

Board of County Commissioners

Stephen A. Wantz, *President*
Ed Rothstein, *Vice President*
C. Richard Weaver, *2nd Vice President*
C. Eric Bouchat
Dennis E. Frazier



Carroll County Government

225 North Center Street
Westminster, Maryland 21157
410-386-2043; 1-888-302-8978
fax 410-386-2485
MD Relay ~ 7-1-1/800-735-2258

Notice of Commissioner Meetings & Agenda for the Week of March 16, 2020

Revision 1 dated March 13, 2020

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. All or part of a meeting may be conducted in closed session.

- *Indicates Outside Activities*

Monday ~ March 16, 2020

Tuesday ~ March 17, 2020

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

Item 1

Additional Discussion/Possible Decision
Parking Agreement for Exploration Commons
Board of County Commissioners

9:00 a.m. Planning & Zoning Commission Meeting
County Office Building ~ Reagan Room
Commissioner Rothstein

Wednesday ~ March 18, 2020

Thursday ~ March 19, 2020

8:15 a.m. Board of County Commissioners Closed Administrative Session

Thursday ~ March 19, 2020 (Continued)

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

Priority Carroll

Item 1

Legislative Update
Mike Fowler, Legislative Liaison

Item 2

Public Comment on this item
Briefing/Discussion
[Position Review Committee Recommendations](#)
Position Request for FY 21
Department of Human Resources ~ Ms. Kim Frock
Department of Public Works ~ Mr. Jeff Castonguay

Item 3

Public Comment on this item
Briefing/Discussion
[Proposed Revisions to County's Public Assembly Policy](#)
Proposed Revisions to Community Use Policy
Department of County Attorney ~ Mr. Tim Burke
Department of Recreation & Parks ~ Mr. Jeff Degitz
Department of Public Works ~ Mr. Jeff Castonguay

Item 4

Public Comment on this item
Briefing/Discussion/Possible Decision
[Noise Ordinance Overview](#)
Department of the County Attorney ~ Mr. Tim Burke

Thursday ~ March 19, 2020 (Continued)

Item 5

Public Hearing

Public Comment taken during Public Hearing

[New GPS/Stop Arm Violation System](#)

Carroll County School Buses

Department of the County Attorney ~ Mr. Tim Burke

Carroll County Sheriff's Office ~ Sheriff James DeWees

Carroll County Public Schools ~ Dr. Steve Lockard

**** In light of the COVID-19 virus, anyone planning to attend the Public Hearing should call 410-386-2043 to get an appointment. As always, testimony may be submitted in writing to jdewees@carrollcountymd.gov**

Item 6

Public Comment on this item

Briefing/Discussion/Decision

Request Approval for Application Submittal

[FY21 Community Partnership Agreement](#) for

Local Management Board

Department of Citizen Services ~ Ms. Celene Steckel

Item 7

Public Comment on this item

Briefing/Discussion/Decision

[Bid Approval ~ Community Healthcare Providers Consulting Services](#)

Department of Citizen Services ~ Ms. Celene Steckel

Bureau of Purchasing ~ Mr. Mike Myers

Item 8

Public Comment on this item

Briefing/Discussion/Decision

[Bid Approval ~ HVAC/Refrigeration Equipment & Parts](#)

Department of Public Works ~ Mr. Jeff Castonguay

Bureau of Purchasing ~ Mr. Mike Myers

Item 9

Public Comment on this item

Briefing/Discussion/Decision

[Request Approval of 2020-2021 Hazardous Materials](#)

Emergency Preparedness (HMEP) Grant Application Submission

Department of Public Safety ~ Mr. Scott Campbell

Public Comment ~ In light of the COVID-19 virus, anyone planning to make public comment should call 410-386-2043 to get an appointment.

Administrative Session ~ Open

Friday ~ March 20, 2020

Saturday ~ March 21, 2020

*3:00 p.m. Eagle Scout Court of Honor Ceremony
St. Joseph Catholic Church ~ Eldersburg, Maryland
Commissioner Rothstein*

Sunday ~ March 22, 2020

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

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

Department of Human Resources
Position Review Committee
Briefing Paper

March 19, 2020
Open Session

Issue:

The Position Review Committee recommendations on position requests for the Fiscal Year 2021 (FY 21) Budget.

