

Board of County Commissioners

Kenneth A. Kiler, President
Joseph A. Vigliotti, Vice President
Thomas S. Gordon III
Michael R. Guerin
Edward C. Rothstein



Carroll County Government

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Notice of Commissioner Meetings & Agenda for the Week of October 14, 2024

- 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 ~ October 14, 2024

County Offices Closed in Observance of Columbus Day



Tuesday ~ October 15, 2024

*BMC Chesapeake Connect 2024 Trip
St. Louis, MO
Commissioner Rothstein*

*7:30 a.m. Carroll County Women's Conference 2024 Proclamation
McDaniel College, Westminster
Commissioner Gordon*

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

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

Tuesday ~ October 15, 2024 (continued)

6:15 p.m. *Carroll County Farm Bureau Annual Banquet/Meeting
Pleasant Valley Firemen's Building, Westminster
Commissioners Gordon, Kiler and Vigliotti*

Wednesday ~ October 16, 2024

*BMC Chesapeake Connect 2024 Trip
St. Louis, MO
Commissioner Rothstein*

9:30 a.m. *MACo Legislative Initiatives Subcommittee Meeting
Virtual
Commissioner Kiler*

11:00 a.m. *MACo Interim Meeting
Virtual
Commissioner Kiler*

5:00 p.m. *Carroll Community College (CCC) Board of Trustees' Meeting
CCC, Great Hall, Westminster
Commissioner Kiler*

6:30 p.m. *Lineboro Manchester Lions Club 80th Anniversary
Friendly Farms Restaurant, Upperco
Commissioner Kiler*

7:00 p.m. *Emergency Services Advisory Council (ESAC)
Carroll County Public Safety Training Center, Westminster
Commissioner Guerin*

Thursday, October 17, 2024

*BMC Chesapeake Connect 2024 Trip
St. Louis, MO
Commissioner Rothstein*

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

Item 1
Priority Carroll

Item 2
Public comment on this item
[Grant - FY25 Child Support Administration Cooperative Reimbursement Agreement and Acceptance of Award](#)
Carroll County Circuit Court – Judge Fred Hecker

Thursday, October 17, 2024 (continued)

Item 3

Public Hearing

[Proposed Revisions to Chapter 34 - Ethics](#)

County Attorney's Office – Mr. Tim Burke

Item 4

Public comment on this item

[Approval to Purchase – Replacement Computer Equipment](#)

Department of Technology Services – Mr. Mark Ripper

Item 5

Public comment on this item

[Grant – Approval to Submit Application and Acceptance of Award – Federal 2024 Continuum of Care](#)

Department of Citizen Services – Ms. Celene Steckel

Item 6

Public comment on this item

[Grant – Approval to Submit the FY24 Family Self-Sufficiency Program Renewal Application and Acceptance of Award](#)

Department of Citizen Services – Ms. Celene Steckel

Item 7

Public comment on this item

[Update to Language in the Administrative Plan for Fiscal Year 2024 for the Carroll County Bureau of Housing](#)

Department of Citizen Services – Ms. Celene Steckel

Item 8

Public comment on this item

[Proposed Medical Respite/Sober Center Update and Request for Letter of Commitment for Previously Allocated Program Space](#)

Access Carroll, Inc. – Ms. Tammy Black

Item 9

Public comment on this item

[Briefing/Discussion – Maryland Housing Expansion and Affordability Act of 2024 \(HB 538\) – Text Amendment to Chapter 158 of the Zoning Code](#)

Department of Planning and Land Management – Mr. Christopher Heyn

Public Comment – Anyone planning to make public comment may do so in person or virtually. Those wishing to attend virtually should call +1 (301) 715-8592 and Access Code 810-0463-8147 to join the meeting.

Administrative Session ~ Open

Friday ~ October 18, 2024

Saturday ~ October 19, 2024

*12:00 p.m. North Carroll Community School Proclamation
North Carroll Community School, Westminster
Commissioner Gordon*

Sunday ~October 20, 2024

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

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.

