

## 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

225 North Center Street  
Westminster, Maryland 21157  
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### **Notice of Commissioner Meetings & Agenda for the Week of October 7, 2024**

- 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 ~ October 7, 2024**

#### **Tuesday ~ October 8, 2024**

- 8:00 a.m.      *Shock Trauma Board of Visitors  
University of Maryland Medical Center, Baltimore  
Commissioner Rothstein*
- 7:00 p.m.      *Ag Center Board Meeting  
Carroll County Agricultural Center, Westminster  
Commissioner Kiler*

#### **Wednesday ~ October 9, 2024**

- 8:00 a.m.      *Secretary Day DHCD Visit to Carroll County  
County Office Building, Reagan Room 003  
Commissioners Gordon, Kiler and Rothstein*
- 1:00 p.m.      *Stakeholder Meeting with Secretary Day  
County Office Building, Reagan Room 003  
Commissioners Gordon, Kiler, Rothstein and Vigliotti*
- 4:00 p.m.      *Habitat for Humanity – Hammer & Ales  
Pub Dog Brewing Company, Westminster  
Commissioner Kiler*
- 5:15 p.m.      *Carroll Tech Council/Digital Inclusion Week Proclamation  
Westminster City Park, Westminster  
Commissioner Gordon*

**Wednesday ~ October 9, 2024 (continued)**

5:30 p.m.      *Hearing – Chaberton Solar  
Virtual or Exploration Commons, Westminster*

**Thursday, October 10, 2024**

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

[Approval to Purchase – Circuit Court Extron Switch and Monitor Replacements](#)

Department of Technology Services – Mr. Mark Ripper

**Item 3**

Public comment on this item

[Contract Award – Diamond Security Awareness Training](#)

Department of Technology Services – Mr. Mark Ripper

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**Item 4**

Public comment on this item

[Approval to Purchase – Cisco Phone System Replacement Licensing](#)

Department of Technology Services – Mr. Mark Ripper

**Item 5**

Public comment on this item

[Approval to Purchase – Cisco Phone System Replacement Verizon Circuit](#)

Department of Technology Services – Mr. Mark Ripper

**Item 6**

Public comment on this item

[Approval to Purchase – Cisco Phone System Replacement Implementation](#)

Department of Technology Services – Mr. Mark Ripper

**Item 7**

Public comment on this item

[Approval to Purchase – Outsource of 2024-25 Real Estate Tax Bills](#)

Comptroller's Office – Ms. Jenny Hobbs

**Item 8**

Public comment on this item

[Approval of Resolution - Consideration of Bond Authorizing Resolution](#)

Comptroller's Office – Ms. Jenny Hobbs

**Thursday, October 10, 2024 (continued)**

**Item 9**

Public comment on this item

[Request for Referral to Planning Commission - Development Allowances for Residential Development – Potential Text Amendments to Chapters 155 and 156](#)

Department of Planning and Land Management – Mr. Christopher Heyn

**Item 10**

Public comment on this item

[Decision – Proposed Creation of Chapter 161, Development Rights and Responsibilities Agreements](#)

Department of Planning & Land Management – Mr. Christopher Heyn

**Item 11**

Public comment on this item

[Airport Runway – Wetlands Permitting and Mitigation Coordination Services](#)

Department of Public Works – Mr. Bryan Bokey

**Item 12**

Public comment on this item

[Airport Runway – Site Grading and Drainage Design Services](#)

Department of Public Works – Mr. Bryan Bokey

**Item 13**

Public comment on this item

[Contract Renewal - Emergency Notification System \(ENS\)](#)

Department of Public Safety – Ms. Valerie Hawkins

**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

Closed      Public Safety

**Board of County Commissioners Open Session**

County Office Building, Reagan Room 003

**Item 14**

[Work Session - Solar Site Design Requirements](#)

Department of Planning and Land Management – Mr. Christopher Heyn

**Friday ~ October 11, 2024**

**Saturday ~ October 12, 2024**

**Sunday ~October 13, 2024**

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

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.

DATE: October 10, 2024  
TO: The Carroll County Board of Commissioners  
RE: Approval to Purchase – Circuit Court Extron Switch and Monitor Replacements

**EXECUTIVE SUMMARY:**

The Office of Procurement, in cooperation with the Department of Technology Services, requests your approval to purchase the replacement of Extron Switch and Monitors at the Circuit Court Attorney Tables to Quad AV in the amount of \$69,984.00. This purchase will be made via a competitively bid term contract that was awarded to Quad AV. The amount is approved in the FY25 budget, and no additional funds should be required.

