

Board of County Commissioners

Joseph A. Vigliotti, President
Michael R. Guerin, Vice President
Thomas S. Gordon III
Kenneth A. Kiler
Susan W. Krebs



Carroll County Government

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Notice of Commissioner Meetings & Agenda for the Week of April 6, 2026

- 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 ~ April 6, 2026

Tuesday ~ April 7, 2026

*6:00 p.m. 2nd Annual DFEMS Awards Ceremony
Flood Zone Marketplace & Brewery, Union Bridge
Commissioners Gordon, Guerin, Kiler, Krebs and Vigliotti*

*7:00 p.m. Manchester Valley Girls Basketball Banquet
Manchester Valley High School, Manchester
Commissioner Kiler*

Wednesday ~ April 8, 2026

*9:30 a.m. Farm Museum Board Meeting
Carroll County Farm Museum, Westminster
Commissioner Vigliotti*

Thursday ~ April 9, 2026

9:00 a.m. Board of County Commissioners Open Session
County Office Building, Reagan Room 003

Item 1

Priority Carroll

Thursday ~ April 9, 2026 (continued)

Item 2

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

Item 3

Public Hearing
[Proposed Extension of Deferral on Self-Storage Facilities in the Freedom Area for an Additional Six \(6\) Months](#)
County Attorney's Office – Mr. Tim Burke

Item 4

Public comment on this item
[Grant - Approval to Submit Application and Acceptance of Award – FY27 Homelessness Solutions Program](#)
Department of Citizen Services – Ms. Celene Steckel

Item 5

Public comment on this item
[Grant - Approval to Submit Application and Acceptance of Award – FY2027-FY2030 Area Plan and Individual Grant for the Division of Aging & Disabilities \(DoAD\)](#)
Department of Citizen Services – Ms. Celene Steckel

Item 6

Public comment on this item
[Contract Renewal – VMware vSphere Subscription](#)
Department of Technology Services – Ms. Alison Deigan

Item 7

Public comment on this item
[Recommended FY27 Water and Sewer Rates](#)
Department of Public Works – Mr. Bryan Bokey

Item 8

Public comment on this item
[Approval to Purchase – One \(1\) Side Entry Conversion Van](#)
Department of Public Works – Mr. Bryan Bokey

Item 9

No public comment
Work Session – Road Design and Traffic Impact Studies
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.

Thursday ~ April 9, 2026 (continued)

Administrative Session ~ Open

Friday ~ April 10, 2026

Saturday ~ April 11, 2026

*12:00 p.m. Christian Farmers Outreach (CFO) 37th Annual Luncheon
Pleasant Valley Fire Hall, Westminster*

Sunday ~ April 12, 2026

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

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 the County Attorney

Briefing Paper

Public Hearing – Thursday, April 9, 2026

Issue:

Proposed extension of deferral on Self-Storage Facilities in the Freedom area for an additional six (6) months.

Background:

On December 16, 2025, the Board adopted a three (3) month deferral on the processing, renewing, and approval of site plans, development plans, or applications for self-storage facilities in the Freedom District. The proposal would extend the deferral for an additional six (6) months.

Action:

Conduct a public hearing on the proposed amendments to Chapter 158, Extension of Deferral for Self-Storage Facilities for six (6) months.

Staff recommended motion:

I move the Board conclude the public hearing and vote to adopt the extension of the deferral on self-storage facilities in the Freedom District for an additional six (6) months.

Attendees:

Christopher Heyn, Director of Planning and Land Management

Department of Citizen Services
Briefing Paper
April 9, 2026
Open Session

Issue: Approval to submit the FY27 Homelessness Solutions Program grant application and accept the award.

Background: The MD Department of Housing and Community Development (DHCD) provides annual state and federal funding for homeless services. The funding available to Carroll County for FY27 is \$653,415 and reflects a reduction of \$120,016 from the amount awarded in FY26. We are requesting one-time funding to maintain the projects at the FY26 funding level.

As the grantee, the Department of Citizen Services is proposing to continue Housing Stability Coordination, Homeless Prevention Services and Youth Rapid Re-housing. The County also subgrants funding to Human Services Programs of Carroll County, Inc. (HSP) to carry out several eligible programs identified as local and grant priorities. HSP will continue to provide Rapid Re-housing (adults) services which include rental assistance and case management support, and Street Outreach services, connecting with the most vulnerable households experiencing homelessness. The grant also provides Flex Funds to assist households with unique needs and stipends for people with lived experience of homelessness, so they can provide valuable feedback on the services provided. The services provided through this funding align with DHCD’s identified priorities. The Department of Citizen Services provides fiscal and programmatic oversight and monitors all projects for satisfactory performance.

Impact: In FY26 to date, 302 unduplicated individuals were served/provided with assistance in all Homeless Solutions Program funded programs. The following programs will be supported with this grant:

FY27 Projected Budget

Project	HSP Grant FY27 funding	HSP Grant FY26 funding	FY27 County Funding Request
Street Outreach	\$30,000	\$30,500	(\$500.00)
Emergency Shelter	\$194,000	\$221,505	(\$27,505)
Rapid Re-Housing- rental assistance and Housing Stability Services	\$281,498	\$322,509	(\$41,011)
Rapid Re-Housing Youth- rental assistance	\$60,210	\$75,000	(\$14,790)
Homelessness Prevention- services & supports	\$78,064	\$60,119	\$17,945
Flex Funds	\$5,000	\$9,500	(\$4,500)
Stipends for households with lived experience	\$1,500	\$3,000	(1,500)
Administration & CoC Planner	\$3,143	\$51,298	(\$48,155)
Total	\$653,415	\$773,431	(\$120,016)

** Additional required County match will be met with the County’s in-kind space provided to HSP for shelter and administrative office staff.*

Staff Recommended Motion: I move the Board of Commissioners approve the submission of the FY27 Homelessness Solutions Grant application, acceptance of the award, and allocation of additional one-time funding.

