

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
fax 410-386-2485
MD Relay ~ 7-1-1/800-735-2258

Notice of Commissioner Meetings & Agenda for the Week of April 5, 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 ~ April 5, 2021

Tuesday ~ April 6, 2021

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

Priority Carroll

Item 1

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

Item 2

Legislative Update
Mr. Mike Fowler ~ Legislative Liaison

Item 3

[Public Hearing ~ Annual Plan for Fiscal Year 2021](#) for
Carroll County Bureau of Housing
Department of Citizen Services ~ Ms. Celene Steckel
Department of the County Attorney ~ Mr. Tim Burke

Tuesday ~ April 6, 2021 (Continued)

Item 4

Request Approval for Submission of
[FY22 Youth & Family Engagement Program](#)
Application & Acceptance of Award
Department of Citizen Services ~ Ms. Celene Steckel
Department of Management & Budget ~ Mr. Ted Zaleski

Item 5

[Request Approval of Consolidated Appropriations Act,](#)
2021 Supplemental Nutrition Funding
Department of Citizen Services ~ Ms. Celene Steckel
Department of Management & Budget ~ Mr. Ted Zaleski

Item 6

[Bid Approval ~ Replacement Radar Units](#)
Department of Public Works ~ Mr. Jeff Castonguay
Department of Management & Budget ~ Mr. Ted Zaleski
Carroll County Sheriff's Office ~ Sheriff James DeWees

Item 7

[Bid Approval ~ Purchase of Sensus iPerl](#)
Residential Water Meters
Department of Public Works ~ Mr. Jeff Castonguay
Bureau of Purchasing

Item 8

[Unpaved Roads & Pavement Maintenance](#)
Department of Public Works ~ Mr. Jeff Castonguay

Item 9

[Commercial Permit Fee Schedule](#) for
Utility Use Group Structures
Department of Public Works ~ Mr. Jeff Castonguay

Item 10

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

Public Comment ~ In light of the COVID-19 virus, anyone planning to make public comment should call +1 (408) 650-3123 and Access Code 989-421-797 to join the meeting.

Tuesday ~ April 6, 2021 (Continued)

Administrative Session ~ Open

CLOSED ~ Legal Advice

Closed ~ Administrative Session

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

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

Wednesday ~ April 7, 2021

Thursday ~ April 8, 2021

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

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

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

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

Friday ~ April 9, 2021

Saturday ~ April 10, 2021

*8:00 a.m. Sykesville First Pitch Baseball Opening Day
Sykesville, Maryland
Commissioner Rothstein*

*10:30 a.m. Taneytown Little League Opening Day
Taneytown, Maryland
Commissioner Wantz*

Sunday ~ April 11, 2021

*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

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 ~ **Tuesday, April 6, 2021 ~ 9:00 a.m.**

You can also dial in using your phone.

United States: +1 (408) 650-3123

Access Code: 989-421-797

*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.

Department of Citizen Services – Bureau of Housing and Community Development
Briefing Paper
April 6, 2021
Open Session

Issue: A public hearing for the Consideration of the Streamlined Annual Plan for Fiscal Year 2021 for the Carroll County Bureau of Housing which has been displayed for public comment for a 45-day period based on Federal Regulation 24 CFR 903 and to be submitted for approval to the Department of Housing and Urban Development (HUD).

Background:

The Board of County Commissioners acts as the Bureau of Housing and Community Developments (Public Housing Authority or PHA) governing body. Therefore, the Commissioners, or their designees, sign 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 second year of the current 5year 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 773 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. The Board gave approval on February 4, 2021 for the 45-day review. To date there have been no comments submitted.

Staff Recommended Motion: I move that the Board of Commissioners close the public hearing and approve the plan to be submitted to HUD.

Attendees:

Celene Steckel, Director, Citizen Services
Danielle Yates, Bureau Chief, Housing and Community Connections
Paul Moffett, Program Manager, Bureau of Housing
Tim Burke, County Attorney

Department of Citizen Services
Briefing Paper
April 06, 2021
Open Session

Issue: Youth and Family Engagement Program

Discussion/Decision: Approve submission of the FY 22 Youth and Family Engagement Application and accept the award.

Background: Maryland Department of Juvenile Services (DJS) is currently implementing a Behavioral Health Diversion Initiative throughout Maryland. The primary goal of the initiative is to “link youth with mental health needs and their families to community services, keep youth in their homes, and divert them from adjudication within the juvenile justice system.” Carroll County Youth Service Bureau (CCYSB), in partnership with Carroll County DJS provides behavioral health case management services for youth and their families at risk of or currently involved in Maryland’s Department of Juvenile Services. CCYSB staff assess needs and facilitate linkages to community services, as identified during the referral and enrollment process. Participants also have access to CCYSB’s continuum of behavioral health services. The Local Management Board provides program monitoring and fiscal oversight.

State	\$80,000
County Cash Match	0
Total Funding	\$80,000

Action: Briefing/Discussion/Decision

Staff Recommended Motion: I move that that the Board of Commissioners approve the submission of the FY 22 Youth and Family Engagement Application and accept the award.

