

## Board of County Commissioners

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



## Carroll County Government

225 North Center Street  
Westminster, Maryland 21157  
410-386-2043; 1-888-302-8978  
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### **Notice of Commissioner Meetings & Agenda for the Week of March 20, 2023**

- 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 20, 2023**

#### **Tuesday ~ March 21, 2023**

- 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  
Commissioner Gordon*
- 5:00 p.m.      *22<sup>nd</sup> Induction Ceremony Mt. Airy Hall of Fame  
Mt. Airy American Legion  
Commissioner Guerin*
- 5:00 p.m.      *Ag Center Board Annual Dinner Meeting  
Ag Center, Burns Hall, Westminster  
Commissioners Kiler, Rothstein and Vigliotti*

#### **Wednesday ~ March 22, 2023**

- 9:45 a.m.      *MACo – Session Board Meeting  
Café Normandie, Annapolis  
Commissioner Rothstein*

*11:00 a.m. MACo Legislative Committee Meeting/ Sine Die Luncheon  
Annapolis, MD  
Commissioners Kiler and Rothstein*

*12:30 p.m. Recreation and Parks Advisory Board Meeting  
Bear Branch Nature Center, Westminster  
Commissioner Vigliotti*

**Thursday ~ March 23, 2023**

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

*Priority Carroll*

**Item 1**

Public comment on this item

[FY24 Maryland Criminal Intelligence Network \(MCIN\) Program Grant  
Application and Award](#)

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

**Item 2**

Public comment on this item

FY24 Recommended Budget Presentation

Department of Management and Budget – Mr. Ted Zaleski

**Item 3**

Public comment on this item

Legislative Update

Mr. Mike Fowler, Legislative Liaison

**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

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

**Item 4**

Public comment on this item

FY24 Agency Budget Hearings

- Soil Conservation – Mr. Matt McMahon
- Health Department – Ms. Sue Doyle
- Historical Society – Mr. Jason Illari

Department of Management and Budget – Mr. Ted Zaleski

**Item 5**

[Community Solar in Agricultural Zone Discussion and Direction](#)

Department of Land and Resource Management – Mr. Chris Heyn

**Item 6**

Public comment on this item

[Decision on the 2024 Consolidated Transportation Plan \(CTP\) Priority Letter](#)

Department of Planning – Ms. Lynda Eisenberg

**Item 7**

[Discussion/Decision on the Closure of a Portion of Pinch Valley Road](#)

Department of Public Works – Mr. Bryan Bokey

**Item 8**

Public comment on this item

[APC Symmetra and Cooling Units Service Renewal](#)

Department of Technology Services – Mr. Mark Ripper

**Item 9**

Public comment on this item

[Purchase of License Plate Readers \(LPR\) Units – County-wide](#)

Sheriff's Office – Sheriff Jim DeWees

**Item 10**

Public comment on this item

[Purchase of Ford F-250 Truck](#)

Department of Public Works – Mr. Bryan Bokey

**Item 11**

Public comment on this item

[2023 Gravel Road Chip Seal Project](#)

Department of Public Works – Mr. Bryan Bokey

**Item 12**

Public comment on this item

[Rehabilitation of Two Sanitary Sewer Manhole Structures](#)

Department of Public Works – Mr. Bryan Bokey

Closed            Land Acquisition

*6:30 p.m.        Finksburg Planning & Citizens Council  
Carroll County Public Library, Finksburg Branch  
Commissioner Kiler*

**Friday ~ March 24, 2023**

**Saturday ~ March 25, 2023**

**Sunday ~March 26, 2023**

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

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.

**State’s Attorney’s Office**  
**Briefing Paper**  
**March 23, 2023**  
**Open Session**

**Issue:** FY24 Maryland Criminal Intelligence Network (MCIN) Program Grant Application and Award

**Background:** The Carroll County State’s Attorney’s Office, one of fifteen (15) MCIN sites across Maryland, prioritizes the prosecution of criminal networks operating within the county, including drug trafficking organizations driving opioid overdoses.

The SAO is on the forefront of data-driven investigation and prosecution strategies by its participation in MCIN, which is a key element to the governor’s crime-fighting strategy for the state. MCIN enhances coordination and collaboration among public safety partner agencies and provides a statewide crime-fighting strategy to identify, disrupt and dismantle criminal networks through multiple criminal investigations and operations.

The FY24 grant will continue this critical work and provide funding for two positions: a Senior Assistant State’s Attorney and a Crime Analyst. Additionally, the grant application includes requests for data-sharing software, surveillance equipment, training, and overtime funding for local law enforcement agencies, including Carroll County Sheriff’s Office, Maryland State Police and Westminster Police Department.

