

Board of County Commissioners

Kenneth A. Kiler, President
Joseph A. Vigliotti, Vice President
Thomas S. Gordon III
Michael R. Guerin
Edward C. Rothstein



Carroll County Government

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Notice of Commissioner Meetings & Agenda for the Week of March 24, 2025

Revision 1 March 24, 2025

- 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. **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 ~ March 24, 2025

*6:30 p.m. Solar Hearing Case #9746
Virtual, Pleasant Valley Solar/Pleasant Valley Road, Westminster
Commissioner Kiler*

Tuesday ~ March 25, 2025

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

Item 1

No public comment

FY25 Agency Budget Hearings

- State's Attorney's Office – Mr. Haven Shoemaker
- Carroll County Public Schools (CCPS) – Ms. Cynthia McCabe, Ed.D.
- Human Services Programs (HSP) – Mr. Scott Yard
- Department of Recreation and Parks – Mr. Bob Hicks
- Department of Fire & EMS – Mr. Michael Robinson
- VESA – Ms. Susan Mott
- Carroll County Public Library (CCPL) – Ms. Andrea Berstler
- Penn-Mar – Mr. Greg Miller

Department of Management and Budget – Mr. Ted Zaleski

Wednesday ~ March 26, 2025

*9:00 a.m. Carroll County Sheriff's Office Training Academy Graduation
Hampstead, Maryland
Commissioners Gordon, Kiler, Rothstein and Vigliotti*

Wednesday ~ March 26, 2025 (continued)

- 12:30 p.m. *Carroll County Recreation & Parks Advisory Board Meeting
Bear Branch Nature Center, Westminster
Commissioners Kiler and Rothstein*
- 3:00 p.m. *Governor's Workforce Development Board (GWDB)
WorkSource Montgomery American Job Center, Wheaton, Maryland
Commissioner Rothstein*
- 5:00 p.m. *Maryland Department of the Environment (MDE) Public Hearing
BTR Hampstead, LLC Permit
Virtual
Commissioner Kiler*
- 7:00 p.m. *Solar Hearing Case #9747
Cape Horn & 482, Virtual
Commissioner Kiler*

Thursday ~ March 27, 2025

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

Item 1

Priority Carroll

Item 2

Public comment on this item
Legislative Update
Ms. Pam Meister, Legislative Liaison

Item 3

Public comment on this item
[Grant - Approval to Submit the FY 26 Youth and Family Engagement Diversion Application and Accept the Award](#)
Department of Citizen Services – Ms. Celene Steckel

Item 4

[Public Hearing – Community Development Block Grant \(CDBG\) COVID Round 3](#)
Department of Citizen Services – Ms. Celene Steckel

Item 5

Public comment on this item
[Grant - Community Development Block Grant \(CDBG\) COVID Round 3 – Approval to Submit Application and Accept Award](#)
Department of Citizen Services – Ms. Celene Steckel

Thursday ~ March 27, 2025 (continued)

Item 6

Public comment on this item

[Exercise Option to Purchase – Agricultural Land Preservation Using the Lump Sum Payment Option on the Randy L. Bachtel and Susan A. Bachtel Property, Located at 1439 Old Taneytown Road, Westminster, District 1](#)

Department of Planning and Land Management – Mr. Christopher Heyn

Item 7

[Briefing/Discussion/Decision – Development Allowances for Residential Development – Potential Text Amendments to Chapters 155 and 156](#)

Department of Planning and Land Management – Mr. Christopher Heyn

Item 8

Public comment on this item

[Briefing/Discussion/Decision - Letter of Request to NRCS for Piney Run Dam Design Funding](#)

Department of Planning and Land Management – Mr. Christopher Heyn

Item 9

Public comment on this item

[Approval to Purchase – Camera Replacements](#)

Department of Technology Services – Mr. Mark Ripper

Item 10

Public comment on this item

[Approval of Additional Cost - Transfr, Inc. for Carroll County Workforce Development](#)

Department of Economic Development – Ms. Denise Beaver

Item 1011

Public comment on this item

Briefing – Overview of Permit and Inspection Fees

Department of Public Works – Mr. Bryan Bokey

Public Comment – Anyone planning to make public comment may do so in person or virtually. Those wishing to attend virtually should call +1 (301) 715-8592 and Access Code 810-0463-8147 to join the meeting.

Administrative Session ~ Open

1:00 p.m. Board of County Commissioners Closed Administrative Session

Friday ~ March 28, 2025

Saturday ~ March 29, 2025

Sunday ~ March 30, 2025

8:00 a.m. “The Commissioners’ Podcast”
 Commissioner Vigliotti

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.

**Department of Citizen Services
Briefing Paper
March 27, 2025
Open Session**

Issue:

Grant - Approval to submit the FY26 Youth and Family Engagement Diversion application and accept the award.

