

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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Westminster, Maryland 21157
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MD Relay ~ 7-1-1/800-735-2258

Notice of Commissioner Meetings & Agenda for the Week of April 19, 2021

Revision 1 (4/21/2021)

Please Note: This weekly notice and agenda is subject to change. [Please call 410-386-2043 to confirm a meeting. Due to the COVID-19 Pandemic, all meetings, until further notice, will be accessible virtually.](tel:410-386-2043) All or part of a meeting may be conducted in closed session.

- *Indicates Outside Activities*

Monday ~ April 19, 2021

9:00 a.m. Bureau of Aging & Disabilities Open House
Virtual Meeting
Commissioner Wantz

Tuesday ~ April 20, 2021

9:00 a.m. Planning & Zoning Commission Meeting
Virtual Meeting
Commissioner Wantz

1:00 p.m. Board of County Commissioners Open Session
Virtual Meeting

FY22 Proposed Budget Work Session
Department of Management & Budget ~ Mr. Ted Zaleski

Closed ~ Land Acquisition

Closed Administrative Session

Wednesday ~ April 21, 2021

4:00 p.m. *Environmental Advisory Council Awards*
Westminster Community Pond ~ Westminster, Maryland
Commissioners Rothstein, Weaver & Frazier

4:30 p.m. Carroll Community College Board of Trustees Meeting
Virtual Meeting
Commissioner Wantz

Thursday ~ April 22, 2021

7:45 a.m. BWI Business Partnership Meeting
Virtual Meeting
Commissioner Rothstein

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

~~———— FY22 Proposed Budget Work Session (Back-Up Date)~~
~~———— Department of Management & Budget ~ Mr. Ted Zaleski~~

~~1:00 p.m.~~ **Board of County Commissioners Open Session**

9:00 a.m. **Item 1**
Request Approval for Application Submission and Award Acceptance
[Courthouse Security Grant for the Circuit Court of Carroll County](#)
Maryland Judiciary Administrative Office of the Courts
Carroll County Circuit Court ~ Judge Fred Hecker
Department of Management & Budget ~ Mr. Ted Zaleski

Priority Carroll

Item 3-2
Update on Re-Opening Plans for
[Carroll County Senior & Community Centers](#)
Department of Citizen Services ~ Ms. Celene Steckel

Thursday ~ April 22, 2021 continued

Item 43

Introduction & Request to Proceed to Public Hearing
[Water and Sewer Spring Amendment](#)
Department of Planning ~ Ms. Lynda Eisenberg

Item 64

[911 Fee Adjustment](#)
Department of Public Safety ~ Mr. Scott Campbell
Department of Management & Budget ~ Mr. Ted Zaleski

Item 25

Discussion/Decision
State Directives - Updates on COVID 19
Board of County Commissioners

Item 56

[Northeast Maryland Waste Disposal Authority](#)
Membership Renewal
Department of Public Works ~ Mr. Jeff Castonguay

Item 7

[Bid Approval ~ Trevanion Terrace](#)
SWM Facility Retrofit
Department of Land & Resource Management ~ Mr. Chris Heyn
Office of Procurement ~ Ms. Maureen Dunn

Item 8

Request Approval to Exercise Option to Purchase
[for the S. Scott Alban Property](#) through the
Rural Legacy Program
Department of Land & Resource Management ~ Mr. Chris Heyn

Public Comment ~ In light of the COVID-19 virus, anyone planning to make public comment should call +1 (408) 650-3123 and Access Code 503-537-485 to join the meeting.

Administrative Session ~ Open

Closed ~ Land Acquisition

Closed Administrative Session

Friday ~ April 23, 2021

Saturday ~ April 24, 2021

*9:00 a.m. Winfield Softball/Baseball Parade
Sykesville, Maryland
Commissioner Bouchat*

Sunday ~ April 25, 2021

7:05 a.m. “The Commissioners’ Podcast”
Commissioner Wantz

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

Virtual Access to Carroll County Board of Commissioners Open Session

Due to a commitment to implement all precautionary actions to prevent the spread of the Coronavirus (COVID-19), the Carroll County Board of Commissioners is implementing a new process for viewing BOC Open Sessions.

