



Board of Carroll County Commissioners

County Office Building
Westminster, MD 21157
<https://carrollcountymd.gov>

Open Session

~ Voting Record ~

Admin

Thursday, January 21, 2021

9:00 AM

Virtual

I. Call to Order

Attendee Name	Organization	Title	Status	Arrived
Ed Rothstein	Board of Carroll County Commissioners	President	Present	
Richard Weaver	Board of Carroll County Commissioners	Vice-President	Present	
Stephen Wantz	Board of Carroll County Commissioners	Commissioner	Present	
Dennis Frazier	Board of Carroll County Commissioners	Commissioner	Present	
Eric Bouchat	Board of Carroll County Commissioners	Commissioner	Present	

II. Priority Carroll

III. Legislative Update

IV. Discussion/Decision State Directives - Updates on COVID 19

V. Briefing ~ Manchester Annexation No. 40 Patriot's Overlook

The Town of Manchester is processing Annexation No. 40, Patriot's Overlook. The annexation area consists of 12.7 acres of a 16-acre parcel. The subject property is located east of MD 27 and west of Old Fort Schoolhouse Road/Park Avenue and is contiguous to the boundary line of the existing corporate limits for the Town of Manchester. The annexation area is in the County's 'R-40,000' Residential Zoning District and has a land use designation of Medium Density Residential in the 2018 Manchester Comprehensive Plan. The Town has indicated its intent to place the annexation area in the 'R-20,000' Residential Zoning District. The change in zoning districts is substantially different (greater than the 50% threshold established in '4-416(b) of the Local Government Article), therefore a zoning waiver has been requested.

A full staff report was presented to the Carroll County Planning & Zoning Commission on January 19, 2021. Following their review, the Planning & Zoning Commission is forwarding the comments outlined in the staff report and support of the zoning waiver request to the Board of County Commissioners for their review.

VI. I-1 Text Amendment Finksburg Sustainable Community

On December 7, 2020 Clark Shaffer submitted a text amendment proposal for the I-1 district to allow self- service storage facilities. Currently this use is prohibited. Staff is recommending working with the Planning and Zoning Commission to allow this use in the I-1 district limited to the Finksburg

Sustainable Community designated boundary and as an adaptive reuse to existing buildings that would otherwise be vacant.

- 1. **Motion To:** forward this text amendment to the Planning and Zoning Commission for their consideration and recommendation.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Stephen Wantz, Commissioner
SECONDER:	Richard Weaver, Vice-President
AYES:	Rothstein, Weaver, Wantz, Frazier, Bouchat

VII. Request Pre-Approval of FY22 Annual Transportation Plan and Public Hearing Notice

Carroll Transit System provided over 114,000 passenger trips in FY20 to older adults, persons with disabilities and the general public through demand response (door-to-door) service and the TrailBlazer (deviated-fixed routes). Over 20,000 trips have been provided to date in FY21 with a fleet of 40 vehicles. These ridership numbers are well below normal due to the COVID-19 Pandemic.

Nine TrailBlazer deviated-fixed routes operate in North Carroll, Taneytown, South Carroll, and Westminster. The service operates Monday through Friday. The TrailBlazer system has provided over 6,000 passenger trips thru December of FY21, a 53% decrease over the same period in FY20.

Demand Response (door-to-door) service operates Monday - Friday and accounts for 83% of the rides provided by the system. Riders are transported each day throughout the County with an average trip length of 6 miles. Riders are primarily elderly and/or disabled and use demand response for medical, employment, social service and general-purpose trips.

Budget: 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.

- 1. **Motion To:** direct staff to advertise for the public hearing using the preliminary funding requests for the FY22 Annual Transportation Plan.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dennis Frazier, Commissioner
SECONDER:	Eric Bouchat, Commissioner
AYES:	Rothstein, Weaver, Wantz, Frazier, Bouchat

VIII. Bid Approval ~ New Replacement Carpet at Carroll Community College

The Bureau of Facilities solicited quotations to supply new carpet, have it installed and to remove old carpet from Buildings A, C and M at the Carroll Community College. We request your approval to award this contract to Carpet Fair in the amount \$39,625.00 to complete this work. The cost includes all labor, material and equipment.

