

## 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

225 North Center Street  
Westminster, Maryland 21157  
410-386-2043; 1-888-302-8978  
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MD Relay ~ 7-1-1/800-735-2258

### **Notice of Commissioner Meetings & Agenda for the Week of March 22, 2021**

#### **Revision 1 dated March 22, 2021**

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

- *Indicates Outside Activities*

#### **Monday ~ March 22, 2021**

#### **Tuesday ~ March 23, 2021**

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

FY22 Recommended Budget Presentation  
Department of Management & Budget ~ Mr. Ted Zaleski

#### **Wednesday ~ March 24, 2021**

10:00 a.m. Commission on Aging & Disabilities Meeting  
Virtual Meeting  
Commissioner Rothstein

10:15 a.m. Maryland Association of Counties Board of Directors Meeting  
Virtual Meeting  
Commissioner Wantz

11:00 a.m. Maryland Association of Counties Sine Die Legislative Committee Meeting  
Virtual Meeting  
Commissioners Frazier & Wantz

**Thursday ~ March 25, 2021**

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

FY22 Agency Budget Hearings  
Department of Management & Budget ~ Mr. Ted Zaleski

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

*Priority Carroll*

**Item 1**

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

**Item 2**

Request Approval to Renew Allocation of  
[Not in Carroll Funding to After-School](#)  
Programming and Mobile Crisis for FY22  
Department of Citizen Services ~ Ms. Celene Steckel  
Department of Management & Budget ~ Mr. Ted Zaleski

**Item 3**

Request Approval and Acceptance Grant Application/Award  
[Emergency Rental Assistance Program \(ERAP\)](#)  
Department of Citizen Services ~ Ms. Celene Steckel  
Department of Management & Budget ~ Mr. Ted Zaleski

**Item 4**

[Request Approval of 2021 Comprehensive Case Management](#)  
and Supports Planning Services for Medicaid Long Term  
Services and Supports  
Department of Citizen Services ~ Ms. Celene Steckel  
Department of Management & Budget ~ Mr. Ted Zaleski

**Item 5**

Legislative Update  
Mike Fowler ~ Legislative Liaison

**Thursday ~ March 25, 2021 (Continued)**

**Item 6**

Fire/EMS Department Update  
Department of Fire/EMS ~ Mr. Robert McCoy

**Item 7**

[Loan Request from Winfield Volunteer Fire Department](#)  
and Adoption of Resolution declaring intent to  
Reimburse expenditures with debt proceeds  
Department of the Comptroller ~ Mr. Robert Burk  
Department of Fires/EMS ~ Mr. Robert McCoy

**Item 8**

[Bid Approval ~ North Carroll Library](#)  
Cooling Tower Replacement  
Department of Public Works ~ Mr. Jeff Castonguay  
Bureau of Purchasing

**Item 9**

[Request Approval for Temporary Suspension  
of TrailBlazer Routes](#)  
Department of Public Works ~Mr. Jeff Castonguay

**Item 10**

[Community Solar Zoning Text Amendment](#)  
Department of Land & Resource Management ~ Mr. Tom Devilbiss

**Public Comment** ~ In light of the COVID-19 virus, anyone planning to make public comment should call +1 (408) 650-3123 + Access Code 255-836-493 to join the meeting.

Open Administrative Session

Closed ~ Land Acquisition

Administrative Session ~ Closed

**Friday ~ March 26, 2021**

**Saturday ~ March 27, 2021**

*12:15 p.m. Taneytown Easter Egg Hunt  
Taneytown/Football Field  
Commissioner Wantz*

*6:00 p.m. Mission BBQ Sneak Peak  
Westminster, Maryland  
Commissioners Rothstein & Wantz*

**Sunday ~ March 28, 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.

## 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, March 25, 2021 ~ 1:00 p.m.**

**You can also dial in using your phone.**

**United States: +1 (408) 650-3123**

**Access Code: 255-836-493**

\*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.

Health Department / Citizens Services  
Briefing Paper  
March 25, 2021

**Issue:**

Proposed use for Not in Carroll funding committed for opioid issues for Fiscal Year 2022

**Background:**

The Senior Opioid Policy Group reviewed priorities and are recommending to the Board of Commissioners the following priorities funding for continued Not in Carroll Funding for fiscal year 2022:

**Continue Support of the call center for the Mobile Crisis Team:** The mobile crisis team in Carroll County is operating for its third year in Carroll County, supporting law enforcement, emergency services, and the community at large. A combination of funding was used during the first year of the implementation of the Mobile Crisis Team, including funding from the State Opioid Operational Command Center Funding, State Behavioral Health Administration, and Not in Carroll funding to operate the Team. Carroll County Government has supported the mobile crisis team with funding for a dedicated call center during fiscal year 2021. In FY20 the Carroll County Mobile Crisis Team Call Ops received a total of 1,738 incoming calls, a mix of new intakes as well as responses to follow up calls. Additionally, the Ops made a total of 2,173 outgoing calls. These were follow-up outreach calls in an ongoing effort to provide crisis stabilization. We will discuss the current status of this program and request continued funding for the call-center portion of the team's operation for fiscal year (FY) 2022 from Not in Carroll funding. The cost would remain \$135,000 for FY 2022.