Background:

Maryland Department of Juvenile Services (DJS) has a Behavioral Health Diversion Initiative in selected jurisdictions 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 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 fiscal oversight, grant administration, and coordinates reporting by CCYSB.

FY26 Youth and Family Engagement Program

State	\$87,581
County Cash Match	\$0
Total Funding	\$87,581

Action:

Briefing/Discussion/Decision

Staff Recommended Motion:

I move the Board of Commissioners approve the submission of the FY26 Youth and Family Engagement Diversion application and accept the award.

Attendees:

Celene Steckel, Director, Citizen Services
Ed Singer, Manager, Local Management Board
Debby Standiford, Grants Office

Citizen Services
Briefing Paper
3/27/25
Open Session

Issue: Public Hearing - Community Development Block Grant (CDBG) COVID Round 3

Background: CDBG funding assists governments with neighborhood revitalization, housing opportunities, economic development and improved public facilities and services with projects that benefit low-and-moderate income persons.

Project Summary: The State has an allocation of COVID funding to distribute to address homelessness or food insecurity. CDBG requires a public hearing prior to the application submission. The public hearing was advertised in the Carroll County Times on 3/20/25.

Contact the Carroll County Grants Office, 225 N. Center St., Westminster, MD at 410-386-2212 for a draft of the CDBG application.

Action: Discussion

Staff Recommended Motion: I move the Board of Commissioners close the public hearing.

Attendees:

Celene Steckel, Director, Citizen Services
Scott Yard, CEO, Human Services Programs of Carroll County
Stephanie Halley, CEO, Westminster Rescue Mission
Danielle Yates, Bureau Chief, Housing and Community Connections
Debby Standiford, Grants Manager

**Citizen Services
Briefing Paper
3/27/25
Open Session**

Issue: Grant - Community Development Block Grant (CDBG) COVID Round 3 – Approval to Submit Application and Accept Award

Background: CDBG funding assists governments with neighborhood revitalization, housing opportunities, economic development and improved public facilities and services with priority given to projects that will benefit low-and-moderate income persons.

This round of CDBG funding was limited to addressing food insecurity or homeless and to sub recipients awarded in the first two rounds of funding.

**Project Budget
(5/1/25 – 6/30/26)**

Agency	Project Description	CDBG Request
Westminster Rescue Mission	Staff and Equipment for Food Distribution	\$283,809
Human Services Programs	Leasing – Rapid Rehousing for Homeless	\$75,000
Citizen Services	Leasing – Rapid Rehousing for Homeless Youth	\$25,000
Citizen Services	Administrative and fiscal oversight of grant	\$7,820
	Required County Match	\$0
Total Grant Request:		\$391,629

Action: Discussion/Decision

Staff Recommended Motion: I move the Board of Commissioners approve the application submission and accept the award for the Community Development Block Grant (CDBG) COVID Round-3.

Attendees:

Celene Steckel, Director, Citizen Services
 Scott Yard, CEO, Human Services Programs of Carroll County
 Stephanie Halley, CEO, Westminster Rescue Mission
 Danielle Yates, Bureau Chief, Housing and Community Connections
 Debby Standiford, Grants Manager

Department of Planning and Land Management

Briefing Paper

March 27, 2025

Open Session

Issue:

Exercise Option to Purchase – Agricultural Land Preservation using the lump sum payment option on the Randy L. Bachtel and Susan A. Bachtel property, located at 1439 Old Taneytown Road, Westminster, District 1.

Background:

A 60.02-acre farm property owned by Randy L. Bachtel and Susan A. Bachtel was granted preliminary approval to participate in the County Agricultural Land Preservation Program by the County Agricultural Land Preservation Advisory Board on October 4, 2023. Subsequently, the Board of County Commissioners granted preliminary approval on November 2, 2023. Notice of Intent to purchase a conservation easement on the property has been duly advertised.

The Option signed by the owners provides 120 days for the Commissioners to exercise the Option thereby converting it to a Contract of Sale. The property owners requested to be compensated by the lump sum payment option and agreed to the purchase price of \$115,973.12.

Action:

Exercise Option to Purchase – Staff is requesting that Commissioners exercise an Option to Purchase an easement on the Randy L. Bachtel and Susan A. Bachtel property in the amount of \$115,973.12.

Staff-Recommended Motion:

I move the Board of County Commissioners exercise an Option to Purchase an easement on the Randy L. Bachtel and Susan A. Bachtel property in the amount of \$115,973.12.

Attendees:

J. P. Smith Jr., Program Manager, Agricultural Land Preservation Program
Jackie Roque, Preservation Specialist, Agricultural Land Preservation Program

Bureau of Development Review
Briefing Paper
March 27, 2025
Open Session

Issue:

Briefing/Discussion/Decision – Development allowances for residential development – Potential Text Amendments to Chapters 155 and 156.