Attendees:

Celene Steckel, Director, Citizen Services
Gabby Kahney, Manager, Local Management Board
Debby Standiford, Grants Office, Management and Budget

**Department of Citizen Services
Bureau of Aging & Disabilities
Briefing Paper
April 6, 2021
Open Session**

Issue: Consolidated Appropriations Act, 2021 Supplemental Nutrition Funding

Briefing/Discussion/Decision: Approval to accept Consolidated Appropriations Act, 2021 Supplemental Nutrition Funding

Due Date: April 15, 2021

Background: The Consolidated Appropriations Act, 2021 was signed into law on December 27, 2020, This Act provides funding for FFY2021 “Regular” Older Americans Act (OAA) programming and extends flexibilities provided in the Families First Coronavirus Response Act and the CARES Act. The Consolidated Appropriations Act, 2021 also provides supplemental funding for the Administration for Community Living’s Senior Nutrition Programs to assist in responding to the COVID pandemic to deliver additional meals to older adults. The grant funds must be expended by September 30, 2022.

Budget for Consolidated Appropriations Act, 2021 Supplemental Nutrition Funding

	Project Funding
Title III-C2 (Home Delivered Meals)	\$61,828
County Cash Match	\$0
Consolidation Appropriations Act Funding Total	\$61,828

Action: Discussion/Decision

Staff Recommended Motion: I move that the Board of Commissioners approve the acceptance of the Consolidated Appropriations Act, 2021 Supplemental Nutrition Funding.

Attending:

Celene E. Steckel, Director, Citizen Services
Gina Valentine, Bureau Chief, Aging & Disabilities
Rich Ottone, Community Services Supervisor
Debby Standiford, Grants Office

DATE: March 12, 2021
TO: The Carroll County Board of Commissioners
RE: Replacement Radar Units

EXECUTIVE SUMMARY:

The Carroll County Sheriff's Office in cooperation of the Bureau of Fleet Management solicited a quotation from Kustom Signals, Inc. a sole-source vendor providing the Raptor RP-1 mounted traffic safety radar. We request your approval to purchase thirty-two (32) of these radar units in the amount of \$75,000.00.

These new radar units will replace the current units mounted in the Carroll County Sheriff's Office patrol vehicles.

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

Staff Recommended Motion:

I move that the Board of Commissioners award the purchase of 32 radar units for the Sheriff's Office patrol vehicles to Kustom Signals, Inc. in the total amount of \$75,000.00.

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: -				
<hr/>				
Action Taken: <input type="checkbox"/> Accepted <input type="checkbox"/> Denied <input type="checkbox"/> Other:				

DATE: March 17, 2021
 TO: The Carroll County Board of Commissioners
 RE: Purchase of Sensus iPerl Residential Water Meters

Executive Summary:

The Bureau of Purchasing, in cooperation with the Bureau of Utilities, requests your approval to award a contract for the purchase of 500 Sensus iPerl residential water meters to L.B. Water of Selinsgrove, PA in the amount of \$72,040.00. L.B. Water is the sole authorized distributor of Sensus products within the State of Maryland. This cost is within the adopted budget and no additional funds will be necessary.

Background:

The Bureau of Utilities maintains approximately 10,500 residential water meters throughout the service areas. Beginning in 2013, the bureau initiated a program to replace the County’s aging and obsolete residential water meter inventory with the Sensus iPerl model. This model contains no moving parts and maintains accuracy over a projected 20-year service life. The iPerl meter also gives staff the ability to conduct remote readings. To date, approximately 9,000 residential properties have been upgraded to iPERL water meters. The purchase of these 500 meters will allow the Bureau to continue with the overall meter upgrade program.

Staff Recommended Motion:

I move that the Board of Commissioners award a contract for the purchase of 500 Sensus iPerl residential water meters to L.B. Water in the amount of \$72,040.00.

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 Rothstein:	<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 Bouchat:	<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
Comments: -				
Action Taken: <input type="checkbox"/> Accepted <input type="checkbox"/> Denied <input type="checkbox"/> Other:				

Department of Public Works

Briefing Paper

April 6, 2021

Open Session

Issue:

Unpaved Roads & Pavement Maintenance

Discussion/Decision:

Briefing / Discussion

Background:

The Department of Public Works Bureaus of Roads Operations and Engineering (DPW) is providing the Board of Commissioners with an update on unpaved roads, results of stabilization testing, and pavement maintenance practices.

Action:

None.

Staff-Recommended Motion:

None.

Attendees:

Jeffrey Castonguay, Director, Department of Public Works

Douglas Brown, Deputy Director, Department of Public Works

Jim Cook, Bureau Chief, Department of Public Works, Bureau of Roads Operations

Cathy Vartz, Roads Administrative Supervisor, Department of Public Works, Bureau of Roads Operations

Chris Letnaunchyn, Bureau Chief, Department of Public Works, Bureau of Engineering

Department of Public Works
Briefing Paper
04//2021
Discussion/Decision

Topic: Commercial permit fees for Utility use group structures including Agricultural buildings, livestock shelters, greenhouses and stables

Background: On January 7, 2021 the Board approved, by a 4-1 vote, the reduction of permit fees by 25% for Commercial Agricultural structures. The Board requested further discussion to consider additional reductions to the July 2020 fee schedule related to Commercial Agricultural structures.

Staff Recommended Motion:

I move that the Board of Commissioners revise the permit fee schedule to include an additional 25% reduction for commercial agricultural structures which will result in a 50% overall reduction of the fee based on the July 1, 2020 adopted fee schedule.

Attending:

Jason Green, Deputy Director, Department of Public Works
Michael Zepp, Chief, Bureau of Permits and Inspections