

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

225 North Center Street
Westminster, Maryland 21157
410-386-2043; 1-888-302-8978
fax 410-386-2485
MD Relay 711/800-735-2258

Notice of Commissioner Meetings & Agenda for the Week of March 11, 2024

Revision 1 March 11, 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 ~ March 11, 2024

*3:00 p.m. Transit Advisory Council
County Office Building, Room 105
Commissioner Kiler*

Tuesday ~ March 12, 2024

*9:00 a.m. Drug & Violence Awareness Expo
Agriculture Center, Shipley Arena, Westminster
Commissioner Kiler*

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

Wednesday ~ March 13, 2024

*9:00 a.m. Opioid Prevention Coalition Meeting
Carroll County Health Department, Westminster
Commissioner Kiler*

*9:30 a.m. Farm Museum Advisory Board Meeting
Farm Museum, Westminster
Commissioner Vigliotti*

*3:00 p.m. Maryland Governor's Workforce Development Board (GWDB)
Quarterly Meeting
Virtual and Prince George's County American Job Center, Upper Marlboro
Commissioner Rothstein*

Wednesday ~ March 13, 2024 (continued)

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

*5:00 p.m. Board of Education (BOE) Board Meeting
Carroll County Public Schools (CCPS) Headquarters, Westminster*

Thursday ~ March 14, 2024

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

Priority Carroll

Item 1

~~Public comment on this item~~

~~Discussion of Non-Profit Program—Sheppard Pratt
Sheppard Pratt—Ms. Heather Dupre, LCPC~~

Item 21

Public comment on this item

Legislative Update

Mr. Mike Fowler, Legislative Liaison

Item 32

Public comment on this item

Discussion of Non-Profit Program – Target Community

Target Community & Educational Services, Inc. – Mr. Matthew J. Ramsey, Ph.D.

Item 43

Public comment on this item

Discussion of Non-Profit Program – The Arc of Carroll County

The Arc of Carroll County – Mr. Donald Rowe

Item 54

Public comment on this item

Discussion of Non-Profit Program – Flying Colors of Success

Flying Colors of Success – Mr. Michael Hardesty, MS

Item 65

Public comment on this item

Discussion of Non-Profit Program – Penn-Mar Human Services

Penn-Mar Human Services – Mr. Greg Miller

Thursday ~ March 14, 2024 (continued)

Item 76

Public comment on this item

Discussion of Non-Profit Program – Access Carroll

Access Carroll – Ms. Tammy Black, BSN, RN

Item 87

Public comment on this item

Discussion of Non-Profit Program – Springboard Community Services

Springboard Community Services – Ms. Nicole Jackman, LCSW-C

Item 98

Public comment on this item

[Contract Award – Transfr, Inc. for Carroll County Workforce Development \(CCWD\)](#)

Carroll County Workforce Development – Ms. Heather Powell

Item 109

Public comment on this item

[Request for Public Hearing – Local Ordinance Creation – Establishing Eligible Uses for the Community Reinvestment and Repair Fund \(CRRF\)](#)

Department of Citizen Services – Ms. Celene Steckel

Item 110

Public comment on this item

[Briefing/Discussion/Decision – FY25 Annual Transportation Plan](#)

Department of Public Works – Mr. Bryan Bokey

Item 1211

Public comment on this item

[Contract Award – 2024 Pavement Condition Survey and Analysis](#)

Department of Public Works – Mr. Bryan Bokey

Item 1312

Public comment on this item

[Briefing/Discussion/Decision – FY2025 Consolidated Transportation Plan \(CTP\) Priority Letter](#)

Department of Planning and Land Management – Mr. Chris Heyn

Item 1413

Public comment on this item

[Approval to Purchase – National Institute of Standards Cybersecurity Standards Assessment & Cybersecurity Penetration Testing](#)

Department of Technology Services – Mr. Mark Ripper

Item 1514

Public comment on this item

[Bid Approval and Contract Award – Printing of Specimen Ballots for the 2024 Presidential Primary & General Election RFB #33-F-1-23/24](#)