**Projected Budget – 7/1/23 to 6/30/24**

<b>Position</b>	<b>Grant Funds</b>	<b>County Contribution*</b>	<b>Total</b>
SAO Staff	\$238,788	0	\$238,788
OT Local Law Enforcement Agencies	\$40,000	0	\$40,000
Equipment /Training/Software/Indirect	\$146,050	0	\$146,050
<b>Total</b>	<b>\$424,838</b>		<b>\$424,838</b>

**Action:** Discussion/Decision

**Staff-Recommended Motion:**

I move the Board of Commissioners approve the submission of the FY24 Maryland Criminal Intelligence Network (MCIN) grant application and accept the award.

**Attending:**

Alicia Kuhns, Sr. Assistant State’s Attorney, MCIN Dedicated Prosecutor  
Debby Standiford, Grants Office

**Department of Land & Resource Management  
Briefing Paper**

**March 23, 2023  
Open Session**

**Issue:**

**Community Solar in Agricultural Zone Discussion and Direction**

**Background:**

On March 9, 2023, the Board of County Commissioners adopted a six-month moratorium on the processing, review, permitting, and construction of community solar energy generating systems in the Agricultural Zone. Staff is prepared to study the existing requirements in §158.153 and propose recommendations and policy changes. Staff is seeking direction from the Board on the provisions to be evaluated.

**Action:**

Discuss and provide direction to staff regarding specific provisions to study

**Motion:**

I move the Board of County Commissioners direct Land & Resource Management staff to review the community solar requirements as discussed, form a workgroup of stakeholders and return to the Board with proposed recommendations for code changes.

**Attendees:**

Christopher Heyn, PE, Director, Department of Land & Resource Management  
Brenda Dinne, Special Projects Coordinator

# **Department of Planning**

## **Briefing Paper**

**March 23, 2023**

### **Open Session**

#### **Issue:**

2024 Consolidated Transportation Plan Priority Letter

#### **Background:**

Each year, the Carroll County Department of Planning 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 9, Planning staff discussed this letter and process with the Board and on March 16<sup>th</sup> presented the draft. Staff has prepared a letter for the Board's review and made adjustments based on discussion at the March 16<sup>th</sup> meeting.

#### **Action:**

I move that the Board of County Commissioners approve and sign the 2024 Consolidated Transportation Plan Priority Letter and send to the Secretary of MDOT and that the letter is forwarded to the County Delegation for their signatures.

#### **Attendees:**

Lynda D. Eisenberg, Director  
Mary Lane, Planning Manager

**Department of Public Works  
Carroll County Regional Airport  
Briefing Paper  
March 23, 2023**

**Issue:**

Closure of a portion of Pinch Valley Road

**Background:**

On Thursday, January 12, 2023 the Department of Public Works staff presented to the Board of County Commissioners a proposal to close a portion of Pinch Valley Road in connection with the Airport Safety Enhancements Project. If approved, the portion of the road to be closed would be an approximately 2,700-foot section of Pinch Valley Road, beginning approximately 350 feet north of the intersection with Indian Valley Trail and continuing north to a point approximately 1,200 feet south of the intersection with Pleasant Valley Road. This portion of Pinch Valley Road is a hardened surface road approximately 20 feet in width. A public hearing was held on Thursday, March 2, 2023, to allow for community input on the road closure. The Board decided to leave the record open for public comment for an additional ten days. The Department of Public Works is requesting Board approval to close the previously identified portion of Pinch Valley Road.

**Action:**

Public Hearing/Discussion/Decision

**Staff Recommended Motion:**

I move the Board of County Commissioners approve the closure of the portion of Pinch Valley Road required for the Airport Safety Enhancements Project.

**Attendees:**

Bryan Bokey, Director, Department of Public Works  
Eric Burdine, Deputy Director, Department of Public Works  
Mark Myers, Bureau Chief, Carroll County Regional Airport



DATE: March 23, 2023

TO: The Carroll County Board of Commissioners

RE: APC Symmetra and Cooling Units Service Renewal

**Executive Summary:**

The Office of Procurement, in cooperation with the Department of Technology Services requests your approval for the APC Symmetra and Cooling Units Service Renewal to Chesapeake Mission Critical in the amount of \$29,900.00.

**Details**

The UPS and Cooling Units are located at the New Windsor Library Head Quarters Data Center and provides power protection for critical network infrastructure used by multiple agencies.

**Staff Recommended Motion:**

I move that the Board of Commissioners approve the APC Symmetra and Cooling Units Service Renewal to Chesapeake Mission Critical in the amount of \$29,900.00.

DATE: March 23, 2023

TO: The Carroll County Board of Commissioners

RE: Purchase of License Plate Readers (LPR) Units – County-wide

**EXECUTIVE SUMMARY:**

The Carroll County Sheriff's Office, in cooperation with the Office of Procurement, requests your approval to purchase fifteen (15) LPR units and related services for Carroll County law enforcement in the amount of \$290,247.54.

As part of a State-wide initiative to expand the LPR program around the state, funding has been provided through a local grant program. Our office has been asked to coordinate efforts for all Carroll County law enforcement agencies.

