turn-out-gear by the most cost-efficient means by following Carroll County's procurement procedures.