Circuit Court

Briefing Paper

October 17, 2024

Open Session

Issue: Grant - FY25 Child Support Administration Cooperative Reimbursement Agreement and Acceptance of Award

Background: The Magistrate’s Office of the Circuit Court for Carroll County works with the Carroll County Department of Social Services Child Support Administration, the State of Maryland Department of Human Services and the Carroll County Sheriff’s Office to provide the child support enforcement services required by the U.S. Department of Health and Human Services (HHS).

The Circuit Court Magistrate’s office presides over cases to establish paternity, establish and modify child support; establish arrearages and arrearage payments; and enforcement of child support matters not paid and resolutions as to same, that have been filed by the Child Support Administration.

From July 1, 2023 through June 30, 2024, approximately 36 cases were heard, including establishment and enforcement, per month.

The agreement will fund the portion of salaries and benefits dedicated to child support efforts for the Program Assistant/Judicial Assistant, two Bailiffs and Circuit Court operating expenses.

FY24 Budget October 1, 2024-September 30, 2025

Federal Share through DHS	\$38,542.00
County Contribution - Cash* and in-direct cost	\$22,061.00
Total Program Costs	\$58,397.00

*County cash contribution is budgeted

Action: Briefing/Discussion/Decision

Staff-Recommended Motion:

I move that the Board of Commissioners approve the submission of the FY25 Child Support Administration Cooperative Reimbursement Agreement and accept the award.

Attendees:

Kathryn Brewer Poole, Magistrate, Carroll County Circuit Court/ Program Director
Corey Hardinger, Grants Office
Rachel Miller, Judicial Assistant/Program Assistant, Carroll County Circuit Court

Department of the County Attorney

Briefing Paper

Thursday, October 17, 2024

Issue:

Proposed revisions to Chapter 34 - Ethics

Background:

In the 2021 session, the Maryland State Legislature enacted revisions to the State Ethics law which by law must be incorporated into local ordinances.

Action:

The proposed changes prohibit the use of confidential information obtained in office or during employment from being used for one's economic behalf; require that all names of businesses listed in financial disclosure statements be listed in the statement; provide additional protections for ethics ordinance whistleblowers; and require disclosure of gifts in excess of \$20.00 from MACO or MML.

Staff recommended motion:

I move the Board adopt the Amendments to Chapter 34, Ethics.

Attendees:

Tim Burke, County Attorney

DATE: October 17, 2024

TO: The Carroll County Board of Commissioners

RE: Approval to Purchase - Replacement Computer Equipment

EXECUTIVE SUMMARY:

The Office of Procurement, in cooperation with the Department of Technology Services, requests your approval to purchase replacement computer equipment for Technology Services stock from Dell Computer Corporation in the amount of \$51,991.04. This purchase is being made through a Maryland Educational Enterprise Consortium contract that was awarded to Dell. The amount is within the FY'25 adopted budget.

BACKGROUND:

The replacement equipment will be distributed as follows:

- Technology Services Stock: Dell Latitude 5550 XCTO Base – qty. 15, OptiPlex Small Form Factor 7020 w/16 GB - - qty. 15 in the total amount of \$37,369.50
- Aging Grant - Dell 24 Monitors – qty. 3 in the amount of \$478.68
- HSP Grant (Ed Singer) - Dell 24 Monitor – qty. 1, Dell Dock – qty. 1, Dell Latitude 5550 XCTO Base – qty. 1 total amount of \$1,755.34
- States' Attorney Replacements - Dell Latitude 5340 XCTO Base – qty. 3 total amount of \$4,603.77
- Humane Society Replacements - Dell Latitude 5550 XCTO Base – qty. 5 total amount of \$7,783.75

Staff Recommended Motion:

I move the Board of Commissioners approve the purchase of replacement computer equipment from Dell Computer Corporation in the amount of \$51,991.04.

Department of Citizen Services
Briefing Paper
10/17/2024
Open Session

Issue: Grant - Approval to Submit Application and Acceptance of Award - Federal 2024 Continuum of Care

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. The County serves on average between 500 to 600 homeless each year – a number that has remained steady over the last several years. Subpopulations that require more intensive resources include adults over 62, unaccompanied youth, and chronically homeless.

Program Summary: The Continuum of Care (CoC) Grant, a national, competitively ranked application, offers funding each year to assist the County in providing homeless services and housing.