In keeping with the spirit of transparency balanced with the need to be socially distant, the Carroll County Board of Commissioner Open Sessions will continue virtually. All commissioners and staff will participate using GoToMeeting. Residents can continue to view the proceedings by accessing the live stream in the following ways:

- [County Facebook page](#)
- [County YouTube channel](#)
- [Meeting Portal](#)
- Comcast Channel 24

Although the above methods are preferred due to unlimited access, residents unable to view the cable channel or the internet will be able to listen to the virtual meeting using the following phone number and entering the access code for that meeting:

Board of Commissioners Open Session ~ **Thursday, April 22, 2021 ~ ~~1:00 p.m.~~ 9:00 a.m.**

You can also dial in using your phone.

United States: +1 (408) 650-3123

Access Code: 503-537-485

*Callers will be muted during the meeting and there will be no dialogue from callers until the phones are open for the Public Comment portion of the meeting.

There is a limit to the number of callers the system can accept, so please use the live stream methods above, if possible. In addition, all meetings will be replayed on Comcast Channel 24.

The commissioners thank Carroll County residents for their continued understanding and support during this extraordinary time.

Circuit Court

Briefing Paper

April 22, 2021

Open Session

Issue: AY 2021 Courthouse Security Funding and Acceptance of Award

Background: The Circuit Court has an opportunity to receive funding through the Administrative Office of the Courts to improve courthouse security. The funds will provide additional security for parking designated for Judges by improving the garage door system. In addition, a new camera for the sally port in the Courthouse Annex basement will be installed. Finally, the Register of Wills office will receive a new access control system for all doors.

The grant from the Administrative Office of the Courts in the amount of \$39,958.19 will fund the entire cost of the project. There are no county funds required for this project.

Budget

Tier I	Access Control System	\$6,727.36
Tier I	Camera System	\$2,927.27
Tier II	Garage Door- Judge Parking	\$30,303.56
Tier III	N/A	\$0
County Funds		\$0
Total		\$39, 958.19

Action: Discussion/Decision

Staff-Recommended Motion:

I move that the Board of Commissioners accept the AY 2021 Courthouse Security grant award of \$39,958.19 from the Administrative Office of the Courts.

Attendees:

Judge Fred S. Hecker, Administrative Judge, Circuit Court
Corey Hardinger Grants Analyst, Management and Budget

**Department of Citizen Services
Bureau of Aging & Disabilities
Briefing Paper
April 22, 2021
Open Session**

Issue: Update on Reopening of Carroll County Senior & Community Centers

Briefing/Discussion/Decision: Briefing/discussion regarding the reopening of the Carroll County Senior & Community Centers

Due Date: April 30, 2021(launch date)

Background: On March 12, 2020, Carroll County Senior & Community Centers were ordered to close by order of Governor Larry Hogan, due to the COVID-19 pandemic. On April 1, 2021, the Governor announced that Senior Centers throughout the State of Maryland are permitted to reopen, with appropriate social distancing and adherence to CDC COVID recommended guidelines, at the end of April 2021.

The Carroll County Bureau of Aging & Disabilities will launch the reopening of the Senior & Community Centers with a special event at Westminster Senior and Community Center on Friday, April 30, 2021. All Senior & Community Centers will reopen on a modified schedule the week of May 3, 2021. Pre-registration will be required for all center activities during the initial phase of the reopening. Wellness checks, masks and social distancing will be required. Senior Center policies and updated safety guidelines will be posted on the Bureau of Aging & Disabilities website www.carrollcountymd.gov/aging-and-disabilities or individuals may call their respective Senior & Community Center.

Action: Discussion

Attending:

Celene E Steckel, Director, Citizen Services
Gina Valentine, Bureau Chief, Aging & Disabilities
Rich Ottone, Community Services Supervisor

Department of Planning

Briefing Paper

April 22, 2021

Open Session

Issue:

2021 Spring Amendment to the 2019 Water and Sewer Master Plan

Background: The Water and Sewer Master Plan is a document that is prepared by the Department of Planning for the purpose of delineating water and sewer service areas, identifying planned projects and calculating water and sewer demand for the County and the eight municipal systems.

