

## 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 June 21, 2021**

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 note, will be held at the Carroll County Office Building, Room 311. **Public Comment may be made in person or by calling in using the number provided with the agenda each week.** All or part of a meeting may be conducted in closed session.

- *Indicates Outside Activities*

#### **Monday ~ June 21, 2021**

- 3:00 p.m. Carroll County Board of Education Strategic Plan Update Work Session  
Westminster, Maryland  
Commissioner Weaver*
- 7:00 p.m. Carroll County Board of Education Special Board Meeting  
Westminster, Maryland  
Commissioner Weaver*

#### **Tuesday ~ June 22, 2021**

- 8:00 a.m. Chamber Business Breakfast with Commissioner Weaver  
Virtual Meeting  
Commissioners Weaver & Rothstein
- 8:00 a.m. Shock Trauma Board of Visitors Meeting  
Virtual Meeting  
Commissioner Wantz
- 9:00 a.m. Planning & Zoning Commission Meeting  
Carroll County Office Building ~ Reagan Room  
Westminster, Maryland  
Commissioner Wantz

**Wednesday ~ June 23, 2021**

8:00 a.m. *Maryland Association of Counties Spring Board of Directors Retreat  
Caroline County, Maryland  
Commissioner Wantz*

12:00 p.m. *Retirement Luncheon Celebration for Warden George Hardinger  
Westminster, Maryland  
Commissioner Rothstein*

**Thursday ~ June 24, 2021**

8:00 a.m. *Maryland Association of Counties Spring Board of Directors Retreat  
Caroline County, Maryland  
Commissioner Wantz*

Closed Administrative Session

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

*Priority Carroll*

**Item 1**

[Briefing ~ Sykesville Annexation](#)

Schoolhouse Overlook

Department of Planning ~ Ms. Lynda Eisenberg

**Item 2**

Briefing ~ Approval to Apply for

[FY22 Community Legacy Grant](#) from the

Maryland Department of Housing and

Community Development (DHCD)

Department of Planning ~ Ms. Lynda Eisenberg

Department of Management & Budget ~ Mr. Ted Zaleski

**Item 3**

Request Approval of Submission of

Bureau of Aging & Disabilities'

[Virtual Wellness Grant Application](#)

Department of Citizen Services ~ Ms. Celene Steckel

Department of Management & Budget ~ Mr. Ted Zaleski

**Thursday ~ June 24, 2021 (Continued)**

**Item 4**

Request Approval for Land Purchase  
[100 Manchester Avenue](#)  
Department of Public Works ~ Mr. Jeff Castonguay

**Item 5**

Request Approval for Renewal of Annual  
Maintenance, Support & Upkeep Agreement  
[for Emergency Communications System](#)  
Department of Public Safety ~ Mr. Scott Campbell

**Item 6**

Request Approval to pay Carroll County's share  
of Annual Maintenance, Support & Upkeep  
[Agreement for Central Maryland Area Regional](#)  
Communications Radio System  
Department of Public Safety ~ Mr. Scott Campbell

**Item 7**

Request Approval of Carroll County Public Schools  
[FY21 Food Services Budget Adjustment 21-01](#)  
Carroll County Public Schools ~ Mr. Steve Lockard  
Department of Management & Budget ~ Mr. Ted Zaleski

**Item 8**

Request Approval of Carroll County Public Schools  
[FY21 Operating Budget Adjustments 21-01 & 21-02](#)  
Carroll County Public Schools ~ Mr. Steve Lockard  
Department of Management & Budget ~ Mr. Ted Zaleski

**Item 9**

Request Approval of Carroll County Public Schools  
[FY21 Operating Budget Transfer 21-01](#)  
Carroll County Public Schools ~ Mr. Steve Lockard  
Department of Management & Budget ~ Mr. Ted Zaleski

**Public Comment** ~ Anyone planning to make public comment may do so in person or virtually. Those wishing to attend virtually should call +1 (872) 240-3212 and Access Code 317-923-893 to join the meeting.