**Background:**

This work includes replacing the existing Extron Cross Point 84 with Extron DTP Cross Point 86 4K IPCP Q, configuring and reprogramming the new switches, and installing 4 monitors and 4 Extron receivers under the tables. The Extron switches are over 10 years old and need to be replaced. This is a vital component of the AV system in the courtrooms that controls bail reviews, zoom hearings, videos used in trial cases, and documents being displayed on the tv screens.

Monitors are needed at attorney tables in the courtrooms so attorneys can clearly see what is displayed on the screens, especially when the large TV is too far from some tables. Currently, when external AV companies assist in medical malpractice cases, they bring their own monitors and connect them to the AV system, which involves running hazardous cables across the floor and tampering with the existing setup. This is allowed due to the poor visibility of the current configuration. Installing monitors at the attorney tables would eliminate the need for this workaround.

**Staff Recommended Motion:**

I move the Board of Commissioners approve the purchase of Extron Switch and Monitors Replacement at the Circuit Court Attorney Tables to Quad AV in the amount of \$69,984.00.

DATE: October 10, 2024  
TO: The Carroll County Board of Commissioners  
RE: Contract Award - Diamond Security Awareness Training

**EXECUTIVE SUMMARY:**

The Office of Procurement, in cooperation with the Department of Technology Services, requests your approval to award a contract for Diamond Security Awareness Training subscription to KnowBe4 in the amount of \$31,621.10. The amount is approved in the FY25 budget, and no additional funds should be required.

**Details:**

The KnowBe4 platform combines security awareness and compliance training and testing, simulated phishing real-time coaching, and security orchestration to address the human element of cybersecurity.

**Staff Recommended Motion:**

I move the Board of Commissioners award a contract for Diamond Security Awareness Training to KnowBe4 in the amount of \$31,621.10.

DATE: October 10, 2024

TO: The Carroll County Board of Commissioners

RE: Approval to Purchase - Cisco Phone System Replacement Licensing

**EXECUTIVE SUMMARY:**

The Office of Procurement, in cooperation with the Department of Technology Services, requests your approval to purchase Cisco Phone System Replacement Licensing from Skyline Technology Solutions in the amount of \$380,080.51. This request is for three years of licensing, invoiced annually. The first-year cost is \$198,900.70 and year 2 and 3's cost will be \$79,662.41. This purchase will be made via a competitively bid term contract that was awarded to Skyline Technology Solutions.

The current amount is approved in the FY25 budget.

**BACKGROUND:**

Our current on-premises telephone system was installed 9 years ago and is no longer supported by Cisco. The new system is Cisco Webex calling and is cloud hosted. By moving to a secure cloud solution, we increase our cybersecurity and disaster recovery posture and reduce the amount of hardware we need to support and maintain. New features enhancing staff capabilities include the ability to make extension to extension calls from their mobile phones and laptops.

**Staff Recommended Motion:**

I move the Board of Commissioners approve the purchase for Cisco Phone System Replacement from Skyline Technology Solutions in the amount of \$380,080.51.

DATE: October 10, 2024

TO: The Carroll County Board of Commissioners

RE: Approval to Purchase- Cisco Phone System Replacement - Verizon Circuit

**EXECUTIVE SUMMARY:**

The Office of Procurement, in cooperation with the Department of Technology Services, requests your approval to purchase the Cisco Phone System Replacement - Verizon Circuit from Verizon in the amount of \$109,623.20. This award will be made via a State of Maryland LTS contract.

The current amount is approved in the FY25 budget.

**Details:**

This is a 3-year circuit and will be billed annually as outlined below:

- Year 1: Verizon will invoice \$36,874.40 upon the Board's approval
- Year 2: Verizon will invoice \$36,374.40
- Year 3: Verizon will invoice \$36,374.40

**BACKGROUND:**

Our current on-premises telephone system was installed 9 years ago and is no longer supported by Cisco. The new system is Cisco Webex calling and is cloud hosted. By moving to a cloud-hosted solution a new phone circuit from Verizon is required to connect to the cloud service.

**Staff Recommended Motion:**

I move the Board of Commissioners approve the purchase for Cisco Phone System Replacement Verizon Circuit from Verizon in the amount of \$109,623.20.



DATE: October 10, 2024

TO: The Carroll County Board of Commissioners

RE: Approval to Purchase - Cisco Phone System Replacement Implementation

**EXECUTIVE SUMMARY:**

The Office of Procurement, in cooperation with the Department of Technology Services, requests your approval to purchase Cisco Phone System Replacement Implementation from ePlus in the amount of \$78,000.00. The purchase will be made via a competitively bid term contract that ePlus was awarded.