The County typically provides opportunities for amendments twice a year, one in the Spring and one in the Fall, to address changing conditions and circumstances. This proposed amendment focuses on changes to the Projected Water Supply Demands and Projected Capacity table (15); the Projected Sewer Supply Demands and Projected Capacity table (32); the Freedom Area water and sewer service area maps; the Town of Manchester water service area map.

The purpose of this presentation is to brief the BCC on the nature of the proposed amendments and request a public hearing. The purpose of the hearing is to accept public comment regarding the 2021 Spring Amendment to the 2019 Carroll County Water and Sewer Master Plan.

Staff Recommended Motion:

I move that the Board of County Commissioners proceed with a Public Hearing for the 2021 Spring Amendment to the 2019 Water and Sewer Master Plan.

Attendees:

Lynda Eisenberg, Director, Department of Planning
Price Wagoner, Department of Planning

**Department of Public Works
Bureau of Solid Waste
Briefing Paper
April 22, 2021**

Issue:

Renewal of the Northeast Maryland Waste Disposal Authority Membership

Background:

Carroll County is a member of the Northeast Maryland Waste Disposal Authority (Authority). This independent state agency is governed by a board of directors comprised of participating jurisdiction representatives.

The Authority's Mission Statement is:

"The Authority's mission is to plan and develop waste management systems that meet the highest environmental standards while providing the most efficient and reliable waste disposal services possible. We are a regional service organization assisting Member Jurisdictions with a variety of waste-related projects including recycling, resource recovery, composting, landfill gas-to-energy and solar. At the same time, we place a special emphasis on waste reduction. An underlying goal, inherent in all Authority projects, is to minimize waste disposal costs."

Through Carroll County's membership, the authority procures and maintains agreements for the County's transfer of waste, recyclables, electronics recycling programs along with professional consulting, and specialized legal services.

Action:

Discussion

Staff-Recommended Motion:

Attendees:

Jeff Castonguay, Director, Dept. of Public Works

Eric Burdine, Acting Deputy Director, Dept. of Public Works

Clifford Engle, Chief, Bureau of Solid Waste

Andrew Kays, Deputy Director, Northeast Maryland Waste Disposal Authority

John Schott, Project Manager/Energy Analyst, Northeast Maryland Waste Disposal Authority

Department of Public Safety
Briefing Paper
April 22, 2021
Open Session

Issue:

“County 9-1-1 Fee”

Discussion / Decision

Discussion & Decision

Background:

In accordance with the “*Maryland Public Safety Article*”, *Subtitle 3-9-1-1 Emergency Telephone System, § 1-311. County 9-1-1 fee*, Carroll County has the authority to establish and apply a ‘county 9-1-1 fee’. Unless justified otherwise in accordance with the requirements set forth in this **Article**, the county fee shall not exceed \$0.75 per month for each switched local exchange access service, CMRS, or other 9-1-1-accessible service provided. If revenues attributable to the county 9-1-1 fee for a fiscal year do not provide the revenues necessary to cover a county's operational costs for the 9-1-1 system for that fiscal year, the county may, for the following fiscal year, impose a county 9-1-1 fee not exceeding \$1.50 per month for each switched local exchange access service, CMRS, or other 9-1-1-accessible service provided. The new county 9-1-1 fee would remain in effect until repealed or modified by a subsequent county ordinance or resolution and may not exceed a level necessary to cover the total eligible maintenance and operation costs of the county.

Based on the deficit (\$1,625,521) documented in the annual audit of Carroll County's FY2020 9-1-1 Revenue and Expenditures, we believe an adjustment of the county's current 9-1-1 fee to \$1.50 is justified. Accordingly, we propose the Board of County Commissioners set the local 9-1-1 fee at this rate. Should the Maryland 9-1-1 Board deem a lesser rate is warranted, we propose the Commissioners set the county fee at the maximum rate permitted by same. Following today's presentation, the next step required to change the local 9-1-1 fee is to hold a public hearing on the matter; we respectfully request the Board please approve doing so.

