

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 November 28, 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 ~ November 28, 2022

Tuesday ~ November 29, 2022

Wednesday ~ November 30, 2022

*4:00 p.m. Board of Education Delegation Meeting
Carroll County Public Schools Board Room
Commissioners Bouchat and Rothstein*

Thursday ~ December 1, 2022

*8:00 a.m. Carroll County Agribusiness Breakfast Meeting
Baugher's Restaurant, Westminster
Commissioner Weaver*

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

Priority Carroll

Item 1

Public comment on this item

[FY24 Maryland Shelter and Transitional Housing Facilities Capital Grant \(STHFGP\)](#)

Department of Citizen Services – Ms. Celene Steckel

Item 2

Public comment on this item

[Final Update on the Market Study and Job Classification Structure Assessment by The Segal Group](#)

Department of Human Resources – Ms. Kristy Bixler

Item 3

Public comment on this item

[Department of Technology Services Staffing](#)

Department of Human Resources – Ms. Kristy Bixler

Item 4

Public comment on this item

[Approval to Lease Additional Space at the Former North Carroll High School](#)

Sheriff's Office – Sheriff Jim DeWees

Item 5

Public comment on this item

[FRF \(State and Local Fiscal Recovery Fund\) Update](#)

Department of Management & Budget – Mr. Ted Zaleski

Item 6

Public Hearing

[Discontinue Trailblazer South Carroll Routes](#)

Department of Public Works – Mr. Bryan Bokey

Item 7

Public comment on this item

[Removal and Replacement of Cooling Equipment, IT](#)

Department of Public Works – Mr. Bryan Bokey

Item 8

Public comment on this item

[Request Approval for Grant Application and Acceptance of Award – Century High School Stormwater Management Retrofit](#)

Department of Land & Resource Management – Mr. Chris Heyn

Item 9

Public comment on this item

[Request Approval for Grant Application and Acceptance of Award – Carroll County Fall 2023 Tree Planting](#)

Department of Land & Resource Management – Mr. Chris Heyn

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.

Administrative Session ~ Open

12:00 p.m. Commissioner Farewell
County Office Building, Reagan Room 003

4:00 p.m. *CLSI 2022 Open House*
Sergio's, Westminster
Commissioners Rothstein and Wantz

7:00 p.m. *Catherine's Cause*
Ascension Episcopal Church, Westminster
Commissioners Bouchat, Rothstein, Wantz and Weaver

Friday ~ December 2, 2022

11:00 a.m. *Carroll County Realtors Legislative Luncheon*
Paradiso's Ristorante, Westminster
Commissioner Rothstein

Saturday ~ December 3, 2022

9:00 a.m. *Mission BBQ VIP Brunch*
Jermor Lane W, Westminster
Commissioners Rothstein and Wantz

Sunday ~December 4, 2022

8:00 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.

Department of Citizen Services
Briefing Paper
12/1/22
Open Session

Issue: FY24 Maryland Shelter and Transitional Housing Facilities Capital Grant (STHFGP)

Background: In operation for 30 years, the County’s Family Shelter in Westminster does not provide a safe environment for some of the County’s most vulnerable – homeless children and their families. Over the last four years, 306 adults and 243 children have been served in shelter; the shelter typically operates at capacity with a wait list. The current shelter does not provide adequate space and there are significant concerns about safety, accessibility, and the lack of child-friendly spaces. In 2021, the County purchased a building on Stoner Ave. in Westminster in order to relocate the Family Shelter.

Impact: The MD Department of Housing and Community Development (DHCD) offers funding annually for renovations of emergency shelters. The grant will fund up to 75% of construction expenses and is one of three grants that can be utilized for the renovation of the Family Shelter.

Total Project Budget (Projected)

Phase	Cost Estimates	Funding Source	Status
Property Acquisition	\$1,300,000	County one-time funding	Complete
County Use Renovations (7,600 SF)	\$700,000	County one-time funding	In Progress
Family Shelter Design/ Engineering	\$225,000	FRF funding	In Progress
Family Shelter Renovation (7,400 SF)	\$2,800,000	Multiple – see below	In Progress
Family Shelter Furnishings	\$485,500	Human Services Programs (HSP)	Pending
Total Cost of Project	\$5,510,500		

Source: Building Construction FY27 cost estimates (April 2021)

Grant Projections – Construction

Grant	Potential Awards	Status
CDBG (Max Award)	\$800,000	Spring '23 Application
MD STHFGP Grant (avg. award)	\$1,500,000	To Be Submitted
State Bond Bill (Estimate)	\$500,000	Submitted
Total	\$2,800,000	

Staff Recommended Motion: I move that the Board of Commissioners approve the submission of the FY24 Maryland Shelter and Transitional Housing Facilities Capital Grant application and accept the award.