Open Administrative Session

CLOSED ~ Land Acquisition

**Friday ~ June 25, 2021**

8:00 a.m.      *Maryland Association of Counties Spring Board of Directors Retreat  
Caroline County, Maryland  
Commissioner Wantz*

**Saturday ~ June 26, 2021**

**Sunday ~ June 27, 2021**

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

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 Planning

## Briefing Paper

June 24, 2021

### Issue:

Sykesville Annexation – Schoolhouse Overlook

### Background:

The Town of Sykesville is processing an annexation petition for Schoolhouse Overlook. The annexation area consists of 10.11 acres. The subject property is located north of the Carroll/Howard County line, south of Oklahoma Avenue and west of Schoolhouse Road and is contiguous to the boundary line of the existing corporate limits for the Town of Sykesville. The annexation area is in the County's "**C**" **Conservation Zoning District** and has a land use designation of **Conservation and Medium Density Residential** in the *Vision 2030, Town of Sykesville Comprehensive Plan*. The Town has indicated its intent to place the annexation area in the "**C**" **Conservation and "R-10,000" Residence Zoning Districts**. The change in zoning districts from Conservation to Residential is substantially different (greater than the 50% threshold established in §4-416(b) of the Local Government Article), therefore a zoning waiver is requested.

A full staff report was presented to the Carroll County Planning & Zoning Commission on June 22, 2021. Following their review, the Planning & Zoning Commission forwarded the comments outlined in the staff report and support of the zoning waiver request to the Board of County Commissioners for their review.

### Action:

None, Informational Briefing

This annexation will be presented to the Board of County Commissioners again on July 8, 2021 for discussion and decision on the requested zoning waiver and a comment letter to be sent to the Town.

### Attendees:

Lynda Eisenberg, Director, Department of Planning  
Clare Stewart, Comprehensive Planner, Department of Planning

**Department of Planning**

**Briefing Paper**

**June 24, 2021**

**Open Session**

**Issue:**

Approval to apply for a FY22 Community Legacy Grant from the MD Department of Housing and Community Development (DHCD).

**Background:** The state grant will be used to partially fund the Finksburg Facade Improvement Program (FIP). The FIP offers matching grant funds to eligible property owners in the Finksburg Sustainable Community to improve the appearance of building facades and signs. Goals of the program are to:

1. Encourage renovation of building facades and signs.
2. Improve the appearance of the Finksburg Corridor.
3. Leverage private improvements by making revitalization efforts affordable and community based.
4. Preserve and enhance economic vitality of commercial services.

The FIP offers an incentive dollar amount of up to 50% (state grant request) of the total cost of building facade and sign improvements in return for the owners' 50% (participant match) or greater investment.

**Budget:**

State Grant Request	\$50,000
Participant Match	\$50,000
County Match	0
<b>Total Program</b>	<b>\$100,000</b>

**Staff Recommended Motion:** I move that the Board of County Commissioners approve the submission and acceptance of the FY22 Community Legacy Grant.

**Attending:**

Lynda Eisenberg, Director, Department of Planning  
Clare Stewart, Comprehensive Planner, Department of Planning  
Debby Standiford, Grants Manager

**Department of Citizen Services  
Bureau of Aging & Disabilities  
Briefing Paper  
June 24, 2021  
Open Session**

**Issue:** Diabetes Self-Management Virtual Wellness Program Grant Application

**Briefing/Discussion/Decision:** Approval to submit the Diabetes Self-Management Virtual Wellness Program grant application and acceptance of the award

**Due Date:** June 30, 2021

**Background:** The Carroll County Health Department’s Local Health Improvement Coalition (LHIC) is offering a grant funding opportunity to the Carroll County Bureau of Aging & Disabilities (BOAD) to support the BOAD’s Diabetes Self-Management (DSMP) Virtual Wellness Program. The grant will assist LHIC with meeting their Diabetes Action Team goals and the funding is provided by the Maryland Community Health Resources Commission. The grant period is May 1, 2021 – October 31, 2021.