This cost is within the project budget and no additional funds will be needed
Vendors & Bid Results:

1.	Carpet Fair	Baltimore, MD	\$39,625.00
2.	Traynor's Floors & Carpet	Westminster, MD	\$39,886.00
3.	Mercer Carpet One	Westminster, MD	\$48,500.00

- 1. **Motion To:** award the contract for new carpet for the Carroll Community College to Carpet Fair in the amount of \$39,625.00.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Eric Bouchat, Commissioner
SECONDER:	Dennis Frazier, Commissioner
AYES:	Rothstein, Weaver, Wantz, Frazier, Bouchat

IX. Bid Approval ~ Subscription to the Cordico Health and Wellness App

The Carroll County Sheriff's Office solicited a quotation from Cordico a sole-source vendor providing customized mobile wellness apps for law enforcement agencies nationwide. We request your approval to acquire a customizable health and wellness law enforcement app from Cordico in the annual subscription amount of \$30,000.00.

The subscription fee covers the building and design of the app along with the licensing, maintenance and ongoing updates and unlimited use by the Carroll County Sheriff's Office personnel

This amount is covered by an awarded grant and has been approved by the Budget Office. No additional funds will be necessary.

- 1. **Motion To:** award the purchase of a subscription for a customizable health and wellness law enforcement app for the Sheriff's Office to Cordico in the total amount of \$30,000.00.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Eric Bouchat, Commissioner
SECONDER:	Dennis Frazier, Commissioner
AYES:	Rothstein, Weaver, Wantz, Frazier, Bouchat

X. Request Approval for Grant Application & Acceptance of Award Hampstead Valley Watershed Restoration

The Bureau of Resource Management (BRM) is seeking \$2,597,500 from the Maryland Water Quality Financing Administration Bay Restoration Fund Wastewater Program to fund best management practices to address requirements of the County's National Pollutant Discharge Elimination System (NPDES) Permit in the Hampstead Valley Watershed. The BRM commissioned the Hampstead Valley Watershed Study in 2019 and the top three projects recommended for construction are included in this application (Hampstead Valley 1, Hampstead Valley 4, and Roberts Field Wet Pond). These projects meet watershed goals of improving water quality through reduction of sediment and nutrients; reducing thermal impacts to the receiving waterways; reducing the structural hazard risk of existing structures; and integrating green infrastructure practices such as stream restoration. These projects are in predominantly residential areas and include over 141 acres of drainage area, including over 54 acres of impervious area that will be treated by the proposed facilities.

1. **Motion To:** approve the submittal of the grant application and acceptance of award to the Maryland Water Quality Financing Administration Bay Restoration Fund Wastewater Program.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Richard Weaver, Vice-President
SECONDER:	Dennis Frazier, Commissioner
AYES:	Rothstein, Weaver, Wantz, Frazier, Bouchat

XI. Discussion/Decision: Digital Media Evidence Storage Solution / Redaction Software: Command Central Vault

The Office of the State's Attorney has been working with Carroll County ITS staff for over a year to determine the best solution for storing, redacting, and processing our current and future digital evidence. The State's Attorney's Office receives criminal case-related digital evidence from each of the 9 law enforcement agencies in Carroll County, as well as case and investigation-related digital evidence from private businesses and citizens. The digital storage needs of the State's Attorney's Office continues to grow at an exponential rate, particularly as local law enforcement agencies adopt the use of in-car and body-worn cameras. Per the Department of Technology, the State's Attorney's Offices currently uses 20% of the total amount of storage capacity in the county. Since the start of the pandemic, our office has already seen a 25% increase in the media received electronically and adding in-car and body-worn camera files will dramatically increase that storage demand at a rate that cannot accurately be predicted at this time. By migrating storage to a cloud-based system, the Department of Technology will have the flexibility to scale storage needs in real time without having to make additional hardware purchases. This migration will also free up currently used space which can then be reallocated to other departments again without having to make additional hardware purchases for those agencies.