Attending:
 Celene Steckel, Citizen Services
 Debby Standiford, Grants Office

DEPARTMENT OF HUMAN RESOURCES
Briefing Paper
December 1, 2022

ISSUE:

Final Update on the Market Study and Job Classification Structure Assessment by The Segal Group and presentation by the Department of Human Resources and Department of Management & Budget.

BACKGROUND:

- Carroll County entered into an agreement with The Segal Company on November 5, 2021 to provide a compensation, classification and organizational design study for the county to address the Commissioners' growing concern about the county's ability to successfully recruit, engage and retain quality employees along with the boards interest in studying how the county delivers services today and into the future.
- The project consisted of two assessments covering the following areas:
 - Organizational and Workforce
 - Market Study and Job Classification Structure

The Organizational and Workforce assessment was presented to the Board of Commissioners on March 3, 2022. The Market Study and Job Classification Structure Assessment will be presented to the Board of Commissioners on December 1, 2022.

- Following The Segal Group Presentation, The Department of Human Resources and Department of Management & Budget will present changes that have already been implemented and provide ongoing and future initiatives.

Attendees: Kristy Bixler, Director, Human Resources
Ted Zaleski, Director, Management & Budget

DEPARTMENT OF HUMAN RESOURCES
Briefing Paper
December 1, 2022

ISSUE:

Department of Technology Services Staffing

BACKGROUND:

- The Segal Company presentation on March 3, 2022 recommended a strategic planning effort to determine gaps and inform future roles, staffing and training needs.
- The first step of this assessment occurred in October 2022 to determine immediate staffing needs. This included feedback from senior management in the Department of Technology Services.
- Funding for recommended positions has been budgeted as new positions or are vacancies that have remain unfilled.

STAFF RECOMMENDED MOTION:

I move that the Board of Commissioners approve the following positions in the Department of Technology Services:

- Two (2) Networking Positions
- Two (2) Programming Positions
- One (1) Client Services Analyst
- One (1) Strategy/Implementation Manager

Attendees: Mark Ripper, Director, Technology Services
Kristy Bixler, Director, Human Resources
Ted Zaleski, Director, Management & Budget

DATE: December 1, 2022
TO: The Carroll County Board of Commissioners
RE: Approval to Lease additional space at the former North Carroll High School

Executive Summary:

The Carroll County Sheriff's Office, in coordination with Management and Budget staff, requests your approval to lease additional space at the former North Carroll High School. In addition, the CCSO requests your approval for one-time improvements and options for lease payments.

Background:

The building was sold in December of 2021 and the Sheriff's Office started a long-term lease for most of the space on the lower level (approximately 18,000 sq feet). With the County moving forward with Fire/EMS, the current facilities at Kate Wagner are going to be renovated for their use, requiring the CCSO to move to another location. There is additional space available adjacent to the existing leased space at North Carroll, which can be incorporated into the existing lease. The additional square footage will provide enough space for the equipment and items that need to be moved. There are minimal one-time updates to the space that will be needed. In addition, the landlord is open to several payment options, listed below.

Staff Recommended Motion:

#1A. - I move that the Board of Commissioners approve the lease for additional space at North Carroll High School, expenses for necessary one-time facility and IT improvements and accompanying resolution O-23.02 in the amount of \$237,550.19 to fund the one-time lease payment of \$197,550.19 for 9 years of occupancy and \$40,000 in one-time improvements.

OR

#1B– I move that the Board of Commissioners approve the lease for additional space at North Carroll High School, expenses for necessary one-time facility and IT improvements, and resolution O-23.02 for an annual lease in the amount of \$12,143.25 for FY 23 and \$40,000 in one-time improvements.

Management and Budget
Briefing Paper
12/1/22
Open Session

Issue: FRF (State and Local Fiscal Recovery Fund) Update

Overview: Staff will provide updates on the Fiscal Recovery Fund (FRF) including:

County FRF Plan Review
Request Shiloh Pump Station Project
Request additions to County Facility Broadband Project

Action: Discussion and Decision

Staff Recommended Motions:

I move the Board of County Commissioners direct staff to add the Shiloh Pump Station Project

I move the Board of County Commissioners direct staff to add the requested sites to the Broadband for County Facilities project.

Attendees:

Debby Standiford, Grants Manager
Bryan Bokey, Director, Public Works
Celene Steckel, Director, Citizen Services
Mark Ripper, Director, Information Technology

**Department of Public Works
Carroll Transit System
Briefing Paper
December 1, 2022
Open Session**

Issue:

Public Hearing – Discontinue TrailBlazer South Carroll Routes

Background:

The Transit Advisory Council (TAC) along with staff have suggested changes to the current TrailBlazer system which currently consists of 9 fixed routes in Westminster, Taneytown, South Carroll and North Carroll.