**Diabetes Self-Management Virtual Wellness Program Grant Budget  
May 1, 2021 – October 31, 2021**

<b>Budget Item</b>	
DSMP Lay Leader Training (for 3 people)	\$1,350
DSMP Workshop Books	\$390
DSMP Toolkits	\$240
Required County Match	\$0
<b>Total Grant Award</b>	<b>\$1,980</b>

**Action:** Discussion/Decision

**Staff Recommended Motion:** I move that the Board of Commissioners approve the Diabetes Self-Management Virtual Program grant application submission and acceptance of the award.

Attending:

Celene Steckel, Director, Citizen Services  
Leslie Wagner, Special Projects Coordinator  
Debby Standiford, Grants Office

**Department of Public Works**  
**Briefing Paper**  
**June 24, 2021**

**Issue:**

Request Approval to purchase 100 Manchester Avenue.

**Background:**

The Department of Public Works has negotiated to purchase all of those tracts or parcels of land in the 7th Election District of Carroll County, Maryland, situate at **100 Manchester Avenue, Westminster, Maryland, 21157**, Map 107, Parcel 1134 containing approximately 11,250 square feet of land, more or less **for \$275,000.00**. The land is being purchased in connection with the Greenwood Office Complex Project.

**Action:**

Discussion/Decision

**Staff Recommended Motion:**

I move that the Board of County Commissioners approve the purchase of the 100 Manchester Avenue property in the amount of \$275,000.

**Attendees:**

Jeff Castonguay, Director of Public Works

Eric Burdine, Deputy Director, Carroll County Dept. of Public Works



# Department of Public Safety

## Briefing Paper

June 24, 2021

Open Session

### Issue:

Annual “Maintenance, Support, & Upkeep Agreement” with Motorola Solutions for the County’s Emergency Communications System.

### Discussion / Decision:

Discussion / Decision

### Background:

The multiple components of the County’s Emergency Communications System are covered by a “Maintenance, Support, and Upkeep Agreement” with Motorola Solutions, requiring annual renewal. The agreement proposed for FY2022 includes, among other features, 24 x 7 x 365 support of the County’s 800 MHz radio system infrastructure, microwave network, and VHF paging system. The proposed agreement also includes continuous upgrades of the 800 MHz radio system’s operating software to ensure the system remains current. The full cost of the proposed Agreement (\$1,378,828.98) is included in the Approved FY2022 Budget, thus no additional monies are needed in order to proceed. Executing the FY2022 Agreement at this time will ensure a seamless, uninterrupted transition to the new fiscal year. All costs associated with the FY2022 Agreement will be borne by the FY2022 budget and none will be incurred prior to the start of the new fiscal year. Due to the value of the proposed transaction, Board of County Commissioners’ approval is required. Accordingly, I respectfully request authorization to execute the Proposed Agreement, as presented.

### Action:

Please authorize the Director of Public Safety to execute the Proposed Agreement with Motorola Solutions, as presented, to include approving the resulting monthly payments.

### Staff-Recommended Motion:

*“I move that the Board of County Commissioners authorize the Director of Public Safety to execute the FY2022 Agreement with Motorola Solutions and approve payment of the resulting bills, as proposed.”*

### Attendees:

Scott R. Campbell, Director, Dept. of Public Safety

# Department of Public Safety

Briefing Paper

June 24, 2021

Open Session

**Issue:**

Annual “Maintenance, Support, & Upkeep Agreement” for the Central Maryland Area Regional Communications (CMARC) radio system.

**Discussion / Decision:**

Discussion / Decision

**Background:**

On June 15, 2006, Carroll County entered into an agreement to contribute annually towards the cost of the support, maintenance, & upkeep of the CMARC regional radio system. The cost of this annual contribution (\$65,000 for FY2022; no increase) is the same for each member jurisdiction of CMARC. This annual expense was anticipated, thus full funding for same is included in the County’s Approved Budget for FY2022. As the dollar value of this expenditure exceeds my delegated signatory authority, Board of County Commissioner authorization is required in order for me to approve payment.