Board of Elections – Ms. Erin Perrone

Thursday ~ March 14, 2024 (continued)

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

*6:30 p.m. Maryland Municipal League Quarterly Dinner/Meeting – Carroll County Chapter
Paradiso Ristorante, Westminster
Commissioners Gordon, Guerin, Kiler, Rothstein and Vigliotti*

Friday ~ March 15, 2024

Saturday ~ March 16, 2024

*4:30 p.m. Pleasant Valley Community Fire Company's 93rd Anniversary Banquet
Pleasant Valley Community Fire Company, Westminster
Commissioner Vigliotti*

Sunday ~ March 17, 2024

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

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: March 14, 2024
TO: The Carroll County Board of Commissioners
RE: Contract Award - Transfr, Inc. for Carroll County Workforce Development (CCWD)

EXECUTIVE SUMMARY:

The Office of Procurement in cooperation with the Carroll County Workforce Development Office, requests your approval to award contracts to Transfr, Inc. in the total amount of \$109,375.00. Two contracts will be awarded, the first contract is for ARPA 2 (\$54,687.50) and the second contract for Blueprint (\$54,687.50). Each contract has three (3) one-year options for renewal. Pricing is per an Equalis Group (cooperative purchasing organization) contract #R10-1157B.

Transfr, Inc. will provide classroom-to-careers pathways, training workers for well-paying jobs across every industry via hands-on, simulated training that teaches critical skills for in-demand jobs.

Funding has been approved in the FY24 budget.

BACKGROUND:

Since the pandemic, occupational training has transformed beyond the traditional classroom-style delivery. CCWD has seen the growth of online trainings which appeals to students and businesses alike. On-demand training is trending with employers as a time-effect tool to upskill employees. Virtual reality is the newest occupational training available which combines on-demand availability with hands-on learning. The Transfr platform offers career exploration and occupational training in the following areas: automotive, health services, electrical, construction, manufacturing, hospitality, and tourism. These trainings align with local in-demand industries. This hands-on training appeals to all age jobseekers. It has been used successfully in other state workforce systems and is now expanding into Maryland. CCWD looks forward to utilizing this training opportunity to develop the work skills of our citizens.

Transfr will be utilized under two grants: ARPA will utilize this learning platform for out-of-school youth and adult jobseekers. Blueprint navigators will assist HS junior and seniors who have not met the Blueprint measures of College and Career readiness to explore and identify potential career pathways.

Staff Recommendations:

I move the Board of Commissioners award contracts to Transfr, Inc. in the amount of \$109,375.00 for training clients of the Carroll County Workforce Development Office.

**Citizen Services
Briefing Paper
3/14/2024
Open Session**

Issue: Request for Public Hearing – Local Ordinance Creation - Establishing eligible uses for the Community Reinvestment and Repair Fund (CRRF)

Background:

The Maryland Cannabis Reform Act legalized adult-use cannabis on July 1, 2023. A percentage of adult-use cannabis tax revenue will be granted to each jurisdiction through the Community Reinvestment and Repair Fund. Carroll County's initial quarterly payment of \$84,618 has been received.

The fund must support community-based initiatives that benefit low-income communities and/or communities that have been disproportionately impacted by the enforcement of cannabis laws. Suggested uses of the fund include:

- Mental Health and Harm Reduction
- Education and afterschool programs
- Housing and Unhoused prevention services
- Reentry and Reintegration
- Adult Professional Development
- Entrepreneurship and Economic Development
- Nonprofit training and management to support BIPOC community leaders
- Workforce development and training

Local governments are not held to these uses, but the fund cannot be used for law enforcement or to replace local government funding of current programs.

The governing structure and use of the CRRF allocation rests with the county, and each county must adopt a law establishing how funds received from the CRRF may be used.