Staff-Recommended Action:

Please approve taking the proposed modification of the county 9-1-1 fee to public hearing, as requested.

Staff Recommended Motion:

“I move that the Board of County Commissioners take the proposed adjustment of the county 9-1-1 fee to public hearing on Thursday, May 6, 2021.”

Attendees:

Scott Campbell, Director, Dept. of Public Safety
Jack Brown, Emergency Communications Manager, Dept. of Public Safety
Taylor Hockensmith, Senior Management and Budget Analyst, Dept of Mgmt. & Budget

DATE: March 17, 2021
TO: The Carroll County Board of Commissioners
RE: Trevanion Terrace SWM Facility Retrofit
75-F-13-19/20

EXECUTIVE SUMMARY:

The Bureau of Purchasing in cooperation with the Bureau of Resource Management requests your approval to award a contract for the Trevanion Terrace Stormwater Management Facility Retrofit to CJ Miller in the amount of \$1,108,000.00. A total of 50% of the construction cost will be grant funded and the remaining will be county funds. The total amount of grand funding approved for this project is \$632,010.00 which also covers design, inspection, and other professional services. The County advertised for bids and received twelve (12) responses. The bid amount is within the adopted budget and no additional funds will be necessary.

Vendors & Bid Results:

1.	CJ Miller	Hampstead, MD	\$1,108,000.00
2.	Pleasants Construction	Frederick, MD	\$1,124,559.73
3.	Kibler Construction	Finksburg, MD	\$1,149,639.38
4.	Highland Turf, LLC	Finksburg, MD	\$1,172,559.43
5.	Kinsley Construction	Timonium, MD	\$1,199,717.00
6.	Conewago Enterprises, LLC	Hanover, PA	\$1,251,821.00
7.	KC Construction	Ivyland, Pa	\$1,265,000.00
8.	W.F. Delauter & Sons, Inc.	Emmitsburg, MD	\$1,274,994.00
9.	Magstone, LLC	Union Bridge, MD	\$1,280,000.00
10.	Old Line Construction, Inc.	Dunkirk, MD	\$1,289,902.00
11.	Ecotone, Inc.	Forest Hill, MD	\$1,913,655.18
12.	Triangle Contracting, LLC	Jefferson, MD	\$2,304,425.00

Staff Recommended Motion:

I move that the Board of Commissioners award the contract for the Trevanion Terrace SWM Facility Retrofit to CJ Miller in the amount of \$1,108,000.00

Bureau of Purchasing

Date

Board of Commissioners

Date

Commissioner Wantz:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Weaver:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Frazier:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Bouchat:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Rothstein:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Comments: -				

Action Taken: ☐ Accepted ☐ Denied ☐ Other:

Department of Land & Resource Management
Briefing Paper
April 22, 2021
Open Session

Issue:

Discussion/Decision – Rural Legacy Program Option to Purchase on the S. Scott Alban, 3669 Basler Road, Manchester, District 1.

Background:

A 107.014-acre farm property owned by S. Scott Alban located at the above address was granted preliminary approval to participate in the Maryland Rural Legacy Program by the County Agricultural Land Preservation Advisory Board on January 13, 2021. The easement will be purchased using only state Rural Legacy Program grant funds at a direct cost of \$675,283.70. 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 Maryland Department of Natural Resources Rural Legacy Program has approved the purchase through a grant agreement with Carroll County and the County and the landowner are ready to proceed to the easement settlement stage.

Action:

Discussion/Decision – Staff requests that the Board of County Commissioners exercise the Option to Purchase a Rural Legacy Program conservation easement on the S. Scott Alban property.

Staff-Recommended Motion:

I move that the Board of Commissioners exercises an Option to Purchase a Rural Legacy Program conservation easement on the S. Scott Alban property.

Attendees:

Christopher Heyn, Acting Director, Department of Land & Resource Management
Deborah Bowers, Program Manager, Agricultural Land Preservation Program
J. P. Smith, Jr., Preservation Specialist, Agricultural Land Preservation Program