



# Board of Carroll County Commissioners

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

## Open Session

### ~ Voting Record ~

Admin

Thursday, February 4, 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	Absent	
Eric Bouchat	Board of Carroll County Commissioners	Commissioner	Present	

## II. Priority Carroll

## III. Discussion/Decision State Directives - Updates on COVID 19

## IV. Legislative Update

## V. Request approval for Annual Plan for Fiscal Year 2021 for Carroll County Bureau of Housing to be displayed for public comment for 45-day period based on Federal Regulation 24 CFR903

The Board of County Commissioners serves as the Bureau of Housing and Community Development's (Public Housing Authority or PHA) governing body throughout the existence of the County's Section 8 housing assistance program. The Commissioners, or their designees, have signed documentation required by the Department of Housing and Urban Development (HUD) for various authorizations pertaining to the program. The document under consideration is the Annual Plan. Carroll County Bureau of Housing is in the first year of the current 5-year plan (2020 - 2024). The Carroll County program provides 100 Non-Elderly Disabled Vouchers, 25 Family Unification Vouchers, 15 Veterans Affairs Supportive Housing Vouchers, 109 Mainstream Vouchers and 524 Tenant Based Rental Assistance Vouchers for 778 total Housing Assistance Vouchers. The FY 21 Annual Plan reflects seven (7) adjustments to terms and policies related to the Section 8 Housing Assistance Program. Each year this document is reviewed to ensure the plan is meeting the needs of the community.

- Motion To:** approve the display of the Annual plan for 45 days for public review and comment. Also, announce a Public Hearing prior to April 17, 2021 to consider approval to submit the FY 21 annual plan to HUD.

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

## VI. Request Approval for 15-Year Extension/Renewal of Payment-In Lieu-Of Taxes (PILOT) for Westminster Bond Senior Apartments

Carroll County entered into a PILOT agreement in 2004 with Westminster Bond Senior Associates, LLC, owned by Conifer Realty, allowing the property to be exempt from payment of Carroll County's ordinary real property taxes through the Payment-In -Lieu -of -Taxes (PILOT) agreement. Westminster Bond Senior Apartments has requested a 15-year extension/renewal of the PILOT agreement for the 150-unit property. Westminster Bond Senior Apartments provide income restricted rental options for older adults in Carroll County, and operate at capacity for their housing units, maintaining a waiting list due to demand. As part of the PILOT agreement, Westminster Bond Senior Apartments is obligated to provide income restricted rental options for older adults. The PILOT establishes the amount that Westminster Bond Senior Associates would pay at \$62,000 of County tax. The amount that is saved depends on the assessment.

Conifer Realty presented information before the Board of Commissioners to request a renewal of a 15-year, Payment-In -Lieu -of -Taxes (PILOT) agreement for Westminster Bond Senior Apartments (also known as Sunnybrook Senior Apartments). At the June 25th session, the Board granted a one-year extension of the PILOT agreement through June 30, 2021, requesting that Conifer Realty return to provide additional details regarding the Sunnybrook Senior Apartment rental structure and the impact of the PILOT. The presentation by Conifer Realty on December 10th resulted in a Board request for the following details which will be presented today:

- Physical Needs Cost Estimates
- Rental Increase History
- Gross Projected Revenue
- Rental Revenue verses Expenses

Impact of the PILOT:

FY21 Paid 7/30/2020:

County revenue \$62,000 (per PILOT agreement) (in lieu of \$74,778)  $(7,345,600 * 1.018/100)$

FY21 savings for Westminster Bond Senior Associates LLC was \$12,778.

FY20 Paid:

County \$62,000.00 (per PILOT) (in lieu of \$72,949)  $(\$7,165,933 * 1.018/100)$

FY20 savings for Westminster Bond Senior Associates was \$10,949.

1. **Motion To:** approve a 3-year Extension/Renewal of the Payment-In Lieu- Of -Taxes (PILOT) agreement for Westminster Bond Senior Apartments.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Stephen Wantz, Commissioner
<b>SECONDER:</b>	Eric Bouchat, Commissioner
<b>AYES:</b>	Ed Rothstein, Richard Weaver, Stephen Wantz, Eric Bouchat
<b>ABSENT:</b>	Dennis Frazier

## VII. 2nd Quarter Budget Update

Budget update for 2nd quarter of FY 21 and Resolution C-21.04 to close Winfield Property project (8439) to Recreation and Parks Unallocated (9319) in the amount of \$720.27.

- Motion To:** approve capital resolution C-21.04 to close Winfield Property (8439) and move remaining funds of \$720.27 to Recreation and Parks Unallocated account (9319).

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Stephen Wantz, Commissioner
<b>SECONDER:</b>	Eric Bouchat, Commissioner
<b>AYES:</b>	Ed Rothstein, Richard Weaver, Stephen Wantz, Eric Bouchat
<b>ABSENT:</b>	Dennis Frazier

## VIII. Request approval for acceptance of Reimbursement from the MD 9-1-1 Board

The MD 9-1-1 Board has approved a request made by Carroll County for reimbursement of eligible 911-related recurring maintenance costs. The request was for a total of \$107,393.02. This reimbursement of recurring maintenance costs was not available prior to the approval of 'Carl Henn's Law'. As with any other reimbursement offered by the MD 9-1-1 Board, the monies involved are generated by the State portion of the monthly 9-1-1 fee; accepting the reimbursement in no way impacts the revenue realized by the County generated by the local 9-1-1 fee. Accordingly, we respectfully request the Board of County Commissioners please accept the \$107,393.02 in reimbursement offered by the MD 9-1-1 Board.