Discussion/Decision:

Briefing / Discussion

Background:

The Position Review Committee (committee) was formed to provide the Board of Commissioners additional information in their process of making decisions on new position requests. The committee, identified alphabetically below, met with every Department to review new position requests for FY 21 and develop recommendations for the Board of Commissioners. During the process, the committee ranked positions members felt would lead to the most immediate improvement by addressing compliance concerns and/or increasing functionality and customer service.

- Douglas Brown, Deputy Director, Department of Public Works
- Scott Campbell, Director, Department of Public Safety
- Jeff Degitz, Director, Department of Recreation & Parks
- Kim Frock, Director, Department of Human Resources
- Andrew Watcher, Bureau Chief, Bureau of Utilities, Department of Public Works
- Ted Zaleski, Director, Department of Management & Budget

Although the committee reviewed all new position requests, the presentation will not cover every position that the Board of Commissioners will consider during the FY 21 Budget process. Budget calculations will be presented by the Department of Management & Budget during that process.

The committee reviewed and discussed each position requested, then each member individually ranked the positions. Committee member rankings of the requests led to further discussion and the identification of the recommended positions as the highest priorities for the County.

The committee would like to thank every Department that presented position requests.

Action:

Consideration

Staff-Recommended Motion:

None

Attendees:

Kimberly Frock, Director, Department of Human Resources
Douglas Brown, Deputy Director, Department of Public Works

Department of the County Attorney
Briefing Paper
Open Staff Time -- Thursday, March 19, 2020

Issue:

Policies for Public Assembly at County Facilities and Community use of Carroll County Senior and Community Centers.

Background:

(1) In 2011, the County Commissioners adopted Policy No 2011-BCC-01 entitled “Facilities Use Policy for Public Assembly” (“the Policy”) which set forth procedures applicable to County-owned facilities and opened up several areas to public assembly. Staff is proposing that the Policy be updated as follows: **a)** change the name of the Policy to the “Policy for Public Assembly at County Facilities”; **b)** replace the designated indoor area for public assembly in the County Office Building with an outdoor area limited to the sidewalk and fountain area along Center Street; and **c)** add the Community Meeting Room as an indoor public assembly area at the Carroll County Public Library Administration Building at 1100 Green Valley Road.

(2) In 2010, the County Commissioners adopted Policy No. 2010-001-CS entitled “Community Use of Carroll County Senior and Community Centers” (“the Senior and Community Centers Policy”) which is a separate policy from the one described above. This particular policy sets forth procedures for outside groups to use the Senior and Community Centers when there are not already planned activities. The Department of Citizen Services is proposing that the Senior and Community Centers Policy be updated as follows: **a)** include a clause regarding room availability in the introduction; **b)** update the Senior Center telephone numbers; **c)** update the Hours of Operation section to include current schedule for Senior Centers and Outside User Groups; **d)** update rooms currently available for use at each Center; **e)** update the smoking policy to mirror the current County policy; **f)** include outside user group key policy and alarm activation requirements; **g)** relax the requirement for up to 12 week session scheduling to allow for any 12 week period; and **h)** update the Outside User Group Leader responsibilities, highlighting that children must be supervised by an adult at all times.

Action:

Authorize the proposed changes to both policies (public hearings are not required for these changes).

Staff recommended motions:

- 1. I move that the Board authorize staff to make the proposed updates to the “Public Assembly Policy”.*
- 2. I move that the Board authorize staff to make the proposed updates to the “Community Use of Carroll County Senior and Community Centers”.*

Attendees:

Tim Burke, County Attorney
Jeff Castonguay, Director, Department of Public Works
Celene E. Steckel, Director, Department of Citizen Services

Department of the County Attorney
Briefing Paper
Open Staff Time -- Thursday, March 19, 2020

Issue:

Overview of Chapter 93, Nuisances; Noise

Background:

On July 26, 2005, the County Commissioners adopted a Noise Ordinance (“the Ordinance”), codified at Chapter 93, Nuisances; Noise. The Ordinance was previously enforced by the Sheriff’s Office, although it can also be enforced by the Maryland Department of the Environment, the Health Department, or an employee of the County Government. The Commissioners have requested a briefing on the current Ordinance.