The Carroll County Sheriff's Office solicited quotations from Selex ES, Inc., a single-source vendor, to provide the Automated License Plate Reader (ALPR) Units. There is State law in place with certain requirements regarding data transfer to the Maryland Coordination and Analysis Center (MCAC). Selex ES, Inc. is the only vendor that meets the requirements since the onset of the overall program.

This cost will be covered by State funding. This amount is within the budget and no additional funds will be needed.

**Staff Recommended Motion:**

I move the Board of Commissioners award the purchase of fifteen (15) LPR units and related services to Selex ES, Inc. in the amount of \$290,247.54.

DATE: March 23, 2023  
TO: The Carroll County Board of Commissioners  
RE: Purchase of Ford F-250 Truck

**Executive Summary:**

The Office of Procurement, in cooperation with the Bureau of Fleet Management/Warehouse Operations requests your approval to purchase a 2023 Ford F250 Crew Cab 6.5 Bed and Boss 8-foot VXT Plow from Hertrich Fleet Services, Inc. in the total amount of \$57,987.00. This purchase is being made through a Howard County contract #4400004546 that was competitively bid.

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

**Background:**

This unit would be a replacement vehicle for the Bureau of Roads Operations, serving the primary function of transporting staff, tools, and materials to and from job sites. This vehicle is specifically used by the county's Tree Trimming Specialist.

**Staff Recommended Motion:**

I move that the Board of Commissioners award the purchase of the one (1) 2023 Ford F250 Crew Cab with accessories to Hertrich Fleet Services, in the amount of \$57,987.00.

DATE: March 23, 2023  
TO: The Carroll County Board of Commissioners  
RE: 2023 Gravel Road Chip Seal Project

**Executive Summary:**

The Office of Procurement, in cooperation with the Bureau of Roads Operations requests your approval to award the 2023 Gravel Road Chip Seal Project contract to American Paving Fabrics, Inc. in the amount of \$776,325.00 to double chip seal 11.15 miles of existing County gravel roadways. The County solicited for bids and received two responses listed below.

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

**Background:**

This is the third of a three-year project to double chip seal the gravel roads throughout Carroll County. The roads to be double chip sealed with a fog seal topping are Diehl Road, Hapes Mill Road, Reifsnider Road, Sharrett Road, Sixes Bridge Road, Study Road, Babylon Road, and Roller Road.

The double chip seal consists of applying emulsion and #7 and #8 stone chips in two layers. All roads will be vacuumed of excess chips and a fog seal will be applied; maintenance of traffic and all incidental work is included in the contract. This project is intended to harden the surface of these gravel roads by sealing cracks and preventing water infiltration. Double chip seal surface treatment has low energy requirements and is environmentally safe as it emits no pollutants. Further, it is one of the most eco-efficient maintenance treatments available. The work will be performed utilizing lane closures with signage and flagmen.

Each contractor has performed prior work for the county and each bid was evaluated based on quality of work, coordination of scheduling, customer complaints, and cost. Based on these factors American Paving had a higher overall score and is therefore recommended to be awarded the contract.

**Results:**

American Paving Fabrics, Inc.	Hanover, MD	\$776,325.00
Russell Standard Corp.	Pittsburgh, PA	\$484,538.60

**Staff Recommended Motion:**

I move the Board of Commissioners award the contract to American Paving Fabrics, Inc. to complete the Double Chip Seal of County gravel roadways in the amount of \$776, 325.00.

DATE: March 23, 2023

TO: The Carroll County Board of Commissioners

RE: Rehabilitation of Two Sanitary Sewer Manhole Structures

**Executive Summary:**

The Office of Procurement, in cooperation with the Bureau of Utilities, requests your approval to award a contract for the rehabilitation of two sanitary sewer manhole structures located within the Freedom service area to Mid-Atlantic Utilities, Inc. in the amount of Thirty-Seven Thousand Six Hundred Seventy-Five Dollars and Zero Cents (\$37,675.00). This award will be made via a competitively bid term contract. The bid amount is within the adopted budget and no additional funds will be necessary.

**Background:**

The manhole structures are located on Saddle Drive and at the intersection of Liberty Lake Drive and Sunset Drive. The manhole structures are aged and are in a state of disrepair. The Saddle Drive structure is approximately ten feet in depth and the Liberty Lake Drive / Sunset Drive structure is approximately twenty-four feet in depth. The manholes will be thoroughly cleaned, all missing masonry and concrete replaced, the interior walls parged, and an epoxy lining applied.

**Staff Recommended Motion:**

I move the Board of Commissioners award a contract for the rehabilitation of two sanitary sewer manhole structures to Mid-Atlantic Utilities, Inc. in the amount of Thirty-Seven Thousand Six Hundred Seventy-Five Dollars and Zero Cents (\$37,675.00).