It was recommended to the Board of Commissioners on October 27 that the South Carroll routes be discontinued at the end of this calendar year. Our system continues to evolve and is analyzed on a regular basis to best serve our citizens. Our team evaluates ridership, travel times, deviations and general efficiencies as part of the process. The recommendation to remove the South Carroll Trailblazer routes is supported by both staff and TA due to the SC routes being the least utilized and most expensive routes to run since their inception.

Action:

Briefing/Discussion/Decision

Staff Recommended Motion:

I move that the Board of Commissioners close the public hearing and approve the discontinuation of the South Carroll TrailBlazer route effective December 31, 2022.

Attendees: Bryan Bokey, Director, Public Works
Stacey Nash, Transportation Grants Manager, Public Works

DATE: December 1, 2022

TO: The Carroll County Board of Commissioners

RE: Removal and Replacement of Cooling Equipment, IT

EXECUTIVE SUMMARY:

The Office of Procurement, in cooperation with the Bureau of Facilities, requests your approval to award the removal and replacement of all cooling equipment in the IT room, consisting of 4 APC Units at the New Windsor Library Headquarters to Graybar, under the Omnia Partners Contract #EV2370 in the amount of \$346,959.72.

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

Background: We are here today for the approval to award Graybar the contract to purchase and install 4 APC HVAC units for the data room at the Library Headquarters. The APC units are designed for IT and Data rooms to supply precision cooling for the server racks. The current units have been in service for 15 years. Due to the unit's operating 24/7 the life expectancy of each unit is reduced and thereby making these units at end of life.

Staff Recommended Motion:

I move that the Board of Commissioners approve the award of the removal and replacement of all cooling equipment at the New Windsor Library Headquarters to Graybar in the amount of \$346,959.72.

Department of Land & Resource Management
Briefing Paper
December 1, 2022
Open Session

Issue:

**Briefing/Discussion/Decision – Request Approval for Grant Application and Acceptance of Award–
Century High School Stormwater Management Retrofit**

Background:

The Bureau of Resource Management (BRM) is seeking \$550,000 from the Department of Natural Resources Chesapeake and Coastal Grants Gateway to partially fund construction costs for the retrofit of a stormwater management facility at Century High School. This project will address requirements of the County’s National Pollutant Discharge Elimination System (NPDES) permit. The design of this facility is currently underway in cooperation with Carroll County Public Schools. Carroll County Public Schools is aware of this grant application and will be providing a letter of support.

Budget:

Century High School SWM Retrofit	Grant Request	County Contribution	Total Project Cost
Construction	\$550,000	\$550,000	\$1,100,000

**These costs reflect current estimates and are subject to change throughout the duration of the project.*

Action:

Direct staff to submit an application to the Department of Natural Resources Chesapeake and Coastal Grants Gateway for assistance in construction funding for the Century High School Stormwater Management Retrofit.

Staff Recommended Motion:

I move that the Board of County Commissioners approve the submittal of a grant application and acceptance of award to the Department of Natural Resources Chesapeake and Coastal Grants Gateway.

Attendees:

Chris Heyn, Director, Land and Resource Management
Janet O’Meara, Bureau Chief, Bureau of Resource Management
Kelly Martin, Watershed Grants Technician, Bureau of Resource Management

Department of Land & Resource Management
Briefing Paper
December 1, 2022
Open Session

Issue:

**Briefing/Discussion/Decision – Request Approval for Grant Application and Acceptance of Award–
Carroll County Fall 2023 Tree Planting**

Background:

The Bureau of Resource Management (BRM) is seeking \$75,000 from the Department of Natural Resources Chesapeake and Coastal Grants Gateway to fund 8.16 acres (2.20 Riparian; 5.96 Upland) of tree plantings on County- and Town-owned properties. These plantings will address nutrient reduction requirements of the County’s National Pollutant Discharge Elimination System (NPDES) permit.

The Town of Manchester and the Bureau of Facilities are aware of this grant application and will be providing letters of support.

Budget:

Project	Grant Request
Carroll County Fall 2023 Tree Planting	\$75,000

**These costs reflect current estimates and are subject to change throughout the duration of the project.*

Action:

Direct staff to submit an application to the Department of Natural Resources Chesapeake and Coastal Grants Gateway for the Carroll County Fall 2023 Tree Planting.

Staff Recommended Motion:

I move that the Board of County Commissioners approve the submittal of a grant application and acceptance of award to the Department of Natural Resources Chesapeake and Coastal Grants Gateway.

Attendees:

Chris Heyn, Director, Land and Resource Management
Janet O’Meara, Bureau Chief, Bureau of Resource Management
Kelly Martin, Watershed Grants Technician, Bureau of Resource Management