Background:

In the 1990's Carroll County was experiencing a period of significant residential development that was at a rate exceeding the County's capacity to keep up with public services and facilities. To slow development to a reasonable pace, the Board of County Commissioners adopted codes to moderate the rate at which new residential lots could be recorded and building permits issued.

Specifically, Chapter 155 – Development and Subdivision of Land, limits a developer to recording 25 lots per residential subdivision per fiscal year. Chapter 156 – Concurrency Management limits the issuance of building permits to 25 per subdivision per fiscal year.

Given the current decrease in residential development and the housing crisis that is affecting the County, staff supports an adjustment to these allowances to provide flexibility to residential developers.

On direction from the Board of County Commissioners, staff worked with the Planning and Zoning Commission to develop recommendations for potential code changes. A public hearing regarding those propose changes was held on March 13, 2025.

Action:

I move the Board of Commissioners approve/deny the proposed amendments to Chapter 155 and 156 of the County Code.

Attendees: Christopher Heyn, Director, Department of Planning and Land Management
Laura Matyas, Bureau Chief, Bureau of Development Review

Department of Planning and Land Management
Briefing Paper
March 27, 2025
Open Session

Issue:

Briefing/Discussion/Decision – Letter of Request to NRCS for Piney Run Dam design funding.

Background:

The Maryland Department of Environment, Dam Safety Division (MDE) expressed concern that the Piney Run Dam may not comply with current design standards. MDE issued a requirement that Carroll County evaluate the dam for compliance and resolve any deficiencies by August 2027.

The Carroll County Bureau of Resource Management applied for grant funding from the Natural Resources Conservation Service (NRCS) to implement the first phase of work, a watershed study to validate if there are deficiencies and a plan to address them. That study has been completed and the final report will be presented at a Public Hearing in open session on April 3rd.

The Maryland office of NRCS just informed the County that they require a letter of request by April 1st, to indicate if the County wishes them to add the next phase of the Piney Run work to their requested budget. This next phase will consist of engineering design and permitting. Staff is seeking concurrence by the Board of County Commissioners to submit the request letter.

Action:

I move the Board of Commissioners approve submission of a letter to NRCS expressing the County's interest in obtaining grant funding for Piney Run Dam.

Attendees: Christopher Heyn, Director, Department of Planning and Land Management

DATE: March 27, 2025
TO: The Carroll County Board of Commissioners
RE: Approval To Purchase - Camera Replacements

EXECUTIVE SUMMARY:

The Office of Procurement, in cooperation with the Department of Technology Services, requests your approval to purchase replacement cameras from Skyline Technology Solutions in the amount of \$111,065.02. This purchase is being made via a term contract awarded to Skyline Technology Solutions that was competitively bid. The amount is approved in the FY25 budget.

BACKGROUND:

206 of the cameras installed in multiple county buildings have reached end of support from Axis. These devices were purchased 7 years ago.

Staff Recommended Motion:

I move the Board of Commissioners approve the purchase of replacement cameras from Skyline Technology Solutions in the amount of \$111,065.02.

DATE: March 27, 2025

TO: The Carroll County Board of Commissioners

RE: Approval of Additional Cost - Transfr, Inc. for Carroll County Workforce Development

EXECUTIVE SUMMARY:

The Office of Procurement and the Department of Workforce Development were before the Board in 2024 and received approval to award a contract to Transfr, Inc. to provide classroom-to-careers pathways, training workers for well-paying jobs across every industry via hands-on, simulated training that teaches critical skills for in-demand jobs in the amount of \$54,687.50. Since that time, a change order has been requested in the total amount of \$29,687.50 which exceeds ten percent (10%) of the original contract and per Resolution No. 1162-2022 Delegation of Authority requires the Boards approval to spend these additional funds. The amount is approved in the FY25 budget.

BACKGROUND:

As per the Blueprint MOU between CCWD, CCPS and CCC, CCWD career navigators work with the high school career coordinators to identify students who may not meet CCR standards by 10th grade and/or students who would benefit from the additional support of our navigators in identifying career interest and potential pathways. Transfr is a virtual training tool to engage students in a hands-on career exploration and experience with an in-demand occupations. In the second year of implementation of pillar three, CCWD career navigators have office hours in every HS and MS each week. A second oculus package will allow each navigator to travel to their designated schools each day with the opportunity to use this exploration and training tool.

Staff Recommendations:

I move the Board of Commissioners approve the additional costs to Transfr, Inc. in the amount of \$29,687.50.

**Department of Public Works
Bureau of Permits & Inspection
Briefing Paper
March 27, 2025
Open Session**

Issue:

Briefing – Provide an overview of permit and inspection fees

Background:

The Department of Public Works, Bureau of Permits and Inspection, manages code compliance for all commercial and residential work across the entire County. Today, we are here to provide an overview of all fees associated with this work.

Action:

No action, informational purposes only

Attending:

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