This amount is approved in the FY25 budget.

**BACKGROUND:**

Our current on-premises telephone system was installed 9 years ago and is no longer supported by Cisco. This request is for ePlus to provide technicians to install and configure the new phone system as well as provide training to Carroll County IT staff.

**Staff Recommended Motion:**

I move the Board of Commissioners approve the purchase of Cisco Phone System Replacement Implementation from ePlus in the amount of \$78,000.00.

DATE: October 10, 2024

TO: The Carroll County Board of Commissioners

RE: Approval to Purchase – Outsource 2024-25 Real Estate Tax Bills

**Executive Summary:**

The Office of Procurement, in cooperation with the Department of the Comptroller, requests your approval to purchase the outsourcing of 2024-25 Real Estate Tax Bills to President Data Integrators, Inc. in the amount of \$41,016.14. This will cover over 67,000 real estate tax bill printings and postage. This amount is within the FY25 budget.

**Background:**

Data Integrators will print, fold, and seal all Real Estate Property Tax Bills. This process will help save time and resources.

**Staff Recommended Motion:**

I move the Board of Commissioners approve the purchase of outsourcing 2024-25 Real Estate Tax Bills to President Data Integrators, Inc. in the amount of \$41,016.14.

**Department of the Comptroller**

**Briefing Paper**

**October 10, 2024**

**Open Session**

**Issue:** Approval of Resolution - Consideration of Bond Authorizing Resolution

**Background:** The County is in the process of issuing bonds to acquire the funding necessary to pay for the costs of various previously appropriated capital projects and to refund outstanding bonds to produce debt service savings. The attached list indicates the projects being funded in this bond issue. As part of this process, the Board must approve a resolution which formally authorizes the issuance of the bonds.

This resolution authorizes the issuance of general obligation County Commissioners of Carroll County Consolidated Public Improvement Bonds of 2024 in the maximum aggregate principal amount of \$30 million to finance a portion of the costs of the design, acquisition, engineering, construction and equipping of certain public works, public schools, general government, and conservation projects. The entire \$30 million of this bond issue represents reimbursement of costs already expended on projects at or near completion.

The bond sale will be advertised on November 8<sup>th</sup> and November 15<sup>th</sup> with the on-line competitive sale scheduled for November 21<sup>st</sup>, and settlement scheduled for December 5<sup>th</sup>.

A representative from McKennon Shelton & Henn, LLP, County's bond counsel, will present the proposed bond authorizing resolution and answer any questions.

**Staff Recommended Motion:**

I move the Board of Commissioners approve the bond authorizing resolution as presented by bond counsel.