**After School Program RFP:** The Senior Opioid Policy Group continues to identify engagement of middle-school-aged youth in after school activities as a high priority in prevention efforts. After school programs have been operating under a contract with a vendor during the 2020-2021 school year at North Carroll, Northwest, and Sykesville Middle Schools. Even with the COVID-19 Pandemic the vendor was able to continue to engage identified at risk youth in the programs. Highlights of the afterschool programs and the request for continued funding will be discussed. The total cost of maintaining the current programs in FY 2022 is \$165,002.

**FY22 Not in Carroll Budget:**

Mobile Crisis	\$135,000
After School Program	\$165002
<b>Total Funding</b>	<b>\$300,002</b>

**Attendees:**

Ed Singer, County Health Officer  
Celene Steckel, Director of Citizen Services  
Sue Doyle, Local Behavioral Health Authority

**Department of Citizen Services**

**Briefing Paper**

**March 25, 2021**

**Open Session**

**Issue:** FY 21 Emergency Rental Assistance Program Award

**Background:** The U.S Department of Treasury announced an allocation of Emergency Rental Assistance Program (ERAP) funds to the Maryland Department of Housing and Community Development (DHCD).

DHCD has made available up to \$4,260,520 for rental assistance including \$340,842 for housing stability services and administration of the project. These funds are intended to address eviction prevention, including rental arrears, utility assistance, prospective rental payments, and housing stability assistance for residents of Carroll County. The funds are available through September 2022.

Those at or below 80% of the Area Median Income (AMI) are eligible, with prioritization for those at 50% or below AMI. In addition, those in Census Tracts in the top 25% for eviction risk will also receive targeted outreach and prioritization. Specifically, Census Tracts in zip codes 21074, 21102, 21787, 21771, 21784, 21157, and 21158 are considered at high risk for evictions and rental arrears.

Citizen Services will subgrant administrative funding to community partners and will retain administrative funding in Citizen Services for fiscal and housing stability staff. Citizen Services is requesting permission to hire 2 new contractual positions: a full-time housing stability position and a full-time fiscal position.

**Budget**

<b>Purpose Area</b>	<b>Amount</b>
Rental arrears, utility arrears and prospective rental payments	\$3,919,678
Administration and Housing Stability services	\$340, 842
<b>Maximum funding available</b>	<b>\$4,260,520</b>

**Action:** Decision

**Staff-Recommended Motion:** I move that the Board of Commissioners approve the submission of the Emergency Rental Assistance Program application and accept the award as well as authorize the addition of 2 contractual full-time positions.

**Attendees:**

- Celene Steckel, Citizen Services
- Danielle Yates, Citizen Services
- Corey Hardinger, Management and Budget

**Department of Citizen Services  
Bureau of Aging & Disabilities  
Briefing Paper  
March 25, 2021  
Open Session**

**Issue:** 2021 Comprehensive Case Management and Supports Planning Services for Medicaid Long-Term Services and Supports Solicitation

**Briefing/Discussion/Decision:** Approval for the Comprehensive Case Management and Supports Planning Services for Medicaid Long-Term Services and Supports Solicitation April 1, 2021 – December 31, 2021.

**Due Date:** March 30, 2021

**Background:** The Maryland Department of Health has invited the Bureau of Aging & Disabilities to renew the Solicitation Provider Agreement for 2021. Services provided through this agreement include staff working in the Home & Community Based Services Program to provide case management services to individuals applying for and enrolled in the Community Options Waiver, Community First Choice, Increased Community Services and the Community Personal Assistance Service Programs. The focus of the program is to provide case management services and assist program participants with securing services to enable them to move out of institutions, remain safely in their homes and avoid long term care placement.

Each year, approximately 175 clients are served in the program. While the Bureau of Aging & Disabilities has a capacity of 148 clients, additional clients above this cap have been accepted due to waitlists and other Supports Planning agencies being at capacity.

**Budget for April 1, 2021 – December 31, 2021**

Estimated revenue for April 1, 2021 – December 31, 2021		\$190,000
County Contribution *		\$20,990
<b>Total Program Cost</b>		<b>\$210,990</b>

\*Included in the FY2021 Budget

**Action:** Discussion/Decision

**Staff-Recommended Motion:** I move that the Board of Commissioners approve the 2021 Comprehensive Case Management and Supports Planning Solicitation and acceptance of the funding.

**Attending:**

Celene E. Steckel, Director of Citizen Services  
Gina Valentine, Bureau Chief, Aging & Disabilities  
Bobbie Lawrence, Aging & Disabilities Services Supervisor



**Department of the Comptroller**  
**Briefing Paper**  
**March 25, 2021**  
**Open Session**

**Issue:** **Briefing/Discussion/Possible Decision** – Loan request from Winfield Volunteer Fire Department and adoption of resolution declaring intent to reimburse expenditures with debt proceeds.