**Action:**

Please authorize the Director of Public Safety to execute the FY2022 Maintenance, Support, & Upkeep Agreement with Motorola Solutions for the CMARC regional radio system, to include approving payment of the resulting invoice.

**Staff-Recommended Motion:**

*“I move that the Board of County Commissioners authorize the Director of Public Safety to execute the referenced FY2022 Agreement with Motorola Solutions and approve payment of the resulting invoice, as proposed.”*

**Attendees:**

Scott R. Campbell, Director, Dept. of Public Safety

**Department of Management and  
Budget Briefing Paper  
June 24, 2021**

**Issue: FY 21 Food Services Budget  
Adjustment 21-01 for Carroll  
County Public Schools**

**Background:**

- Maryland State law stipulates that County Commissioners or County Councils approve the budget of their school system, both in total and by category. Any transfers made between categories or increases or decreases in the total budget after the adoption of the school budget must be approved by the County Commissioners or County Councils.
  
- Carroll County Public Schools Fiscal Year 2021 Food Services Budget Adjustment 21-01 is scheduled to be approved by the Board of Education on June 21, 2021. Approval is now requested from the Board of County Commissioners. Details of the budget adjustment are attached.

**Desired Action:** Approval of the Budget Adjustment

**Staff Recommended Motion:**

**I move that the Board of Commissioners approve Food Services Budget Adjustment 21-01 for the Board of Education FY 21 Budget.**

**Attendees:**

**Chris Hartlove, Chief Financial  
Officer CCPS**

**Ted Zaleski, Director  
Management and Budget**

**Department of Management and Budget**  
**Briefing Paper**  
**June 24, 2021** ,

**Issue: FY 21 Operating Budget Adjustments**  
**21-01 and 21-02 for Carroll County Public**  
**Schools**

**Background:**

- Maryland state law stipulates that County Commissioners or County Councils approve the budget of their school system, both in total and by category. Any transfers made between categories or increases or decreases in the total budget after the adoption of the school budget must be approved by the County Commissioners or County Councils.
- Carroll County Public Schools Fiscal Year 2021 Operating Budget Adjustments 21-01 and 21-02 are scheduled to be approved by the Board of Education on June 21, 2021. Approval is now requested from the Board of County Commissioners. Details of the budget adjustments are attached.

**Desired Action:** Approval of the Budget Adjustments

**Staff Recommended Motion:**

**I move that the Board of Commissioners approve Operating Budget Adjustments 21-01 and 21-02 for the Board of Education FY 21 Budget.**

**Attendees:**

Chris Hartlove, Chief Financial Officer, CCPS

**Ted Zaleski, Director of Management and Budget**

**Department of Management  
and Budget Briefing Paper  
June 24, 2021**

**Issue: FY 21 Operating Budget  
Transfer 21-01 for  
Carroll County Public  
Schools**

**Background:**

- Maryland State law stipulates that County Commissioners or County Councils approve the budget of their school system, both in total and by category. Any transfers made between categories or increases or decreases in the total budget after the adoption of the school budget must be approved by the County Commissioners or County Councils.
  
- Carroll County Public Schools Fiscal Year 2021 Operating Budget Transfer 21-01  
Is schedule to be approved by the Board of Education on June 21, 2021. Approval is now requested from the Board of County Commissioners. Details of the budget adjustment are attached.

**Desired Action:** Approval of the Budget Transfer

**Staff Recommended Motion:**

**I move that the Board of Commissioners approve Operating Budget Transfer 21-01 for the Board of Education FY 21 Budget.**

**Attendees:**

**Chris Hartlove, Chief Financial  
Officer, CCPS**

**Ted Zaleski, Director  
Management and Budget**