Since 2002, the Board has supported the Continuum of Care application with matching funds. The 2024 CoC includes the opportunity to apply for a Bonus PSH project. The County funding remains flat and will be requested in the FY26 budget.

Federal 2024 Continuum of Care – Estimated Budget
(County FY26)

Project	Grant	FY26 County Match
Coordinated Entry – Human Services Programs (HSP) provides a county-wide point of contact for homeless persons offering low barrier access to housing, shelter and supportive services	\$32,098	\$14,371
Permanent Supportive Housing - Human Services Programs (HSP) to provide housing and services to 34 chronically homeless individuals and families.	\$501,273	\$23,166
Planning – Citizen Services staff to provide oversight and monitoring	\$50,000	\$12,500
Total	\$583,371	\$50,037
Total Budget	\$633,408	

Staff Recommended Motion: I move the Board of Commissioners approve the match, approve the submission of the 2024 Continuum of Care Application and accept the award.

Attending:

- Celene Steckel, Director, Citizen Services, Co-Chair Circle of Caring
- Stephanie Halley, Executive Director, Westminster Rescue Mission, Co-Chair Circle of Caring
- Corey Hardinger, Grants Office
- Scott Yard, Executive Director, Human Services Programs, Inc.

Department of Citizen Services
Bureau of Housing and Community Connections
October 17, 2024
Open Session

Issue: Grant - Approval to submit the FY24 Family Self-Sufficiency Program Renewal Application and acceptance of the award

Discussion/Decision: FY24 Family Self-Sufficiency Program Grant Renewal application and 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.

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
(1/1/25 – 12/31/25)

FSS Grant Request	\$103,524
Housing Administrative (HUD)	\$4,958
County Match	0
Total Budget	\$108,482

Staff Recommended Motion: I move that the Board of Commissioners approve the submission of the FY24 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
Bureau of Housing and Community Development
October 17, 2024
Open Session

Issue: Update language in the Administrative Plan for Fiscal Year 2024 for the Carroll County Bureau of Housing.

Background:

The Board of County Commissioners have served as the Bureau of Housing and Community Development's (Public Housing Authority or PHA) governing body since the inception of the County's Housing Choice Voucher Program. The Commissioners, or their designees, have signed documentation required by the Department of Housing and Urban Development (HUD) for various authorizations pertaining to the program. The document needing revision is our FY 2024 Administrative Plan.

Based on HUD's delay in implementing the required software needed to accommodate the Housing Opportunity through Modernization Act of 2016 (HOTMA) adjustments (that the agency was required to make in the FY 2024 Administrative Plan), our regional office has requested an adjustment in language within our Plan to further explain how our Agency is handling the delays. Currently within our Administrative Plan we indicated:

*On July 29, 2016, the Housing Opportunity through Modernization Act of 2016 (HOTMA) was signed into law. HOTMA makes numerous amendments to Sections 2, 8, and 16 of the United States Housing Act of 1937, including changes to income calculation, net family assets, and income reviews. HUD finalized rulemaking in 2023 to put Sections 102, 103, and 104 into effect through revisions to HUD's regulations found in 24 CFR Part 5 and 24 CFR Part 891. On September 29, 2023, HUD issued notice PIH 2023-27 that provided guidance to PHAs on the implementation of program changes described in the Final Rule. **Carroll County Housing will implement changes on July 1, 2024, the implementation date of this Administrative Plan, or later in FY24 upon receipt of applicable software updates.***

HUD is requiring the following revision:

*On July 29, 2016, the Housing Opportunity through Modernization Act of 2016 (HOTMA) was signed into law. HOTMA makes numerous amendments to Sections 2, 8, and 16 of the United States Housing Act of 1937, including changes to income calculation, net family assets, and income reviews. HUD finalized rulemaking in 2023 to put Sections 102, 103, and 104 into effect through revisions to HUD's regulations found in 24 CFR Part 5 and 24 CFR Part 891. On September 29, 2023, HUD issued notice PIH 2023-27 that provided guidance to PHAs on the implementation of program changes described in the Final Rule. **Carroll County Housing has updated a draft of our Administrative Plan to reflect HOTMA changes to income and net family assets. These changes will be effective, the later of January 1, 2025 (or such other date published by HUD) or upon the implementation of HIP (Housing Information Portal) and updates to Carroll County Housing's applicable software. Until such time, the approved FY 2023 Administrative Plan will continue to be in effect.***

Staff Recommended Motion: I move that Board of Commissioners approve the language adjustment to the FY 2024 Administrative Plan.