Action:

N/A.

Staff recommended motion:

N/A.

Attendees:

Tim Burke, County Attorney

Carroll County Sheriff's Office
Briefing Paper
Thursday, March 19, 2020, 9:00 a.m.
Public Hearing

Issue:

Proposed creation of Chapter 71, School Bus Monitoring Cameras

Background:

The Board will conduct a public hearing on Thursday, March 19, 2020, to hear comments on the proposed enactment of Chapter 71, School Bus Monitoring Cameras. Under §21-706.1 (c) (1), the governing body of a local jurisdiction may authorize a local law enforcement agency to issue civil citations to drivers committing motor vehicle violations related to overtaking and passing school vehicles, through the use of school bus monitoring cameras designed to capture recorded images of drivers committing such violations. The Sheriff has requested that the Board adopt an ordinance so authorizing the Sheriff's Office.

Action:

Conduct a public hearing on the proposed enactment of Chapter 71, School Bus Monitoring Cameras.

Staff recommended motion:

I move that the Board conclude the public hearing and keep the record open for ten calendar days.

Attendees:

Tim Burke, County Attorney
Sheriff James DeWees, Carroll County Sheriff's Office
Dr. Steven A. Lockard, Superintendent, Carroll County Public Schools

**Citizen Services
Briefing Paper
3/19/20
Open Session**

Issue: FY21 Community Partnership Agreement (CPA)

Briefing/Discussion/Decision

Background:

The Carroll County Local Management Board is requesting funding from the Office for Children and Youth to support three on-going, local programs, and to provide community-wide training around poverty, equity and trauma/Adverse Childhood Experiences (ACES). In addition, the CCLMB is requesting continued funding of the Local Care Team and the LMB Administration.

Connecting Youth in Carroll County (Carroll County Youth Service Bureau): This intensive case management program serves 75-80 youth annually and is designed to address system and personal barriers for disconnected youth (age 16-24 not in school and not working). The program includes access to resources, mental health and substance use treatment, transportation assistance, support groups and housing assistance. Each youth is served by an engagement manager who provides individualized and supportive services designed to meet each youth's personal challenges.

Customized Employment (CHANGE, Inc. a division of Penn-Mar): This program provides customized employment services to 10 disconnected youth each year who have significant barriers to work. This program is designed to unlock each youth's unique skills, abilities and supports in order to obtain integrated employment. This model has been proven effective for youth with mental health challenges, as well as youth with developmental disabilities.

Suicide Intervention and Prevention Services (Carroll County Youth Service Bureau): This program serves youth across Carroll County who are experiencing suicidal ideation. Youth and their families receive immediate consultations by licensed mental health clinicians, and if needed formal assessments and referrals to treatment. In addition, the program conducts community outreach events across the county, and works closely with CCPS, the Boys and Girls Club, Mobile Crisis and other agencies to ensure services, outreach and prevention efforts are coordinated and collaborative. 61 youth and families were served in the program's first year.

Training: Community workshops will be held to assist agencies serving children, youth and families who have experienced trauma and or Adverse Childhood Experiences, as well as address poverty and equity issues.

Local Care Team (LCT): This inter-agency workgroup is designed to prevent the out-of-home and out-of-state placement of Carroll County youth. @40 families are served annually by the LCT and are referred when children exhibit persistent and systemic behavioral, mental health and substance issue challenges that are disruptive of normal family routines and functioning. Referrals for LCT are received from CCPS, DJS, DSS, Rise Up Community Center, Potomac Case Management and directly from families.