The secondary issue is the capability to redact, shield and mark video evidence, including body-worn and in-car camera footage. Command Central Vault will not only act as a storage container for our digital evidence but also has built-in redaction software.

The proposed 5-year cost, which includes a 10% discounted rate is as follows.

Start Up FY21 - \$54,171

Year 2 FY22 - \$66,396 (includes migration of legacy data and training) (Has been requested in FY22 through DTS)

Year 3 FY23 - \$34,560 (To be requested through DTS Budget)

Year 4 FY24 - \$34,560

Year 5 FY25 - \$34,560

The State's Attorney was prepared to address this topic during the FY22 Budget Cycle but due to an unanticipated increase, specifically with in-car and body-worn cameras, we must act swiftly and are prepared to pay the first-year expenses with anticipated savings with current FY21 budget allocation.

1. **Motion To:** proceed with the purchase of Digital Media Evidence Storage Solution / Redaction Software: Command Central Vault for the State's Attorney's Office

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Stephen Wantz, Commissioner
SECONDER:	Ed Rothstein, President
AYES:	Rothstein, Weaver, Wantz, Frazier, Bouchat

XII. Proposed State Legislation~ Removal of Ex-Officio County Commissioners' Positions on Board of Education & Planning & Zoning Commission

Commissioner Bouchat has requested that the Board submit proposed legislation to the Delegation which would amend ' 2-102 of the Land Use Article to eliminate the Commissioners' ex officio position on the Planning and Zoning Commission and to amend ' 3-401 of the Education Article to remove the County Commissioners' ex officio membership on the Carroll County Board of Education.

It appears Carroll County is currently the only jurisdiction where a County Commissioner sits as an ex officio on the local Board of Education. Conversely, there are at least five counties where a County Commissioner or a County Council member sits as an ex officio member of the local Planning Commission. Baltimore City, Kent and Wicomico Counties designate council staff members to sit as ex officio members.

- Motion To:** forward proposed legislation to the Delegation which would eliminate the County Commissioner ex officio positions on the Board of Education

RESULT:	FAILED FOR LACK OF SECOND [1 TO 4]
MOVER:	Eric Bouchat, Commissioner
AYES:	Eric Bouchat
NAYS:	Ed Rothstein, Richard Weaver, Stephen Wantz, Dennis Frazier

- Motion To:** forward proposed legislation to the Delegation which would eliminate the County Commissioner ex officio positions on the Carroll County Planning and Zoning Commission.

RESULT:	FAILED FOR LACK OF SECOND [1 TO 4]
MOVER:	Eric Bouchat, Commissioner
AYES:	Eric Bouchat
NAYS:	Ed Rothstein, Richard Weaver, Stephen Wantz, Dennis Frazier

XIII. Adoption of Summary of Closed Administrative Session on January 14, 2021

Thursday, January 14, 2021 at 12:00 PM Commissioners Rothstein, Commissioner Weaver, Commissioner Wantz, Commissioner Frazier, and Commissioner Bouchat met in Closed Session with Roberta Windham, County Administrator; Tim Burke, County Attorney; to discuss draft of letter from Board of County Commissioners and Governor, discuss assignment of BoCC member to serve as Board of Education ex-officio, receipt of upcoming joint agenda of Board of County Commissioners and Board of Education, and receipt of employee COVID-19 positivity report.

- Motion To:** approve summary of closed administrative session on January 14, 2021

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dennis Frazier, Commissioner
SECONDER:	Richard Weaver, Vice-President
AYES:	Rothstein, Weaver, Wantz, Frazier, Bouchat

XIV. Public Comment

XV. Administrative Session ~ Open

1. **Motion To:** closed for Land Acquisition

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dennis Frazier, Commissioner
SECONDER:	Richard Weaver, Vice-President
AYES:	Ed Rothstein, Richard Weaver, Stephen Wantz, Dennis Frazier
ABSENT:	Eric Bouchat

2. **Motion To:** adjourn

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Richard Weaver, Vice-President
SECONDER:	Dennis Frazier, Commissioner
AYES:	Rothstein, Weaver, Wantz, Frazier, Bouchat