Attending:

Celene Steckel, Director, Citizen Services

Danielle Yates, Chief, Bureau of Housing and Community Development

Paul Moffett, Program Manager

**Citizen Services
Briefing Paper
10-17-2024
Open Session**

Issue: Proposed Medical Respite/Sober Center Update and Request for Letter of Commitment for Previously Allocated Program Space

Background:

Access Carroll has come before the Board of County Commissioners on multiple occasions since 2019 to present information regarding a proposed Medical Respite/Sober Center/Food Pharmacy program to support vulnerable residents facing homelessness with complex medical and social needs in a 24/7 Carroll Respite Program. Access Carroll has been previously assigned approximately 9,500 square feet of space on the first floor of the Distillery Building by the Board of Commissioners for use of this program. Access Carroll is partnering with LifeBridge Health, who is providing capital renovation funding for the allocated space and is part of a diverse operational funding plan. Currently, the operating budget is estimated at \$1,750,000. The Carroll Respite Program will serve patients of the LifeBridge Hospital System service area. Access Carroll is requesting a formal Letter of Commitment from the Board of County Commissioners regarding the designated space which would include County supported utility service as well as the per square foot value of the space, similar to that of the existing operating space of Access Carroll.

Medical Respite: 18 bed unit with shared baths will provide medical care for homeless persons too ill to recover on the streets or in a shelter. Based on community need, Access Carroll expects to serve 100 persons a year in respite with average length of stay varying from weeks to months.

Sober Respite: Single room outfitted with 4 to 6 chairs will allow intoxicated individuals to recover from the effects of alcohol or drugs. All participants will be encouraged to take the next step on their path to recovery. 30 unduplicated persons expect to be served annually.

Food Pharmacy: Participants in all programs located at Distillery will learn how healthy, local, nutritious foods can create and maintain wellness with a commercial kitchen and food service area. An average of 75 persons work or are served at Distillery each day.

Staff Recommended Motion: I move that the Board of Commissioners provide a Formal Letter of Commitment for the previously assigned space in the Distillery Building.

Attendees:

Celene Steckel, Director, Citizen Services

Tammy Black, Executive Director and CEO, Access Carroll, Inc.

Garrett Hoover, President of Carroll Hospital LifeBridge

Sharon McClernan, Vice President Integrated Health Services, Carroll Hospital LifeBridge

Bureau of Comprehensive Planning
Briefing Paper
October 17, 2024
Open Session

Issue:

Briefing/Discussion – Maryland Housing Expansion and Affordability Act of 2024 (HB 538) – Text Amendment to Chapter 158 of the Zoning Code

Background:

In the 2024 legislative session, Governor Wes Moore signed House Bill 538 – The Housing Expansion and Affordability Act of 2024. In summary, the legislation, which goes into effect January 1st, 2025, carries out two main actions:

1. Requires jurisdictions allow manufactured homes and modular dwellings as the principal residence in any zone that allows single-family residential,
2. Allows a development density increase for projects meeting certain defined requirements.

Following the Board of County Commissioners guidance, staff discussed a draft text amendment with the County Planning and Zoning Commission at their September 4th and September 17th meetings. The proposed text amendment would bring the County zoning code into compliance with the state legislation (HB 538). No action is required unless the Board wishes to continue discussion on the topic in a work session or send the PZC's recommended text amendment to a public hearing.

Action:

Information only. No action required.

If a work session is desired:

I move we direct staff to schedule a work session so that we can undertake a thorough study of the Planning and Zoning Commission's recommended text amendment related to HB 538.

If a public hearing on the recommended text amendment is desired:

I move we direct staff to schedule a public hearing for revisions to the County zoning code addressing HB 538, as recommended by the Planning and Zoning Commission.

Attendees: Daphne Daly, Deputy Director, Department of Planning and Land Management
Mary Lane, Bureau Chief, Bureau of Comprehensive Planning
Hannah Weber, Comprehensive Planner, Bureau of Comprehensive Planning