- Motion To:** accept the proposed reimbursement from the MD 9-1-1 Board, as presented.

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

## IX. Briefing ~ Revisions made to Maryland Emergency Management Assistance Compact (MEMAC), now Maryland Intrastate Emergency Management Assistance Compact (MIEMAC) and request approval of Resolution

The Maryland Intrastate Emergency Management Assistance Compact (MIEMAC) became effective October 1, 2020. The purpose of MIEMAC is to provide a mechanism for emergency management mutual assistance between jurisdictions within the State of Maryland. Functional areas for which assistance may be provided include fire services, law enforcement, emergency medical services, transportation, communications, public works and engineering, building inspection, planning and information assistance, mass care, resource support, health and medical services, and search and rescue.

MIEMAC incorporates updates to the previous Maryland Emergency Management Compact (MEMAC), including:

- A local declaration of emergency is no longer necessary for utilization of the Compact.
- Assistance may be provided in both emergency situations as well as for emergency management-related exercises, testing, or training activities.
- Increased requirements for information sharing between party jurisdictions and the Maryland Emergency Management Agency (MEMA) are now in place.
- Procedural changes intended to increase the efficiency of the request process.

1. **Motion To:** approve of Carroll County's participation in the Maryland Intrastate Emergency Management Assistance Compact' to include execution of the referenced Resolution.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Stephen Wantz, Commissioner
<b>SECONDER:</b>	Eric Bouchat, Commissioner
<b>AYES:</b>	Ed Rothstein, Richard Weaver, Stephen Wantz, Eric Bouchat
<b>ABSENT:</b>	Dennis Frazier

## X. Request Approval for Application Submittal for Assistance to Firefighters Grant (AFG)

On Oct. 1, 2020, the Board of Commissioners established the Carroll County Dept. of Fire and Emergency Medical Services (DFEMS), to include the creation of the first-ever 'Carroll County Fire Dept.'. This action made the County eligible to receive an AFG for the first time since the AFG Program began. Accordingly, we have developed a proposed application for a grant under the AFG Program, requesting funding for the purchase of 277 portable radios and 111 mobile radios for the County's fire service.

The County has previously purchased portable and mobile radios which were issued to the fire service. The radios specified in the proposed AFG application are part of a planned future purchase. Absent the requested grant funds, the County would be responsible to fund this purchase.

- 1. **Motion To:** authorize the submission of an application to the Assistance to Firefighters Grant Program, as presented, and accept the award, if approved.

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

**XI. Bid Approval ~ Background Check for Volunteers**

The Department of Recreation & Parks in cooperation with the Bureau of Purchasing recommends award for the contract to conduct background checks on recreation council volunteers to National Center for Safety Initiatives (NCSI). The total annual amount of this contract will be dependent on the number of unique volunteers utilized by the various recreation councils. The County requested proposals from vendors capable and interested in performing this service. A committee was formed to evaluate both the technical and financial capabilities of the potential vendors and NCSI scored highest overall with a fee per check of \$15.00 per applicant. This amount is within the project budget and no additional funds will be needed.

Vendors & Bid Results:

- 1. NCSI Minneapolis, MN
- 2. Vett First Security LLC Columbia, SC
- 3. Safe Hiring Danville, IN
- 4. TVS Datasource, Inc. Blue Springs, MO
- 5. Midwest Backgrounds, Inc. Herrin, IL

- 1. **Motion To:** award the contract for Background Checks for Volunteers to NCSI.

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

**XII. Public Comment**

**XIII. Approval of Closed Minutes Statement for Thursday, January 28, 2021**

Upon motion of Commissioner Frazier second by Commissioner Bouchat the Board (Commissioners Wantz, Rothstein, Weaver, Frazier, and Bouchat) voted to meet in closed session in accordance with the Annotated Code of Maryland, General Provisions Article, Subsection 3-305(b)(3), on Thursday, January 28, 2021 at 12:10 PM with Roberta Windham, County Administrator; Tim Burke, County Attorney; Tom Devilbiss, Director of Land Use & Resource Management; and Deb Bowers, Ag Preservation to discuss 2 agricultural preservation easements.

Upon motion of Commissioner Frazier second by Commissioner Bouchat the Board (Commissioners Wantz, Rothstein, Weaver, Frazier, and Bouchat) voted to meet in closed session in accordance with the Annotated Code of Maryland, General Provisions Article 3-104 on Thursday, January 28, 2021 at

12:22 PM with Roberta Windham, County Administrator; Tim Burke, County Attorney to discuss number of employees with COVID-19, discussion on electronic signatures, a request of agency to address the BCC, and assignment of BCC member to Rural Maryland Coalition

1. **Motion To:** approve closed minute statement for land acquisition on Thursday, January 28, 2021

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

2. **Motion To:** approve closed administrative session statement on Thursday, January 28, 2021

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

#### XIV. Administrative Session ~ Open

1. **Motion To:** adjourn

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