**Attendee:** Jennifer D. Hobbs, Comptroller, Department of the  
Comptroller Dave Gregory, McKennon Shelton & Henn LLP

C: Tim Burke, County Attorney

Resolution #: \_\_\_\_\_

**November 2024 Bond Sale Project List**

|  |      |                                   |                             | year of<br>Authorization |
|--|------|-----------------------------------|-----------------------------|--------------------------|
| <b><u>General Government</u></b>                 |      |                                   |                             |                          |
| 4021   | 8199 | Government Complex                | 482,491.29                  | 2009                     |
| 4021   | 8727 | Charles Carroll Gym               | 133,816.42                  | 2021                     |
| 4021   | 8778 | Generator Replacements            | 277,720.00                  | 202,120,222,023          |
| 4021   | 8779 | State's Attorney Bldg             | 150,876.70                  | 2018                     |
| 4021   | 9954 | County Bldg Systemic Renovations  | 809,623.79                  | 2021,2022                |
|  | 8731 | Farm Museum Bldg Restorations     | <u>145,471.80</u>           |                          |
| <b>Total General Government</b>                  |      |                                   | <b>2,000,000.00</b>         |                          |
| <br>   |      |                                   |                             |                          |
| <b><u>Public Works</u></b>                       |      |                                   |                             |                          |
| 4041   | 8627 | Storm Drainage Rehab              | 755,755.19                  | 2020,2021                |
| 4041   | 8845 | Pavement Management FY21          | 161,154.80                  | 2021                     |
| 4041   | 8886 | Pavement Management FY22          | 443,027.03                  | 2022                     |
| 4041   | 8931 | Pavement Management FY23          | 2,520,116.30                | 2023                     |
| 4043   | 8384 | Shepherds Mill/Little Pipe Creek  | <u>119,946.68</u>           | 2023                     |
| <b>Total Public Schools</b>                      |      |                                   | <b>4,000,000.00</b>         |                          |
| <br>   |      |                                   |                             |                          |
| <b><u>Public Schools</u></b>                     |      |                                   |                             |                          |
| 4061   | 8619 | Career & Tech Center Replace      | 1,786,368.63                | 2021                     |
| 4061   | 8762 | Winfield ES HVAC Replace          | 268,362.20                  | 2022                     |
| 4061   | 8852 | East Middle School Replacement    | 10,617,132.66               | 2022,2023                |
| 4061   | 8929 | Roof Replacement North Carroll MS | 400,949.80                  | 2023                     |
| 4061   | 8930 | HVAC System Replace OklahomaMS    | 4,680,432.83                | 2023                     |
| 4061   | 9570 | HVAC Carroll Springs              | 90,552.60                   | 2024                     |
| 4061   | 9572 | Mt. Airy MS HVAC Replace          | 3,845,580.17                | 2023                     |
| 4061   | 9573 | HVAC Northwest MS                 | 166,073.50                  | 2023                     |
| 4061   | 9580 | Roof Replacement Spring Garden ES | 811,247.61                  | 2023                     |
| <b>Total Public Schools</b>                      |      |                                   | <b>22,666,700.00</b>        |                          |
| <br>   |      |                                   |                             |                          |
| <b><u>Conservation &amp; Water Resources</u></b> |      |                                   |                             |                          |
| 4091   | 9007 | Farm Preservation                 | <u>1,333,300.00</u>         | 2025                     |
|  |      |                                   | <b>1,333,300.00</b>         |                          |
| <br>   |      |                                   |                             |                          |
| <b>Total Bond Issue</b>                          |      |                                   | <b><u>30,000,000.00</u></b> |                          |

**Bureau of Development Review**  
**Briefing Paper**  
**October 10, 2024**  
**Open Session**

**Issue:**

Request for Referral to Planning Commission – 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.

Staff are requesting approval to work with the Planning and Zoning Commission to discuss the issue and potentially draft text amendments for consideration by the Board of County Commissioners.

**Action:**

I move the Board direct staff to work with the Planning and Zoning Commission to discuss development allowances in the County code for potential amendment.

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

**Department of Planning and Land Management**  
**Briefing Paper**  
**October 10, 2024**  
**Open Session**

**Issue:**

Decision – Proposed creation of Chapter 161, Development Rights and Responsibilities Agreements

**Background:**

The State of Maryland adopted legislation in 1995 that authorizes the governing body of a local jurisdiction to pass an ordinance creating procedures for the adoption of Development Rights and Responsibilities Agreements (DRRAs). A DRRA is a negotiated agreement between a local government and a developer for the purpose of establishing conditions under which the development may proceed, valid for a specified period of time. A key element of a DRRA is that the laws and regulations concerning the use of the property, including the density and intensity of development in effect at the time of execution of the agreement, remain in effect throughout the development of the property. The property is not subject to subsequent changes in planning and zoning regulations. In exchange for this certainty, a DRRA includes provisions for public benefit.

At the direction of the Board of County Commissioners, staff undertook a series of discussions with the Planning and Zoning Commission (PZC) related to DRRAs. Following transmittal of the PZC recommendation, a public hearing was held by the Board of County Commissioners on September 26, and the record was held open for ten days.

**Action:**

I move the Board approve/deny the proposed amendment creating Chapter 161 of the County Code.

Attendees: Christopher Heyn, Director, Department of Planning and Land Management  
Daphne Daly, Deputy Director, Department of Planning and Land Management  
Mary Lane, Bureau Chief, Bureau of Comprehensive Planning

DATE: October 10, 2024

TO: The Carroll County Board of Commissioners

RE: Airport Runway – Wetlands Permitting & Mitigation Coordination Services

**EXECUTIVE SUMMARY:**

The Office of Procurement, in cooperation with the Department of Public Works, requests your approval to award Task Order #9; to provide Wetlands Permitting and Mitigation Coordination Services, to Delta Airport Consultants, Inc. in the amount of \$526,000. Delta Airport Consultants Inc. is a term contractor that assists with professional services at Carroll County Regional Airport. This amount is approved in the FY25 budget.