The purpose of the proposed public hearing is to gather community input on the use of the Community Reinvestment and Repair Fund (CRRF) in Carroll County.

Action: Discussion and Decision

Staff Recommended Motion: I move the Board of Commissioners direct staff to hold a public hearing seeking input on the proposed uses of the Community Reinvestment and Repair Fund in Carroll County.

Attendees:

Celene Steckel, Director, Citizen Services
Debby Standiford, Grants Manager

**Department of Public Works
Carroll Transit System
Briefing Paper
March 14, 2024
Open Session**

Issue: Briefing/Discussion/Decision - FY25 Annual Transportation Plan

Background: Carroll Transit System provided over 100,000 passenger trips in FY23 to older adults, persons with disabilities, and the general public through demand response (door-to-door) service and the TrailBlazer (deviated-fixed routes). Over 55,000 trips have been provided to date in FY24 with a fleet of 40 vehicles.

Public transportation is funded in Carroll with a mix of grant funding from the Federal Transit Administration (FTA) and Maryland Transit Administration (MTA), fare revenue collected by the vendor, and County funding.

Preliminary FY25 Operating Budget

	FY24	Projected FY25
Vendor Expenses	\$ 2,293,437.96	\$ 2,363,448.00
Fuel	\$ 360,000.00	\$ 375,000.00
County Operating Expenses*	\$ 252,940.84	\$ 195,816.97
Total Expense	\$ 2,906,378.80	\$ 2,934,264.97
Fare Revenue	\$ 350,000.00	\$ 400,000.00
FTA	\$ 425,946.00	\$ 425,946.00
MTA	\$ 321,442.00	\$ 321,442.00
Required Match (County Dollars)	\$ 305,876.00	\$ 305,876.00
CARES Funding	\$ 1,503,114.80	\$ 562,220.51
County Dollars		\$ 918,780.46
Total Revenue	\$ 2,906,378.80	\$ 2,934,264.97
* Transit Grant Manager Salary, Training/Support, Software, Printing, Vehicle Lettering & Audit Expenses		

Preliminary FY25 Capital Budget

	FTA	MTA	County Match	Total
Preventative Maintenance	\$ 160,000.00	\$ 20,000.00	\$ 20,000.00	\$ 200,000.00
Replacement Vehicles (4)	\$ 324,029.00	\$ 40,503.00	\$ 40,503.00	\$ 405,035.00
Transit Facility Improvements	\$ 42,400.00	\$ 5,300.00	\$ 5,300.00	\$ 53,000.00
Transit Development Plan	\$ 80,000.00	\$ 10,000.00	\$ 10,000.00	\$ 100,000.00
Total	\$ 606,429.00	\$ 75,803.00	\$ 75,803.00	\$ 758,035.00

Action: Discussion/Decision

Staff Recommended Motion:

I move the Board of Commissioners approve the submission of the FY25 Annual Transportation Plan and accept the FY25 grant award.

Attendees: Stacey Graham, Transportation Grants Manager, Public Works
Debby Standiford, Grants Manager, Management & Budget

DATE: March 14, 2024

TO: The Carroll County Board of Commissioners

RE: Contract Award - 2024 Pavement Condition Survey and Analysis

EXECUTIVE SUMMARY:

The Office of Procurement, in cooperation with the Bureau of Engineering, request your approval to award a contract to Mott McDonald, LLC in the amount of \$108,240.00. Mott McDonald, LLC is an awarded term contractor which was competitively bid. The amount is within the adopted budget.

Pavement condition surveys are completed biennially and are scheduled for spring 2024. The survey results are updated in the pavement management system to provide budget optimization and decision-making capabilities by the Department of Public Works.

Staff Recommended Motion:

I move the Board of Commissioners award a contract for the 2024 Pavement Condition Survey and Analysis to Mott McDonald, LLC in the amount of \$108,240.00.