**Background:** We have received an application from Winfield Volunteer Fire Department to borrow money from the County through the low-interest loan program. They have requested to borrow up to \$400,000 to be used for a new ambulance. The term of the loan will be 5-7 years and the County will hold a mortgage lien on the property. Winfield Volunteer Fire Department has three outstanding County loan totaling \$1,315,820.54, and they are current on payments.

**Requested  
Action:**

I am requesting the Board consider approval of the loan request. Approval will allow the fire company to proceed with the purchase of a new ambulance.

Additionally, I am requesting the Board adopt the resolution declaring the County's official intent to reimburse expenditures with the debt proceeds. This resolution enables the fire company and the County to expend funds with the intent to reimburse with future bond proceeds in an amount of \$400,000 subject to the requirements of tax-exempt debt issuance.

The County Attorney's Office has reviewed the resolution for legal sufficiency.

Representatives from the Winfield Volunteer Fire Department have been invited to attend. I'll be available to answer any questions the Board may have on this request.

**Staff  
Recommended  
Motion:**

I move the Board of Commissioners approve the loan request of \$400,000 by the Winfield Volunteer Fire Department and adopt the resolution declaring the County's intent to reimburse expenditures with debt proceeds.

**Attendees:** Jennifer Hobbs, Bureau Chief, Accounting  
Bob McCoy, Director of Fire and EMS

Resolution # \_\_\_\_\_

DATE: March 10, 2021  
 TO: The Carroll County Board of Commissioners  
 RE: North Carroll Library Cooling Tower Replacement

**EXECUTIVE SUMMARY:**

The Bureau of Facilities in cooperation with the Bureau of Purchasing recommends the supply and installation of a new cooling tower for the North Carroll Library to Johnson Controls, Inc. in the amount of \$47,447.05

Johnson Controls, Inc. was awarded a competitively solicited contract (#030817-JHN) from Sourcewell a cooperative procurement organization (formally NJPA).

This cost is within the project budget and no additional funds are needed.

**BACKGROUND:**

We are here today for a decision to award Johnson Controls the replacement contract for the cooling tower at the North Carroll Library. The purpose of a cooling tower is to process heated water created by industrial/HVAC equipment operations, it allows air and water to be in direct contact with each other thereby reducing water temperatures. This is the first step in the cooling process to ensure cooled water is then returned to the equipment. The average life expectancy of a cooling tower is 20-25 years. The current tower is 21 years old. Johnson Controls currently holds the maintenance contract on all the cooling towers throughout the county.

**Staff Recommended Motion:**

I move the Board of Commissioners award this project to Johnson Controls, Inc. in the amount of \$47,447.05 for the new cooling tower at the North Carroll Library.

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Bureau of Purchasing Date

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Board of Commissioners Date

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

**Department of Public Works**  
**Briefing Paper**  
**March 25, 2021**  
**Open Session**

**Issue:** Temporary Suspension of TrailBlazer Routes

**Action:** Briefing/Discussion/Decision

**Background:** The current TrailBlazer system currently consists of 9 fixed routes in Westminster, Taneytown, South Carroll and North Carroll.

Staff is proposing to suspend the current South Carroll Red Commuter and the #2 Westminster Purple Route. Both routes were implemented the beginning of January, however due to low ridership because of COVID, these two routes are underperforming. The suspension would go until the governor lifts the restrictions or ridership increases.

**Staff Recommended Motion:** I move the Board of Commissioners approve the proposed route suspensions.

Attendees: Jeff Castonguay, Director, Public Works  
Stacey Nash, Transportation Grants Manager  
Crystal Winebrenner, Executive Director, Ride With Us, Inc.

# **Land & Resource Management**

## **Briefing Paper**

**March 25, 2021**

### **Open Session**

#### **Issue:**

Zoning Text Amendment for Community Solar Energy Generating Systems – Briefing and Request to Move to Public Hearing

#### **Background:**

On December 10, 2020, the Board directed staff to move forward with drafting a text amendment to the Zoning Code §158.153 to allow community solar energy generating systems in certain areas within the Agricultural Zoning District. Staff then proceeded through the process to review the draft text of the proposed amendment with the Planning & Zoning Commission. The Planning & Zoning Commission reviewed and discussed the amendment on January 19, February 3, February 15, March 3, and March 16, 2021. On March 16, 2021, the Planning & Zoning Commission provided a recommendation to the Board.

Staff will brief the Board on proposed zoning text amendment and request the Board to direct staff to proceed with scheduling a public hearing on the proposed text amendment.

#### **Staff Recommended Motion:**

I move the Board of County Commissioners direct staff to move forward to schedule a public hearing on the proposed amendment.

#### **Attendees:**

Tom Devilbiss, Director ~ Dept of Land & Res Mgmt  
Chris Heyn, Acting Director ~ Dept of Land & Res Mgm  
Brenda Dinne, Special Projects Coordinator ~ Dept of Land & Res Mgmt  
Jay Voight, Zoning Administrator  
Laura Matyas, Chief, Bureau of Development Review