**Background:**

Task Order #9 provides services for wetlands permitting, and mitigation coordination for the Carroll County Regional Airport Runway Safety Enhancements Project to relocate and reconstruct runway 16-34. The scope of work for these services includes providing a review of the 2018 Environmental Assessment's wetlands delineation study area of approximately 500 acres and field reverification of the anticipated 4.75 acres of impacted wetlands and 1300 linear feet of stream. Additionally, the scope of work includes a wetlands mitigation plan, permitting with MDE and USACE, and the coordination of the appropriate mitigation methods for both the wetlands and stream impacts. The Task Order total is \$526,000. The scope of work will be reimbursed by the FAA which will pay 90% of Task Order #9 costs (\$473,400) and the County will pay 10% of Task Order #9 costs (\$52,600) out of the Airport Enterprise Fund.

**Staff Recommended Motion:**

I move the Board of Commissioners approve wetlands permitting and mitigation coordination services to Delta Airport Consultants, Inc. in the amount of \$526,000.

DATE: October 10, 2024

TO: The Carroll County Board of Commissioners

RE: Airport Runway – Site Grading and Drainage Design Services

**EXECUTIVE SUMMARY:**

The Office of Procurement, in cooperation with the Department of Public Works, requests your approval to award Task Order #10; to provide site grading and drainage design services for the relocation and reconstruction of Runway 16-34 to Delta Airport Consultants, Inc. in the amount of \$3,100,000. Delta Airport Consultants Inc. is a term contractor that assists with professional services at Carroll County Regional Airport. This amount is approved in the FY25 budget.

**Background:**

Task Order #10 provides services for the design and engineering of schematic, design development, and construction documents for the Site Grading and Drainage for the Carroll County Regional Airport Safety Enhancements Project for the relocation and reconstruction of runway 16-34. The scope of work for these services includes the design and engineering of the above referenced documents as well as preparation of two bid packages. The Task Order total is \$3,100,000. The scope of work will be reimbursed by the FAA, which will pay 90% of Task Order #10 costs (\$2,790,000) and the County will pay 10% of Task Order #10 costs (\$310,000) out of the Airport Enterprise Fund.

**Staff Recommended Motion:**

I move the Board of Commissioners approve site grading and drainage design services for the relocation and reconstruction of Runway 16-34 to Delta Airport Consultants, Inc. in the amount of \$3,100,000.



DATE: October 10, 2024

TO: The Carroll County Board of Commissioners

RE: Contract Renewal – Emergency Notification System (ENS)

**EXECUTIVE SUMMARY:**

The Office of Procurement, in cooperation with the Department of Public Safety – Emergency Management, requests your approval to award the renewal of the Carroll Alert Emergency Notification System (ENS) to Everbridge in the amount of \$63,659.60. This purchase will be made utilizing GSA Contract # 47QTCA24D0083. This amount is approved in the FY25 budget.

**Background:**

Since 2015, Carroll County has used a web-based solution offered by Everbridge for both emergency (i.e., Carroll Alert) and non-emergency mass notification capabilities. This purchase includes renewal of both the Mass Notification (MN) Pro and Resident Connection Life Safety modules.

**Staff Recommended Motion:**

I move the Board of Commissioners approve the annual renewal of the Emergency Notification System (ENS) to Everbridge in the amount of \$63,659.60.

**Department of Planning and Land Management**  
**Briefing Paper**  
**October 10, 2024**  
**Open Session**

**Issue:**

Work Session – Solar Site Design Requirements

**Background:**

While solar energy generating systems are prohibited by County code on agriculturally zoned property, the Maryland Public Service Commission (PSC) is currently processing applications for Certificates of Public Convenience and Necessity (CPCN) for several proposed facilities in Carroll County on agriculturally zoned properties. Should the PSC issue a CPCN certificate to a project, local zoning restrictions may be preempted. The PSC will take local zoning codes into consideration when issuing a CPCN. While a strict prohibition of the use may be preempted, reasonable design requirements may still be allowed.

At their September 26<sup>th</sup> meeting, the Board of County Commissioners requested a work session to discuss the solar site design draft text amendment in detail. These possible design requirements would apply to all solar energy generating facilities functioning as a principal use, regardless of the underlying zoning district. Possible design requirements in the recommended language include, but not limited to, maximum height, setbacks, glare mitigation, decommissioning plan, etc. The amendment was discussed and recommended favorably by the County Planning and Zoning Commission at their September 4<sup>th</sup> meeting.

**Action:**

Information only. No action required.

Attendees: Christopher Heyn, Director, Department of Planning and Land Management  
Hannah Weber, Comprehensive Planner, Bureau of Comprehensive Planning  
Brenda Dinne, Special Projects Coordinator