FY21 Projected Community Partnership Budget

Program	County	State
Connecting Youth in Carroll County		\$280,932
Customized Employment Program		\$70,090
Suicide Intervention and Prevention Services		\$81,000
Training		\$11,080
Local Care Team		\$21,419
LMB Administration	\$48,620	\$70,000
Totals	\$48,620	\$534,521

FY22 and Beyond

FY 21 marks the last year in a three-year cycle of committed funding to Local Management Boards. In FY 22, the mechanism to apply for and receive funds may shift. At this time, there is no clear determination regarding the process of receiving FY 22 funding, or the dollar amount that will be available to each jurisdiction. During this time of transition, Local Management Boards have continued to provide local, data-driven programming that aligns with the Strategic Goals set forth by Governor Hogan.

Staff Recommended Motion: I move that the Board of Commissioners approve the submission of the FY21 Community Partnership Agreement and accept the award.

Attendees:

Celene Steckel, Director, Citizen Services
Corey Hardinger, Manager Carroll County Local Management Board
Debby Standiford, Grants Manager, Management & Budget

DATE: March 4, 2020
TO: The Carroll County Board of Commissioners
RE: Consultant

Executive Summary:

The Bureau of Aging and Disabilities (BOAD) requests your approval to award a contract to the Carroll Physician-Hospital Organization (PHO), a registered Care Transformation Organization (CTO) in the Maryland Primary Care Program (MDPCP) operated by Lifebridge to act as a consultant. The consultant would network with community healthcare providers and develop a system for providers to access the BOAD's current services through a referral based, reimbursable delivery model.

The competitive Senior Center Operating Fund (SCOF) would pay for the consultant. Cost would not exceed the approved \$30,000.00 grant.

Staff Recommended Motion:

I move that the Board of Commissioners award a contract to Carroll Physician-Hospital Organization not to exceed an annual cost of \$30,000.00.

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:

DATE: March 11, 2020
 TO: The Carroll County Board of Commissioners
 RE: HVAC/Refrigeration Equipment & Parts

EXECUTIVE SUMMARY:

The Bureau of Purchasing in cooperation with the Bureau of Facilities requests your approval to award a term contract to Aireco Supply for HVAC/Refrigeration Equipment and Parts. Aireco was awarded contract #4035.7 which was competitively bid by Montgomery County Public Schools. Award was based on the highest discounts off list price by manufacturer. Carroll County will piggyback off this contract which is an annual contract ending February 12, 2021 with an additional three (3), one (1) year extension options. The estimated annual cost is \$70,000.00.

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

Staff Recommended Motion:

I move that the Board of Commissioners award a contract to Aireco Supply for the purchase of HVAC/Refrigeration Equipment and Parts.

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: <input type="checkbox"/> Accepted <input type="checkbox"/> Denied <input type="checkbox"/> Other:				

Department of Public Safety

Briefing Paper

March 19, 2020

Open Session

Issue:

2020-2021 Hazardous Materials Emergency Preparedness (HMEP) Grant Application

Background:

HMEP grant funds, provided by the U.S Department of Transportation Pipeline and Hazardous Material Safety Administration and administered by the Maryland Emergency Management Agency (MEMA), are used to increase state and local effectiveness in safely and efficiently handling hazardous materials incidents, enhance implementation of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA), as well as encourage a comprehensive approach to emergency training and planning.

The application requests \$11,900 for training initiatives in cooperation and coordination with the Carroll County Volunteer Emergency Services Association's (CCVESA) *Hazardous Materials Response Team*. The proposed project has a performance period of October 1, 2020 - September 30, 2021. The application requires a 25% match of the grant request, or \$2,975. The match will be provided through previously budgeted funds as an in-kind contribution; as such, no additional County funds are required.

Proposed Budget

Grant Request (Federal)	\$ 11,900
County Match (In-Kind)	\$ 2,975
Total Project	\$ 14,875

Action:

Discussion/Possible Decision

Staff-Recommended Motion:

"I move that the Board of Commissioners approve the 2020-2021 Hazardous Materials Emergency Preparedness (HMEP) Grant Application to MEMA, as well as acceptance of these grant funds, if awarded"

Attendees:

Scott Campbell, Director, Department of Public Safety
Valerie Hawkins, Manager, Emergency Management/DPS
Debby Standiford, Grants Manager, Grants Office/DMB