Department of Planning and Land Management

Briefing Paper

March 14, 2024

Open Session

Issue: Briefing/Discussion/Decision - FY2025 Consolidated Transportation Plan (CTP)
Priority Letter

Background:

Each year, the Carroll County Department of Planning and Land Management prepares a letter for the Board's submittal to the Maryland Department of Transportation listing the key County transportation priorities for inclusion into the State's Consolidated Transportation Program for the following fiscal year. These projects include capacity enhancing infrastructure, main street revitalization, bicycle and pedestrian trails and County transit needs. This letter is submitted to MDOT by April 1 of each year.

On February 8, staff discussed this issue with the Board for their input. Letter preparation is complete and is now being presented to the Board for discussion and decision.

Action:

I move the Board of County Commissioners approve the 2025 Consolidated Transportation Plan Priority Letter.

Attendees:

Christopher Heyn P.E., Director, Department of Planning and Land Management
Daphne Daly, Deputy Director, Department of Planning and Land Management
Mary Lane, Bureau Chief, Bureau of Comprehensive Planning
Clare Stewart, Comprehensive Planner, Bureau of Comprehensive Planning

DATE: March 14, 2024
TO: The Carroll County Board of Commissioners
RE: Approval to Purchase – National Institute of Standards Cybersecurity Standards
Assessment & Cybersecurity Penetration Testing

EXECUTIVE SUMMARY:

The Office of Procurement in cooperation with the Department of Public Safety requests your approval to purchase the National Institute of Standards (NIST) Cybersecurity Framework (CSF) Assessment, and Cybersecurity Penetration Testing from Skyline Technology Solutions in the amount of \$29,520.00. Skyline Technology Solutions was awarded Contract # 49-F-4-21/22 to provide CCPN Project Management and Network Operations Management Services.

This project will be funded by the FFY2021 Urban Area Security Initiative (UASI) Grant.

Background:

Understanding the cybersecurity vulnerabilities, threats and risks that Carroll County Government faces is important to our ability to identify, thwart and/or recover from acts of cyberterrorism. This project is intended to provide a proactive cybersecurity risk and maturity assessment and gap analysis for Carroll County Government, along with a risk-based project roadmap to assist with further maturing and strengthening Carroll County's cybersecurity program.

Staff Recommended Motion:

I move the Board of Commissioners approve the purchase of NIST Cybersecurity Framework Assessment and Cybersecurity Penetration Testing to Skyline Technology Solutions in the amount of 29,520.00.

DATE: March 14, 2024

TO: The Carroll County Board of Commissioners

RE: Bid Approval and Contract Award - Printing of Specimen Ballots for the 2024 Presidential Primary & General Election RFB #33-F-1-23/24

EXECUTIVE SUMMARY:

The Office of Procurement, in cooperation with the Carroll County Board of Elections, requests your approval to award a contract to KM Printing, LLC for the printing of the 2024 Presidential Primary & General Elections specimen ballots. The office of Procurement solicited bids for the printing of the specimen ballots and received three (3) bids with KM Printing, LLC being the lowest responsive and responsible bidder. The results of the bid opening are listed below.

This amount is approved in the FY24 budget, and no additional funds should be required.

VENDOR/BID RESULTS:

KM Printing, LLC	Owings Mills, MD	\$46,520.26
Print Mail Pro	Austin, TX	\$58,490.10
Corporate Communications Group	Upper Marlboro, MD	\$86,872.68

Background

Election Law §8-102(a)(1) requires the Carroll County Board of Elections to send notice of each election in its county to the registered voters of the county by mailing a specimen ballot at least 1 week before the first day of any early voting period before the election. The specimen ballot includes pertinent information about the election such as the voter's polling place, the county's early voting centers, the time and days of early voting and election day, and a sample ballot that the voter will see if they vote in-person. Specimen ballots are not mailed to voters who have requested a mail-in ballot.

Staff Recommended Motion:

I move the Board of Commissioners award the contract to KM Printing, LLC in the amount of \$46,520.26 for the printing of the 2024 Presidential Primary & General Elections specimen ballots.