Attending:

Celene Steckel, Director Department of Citizen Services

Danielle Yates, Division Chief of Housing and Community Connections

Carly Long, Continuum of Care Coordinator

Debby Standiford, Division Manager, Grants

Jennifer Graybill, CEO, Human Services Programs of Carroll County, Inc.

**Department of Citizen Services
Division of Aging & Disabilities
Briefing Paper
April 9, 2026
Open Session**

Issue: Approval to submit the Division of Aging & Disabilities' (DoAD) draft FY2027 – FY2030 Area Plan to include the Comprehensive Plan of Services and Service Needs Forms.

Background: The Division of Aging & Disabilities provides services with a combination of Federal, State, County and private funding. Funding is awarded through the County's Area Plan and through 15 individual grant applications. State and Federal grant allocations have not been received from Maryland Department of Aging. DoAD will present the full Area Plan to the Board of County Commissioners for approval and acceptance of the awards and individual grant applications when allocations have been received.

Overview:

The Division of Aging & Disabilities administers services for adults age 60 and older, individuals with disabilities, caregivers, and Veterans of any age. As a Maryland Access Point site, the Division serves as a single point of entry to connect individuals to resources for long-term services and supports.

As reported by the US Census Bureau, the 60+ population in Carroll County grew 47% from 21,770 (2000) to 33,296 (2024). The most recent data from the 2024 U. S. Census American Community Survey reports Carroll's Veteran count at 10,248.

Carroll County operates 5 Senior & Community Centers serving older adults (60+) and disabled adults 50+ years of age. All 5 Senior & Community Centers offer congregate meals, exercise rooms, computer labs, billiards and an array of exercise classes and additional activities to provide opportunities for social engagement.

Program Overview:

The DoAD's 8 core service areas are supported by 28 different funding sources. All state and federal funding is either formula driven, meaning the County is only eligible to apply for a specific amount based on demographic factors, funding formulas and the total funds available, or the funding is Fee-for-Service, and the revenue is based on the level of service delivered.

The 8 core areas of service include:

- Meals and Nutrition
- Community Services/Programming,
- Dementia Navigation
- Advocacy, Support and Protection
- Case Management, Referrals and Supports
- Medicare Education and Enrollment
- Veteran Services
- Disability Programming and Services

DoAD also intends to separately schedule time before the Board to present and obtain approval for a new grant program that will be implemented in FY2027, called Supporting Older Adults with Resources (SOAR).

Staff-Recommended Motion: I move the Board of Commissioners approve the draft submission of the FY27-FY2030 Area Plan to include the Comprehensive Plan of Services and Service Needs forms for the Division of Aging and Disabilities.

Attending:

Celene Steckel, Director, Citizen Services

Gina Valentine, Division Manager

Bobbie Lawrence, Aging and Disabilities Services Manager

Rich Ottone, Community Services Manager

Corey Hardinger, Senior Grants Analyst, Grants Office

DATE: April 9, 2026
TO: The Carroll County Board of Commissioners
RE: Contract Renewal – VMware vSphere Subscription

EXECUTIVE SUMMARY:

The Office of Procurement, in cooperation with the Department of Technology Services, requests your approval to renew the contract for VMware vSphere Subscription with ePlus Technology Inc. in the amount of \$91,099.84. This renewal is being made through a term contract that was competitively bid and awarded to ePlus Technology Inc. The amount is approved in the FY26 budget.

BACKGROUND:

VMware vSphere is the virtualization environment that the county's on-premise servers run on, with over 100 servers hosted in two locations. This purchase covers a 1 year subscription renewal of our license.

Staff Recommended Motion:

I move the Board of Commissioners renew the contract for VMware vSphere Subscription with ePlus Technology Inc. in the amount of \$91,099.84.

Department of Public Works
Bureau of Utilities
Briefing Paper
April 9, 2026
Open Session

Issue:

Recommended FY 27 Water and Sewer Rates

Background:

To meet FY27 Utilities revenue requirements, we recommend a rate increase for water and sewer usage fees. This increase will maintain aging water and sewer infrastructure, fund CIP projects, and account for increases in energy costs.

The calculated rates result in an increase of \$23.19 in average quarterly water bills and an increase of \$29.89 in quarterly sewer bills, resulting in a total net change of approximately \$53.08 per quarter.

Action:

We are requesting the Board consider approval of the recommended FY27 water and sewer rates.

Staff Recommended Motion:

We move the Board of Commissioners approve the recommended FY27 water and sewer rates with the FY27 budget adoption.

Attendees:

Bryan Bokey, Director, Public Works
Jennifer Hobbs, Comptroller
Heidi Pepin, Division Manager, Management & Budget

DATE: April 9, 2026

TO: The Carroll County Board of Commissioners

RE: Approval to Purchase – One (1) Side Entry Conversion Van

EXECUTIVE SUMMARY:

The Office of Procurement, in cooperation with the Division of Fleet and Warehouse, requests your approval to purchase one (1) Side Entry Conversion Van from Rohrer Enterprises, LLC. in the amount of \$73,874. This purchase will be made from State of Maryland MTA Contract # LOT-24-050-GM, that Carroll County will use. This amount is within the FY26 approved budget.

Background:

This vehicle will be a replacement for one of the original Veteran Shuttle minivans. The veteran shuttle takes Carroll County veterans to and from appointments at the local VAs, including Baltimore, Ft. Detrick and Martinsburg. The program averages 38 trips a month serving an average of 23 veterans. This vehicle will hold 3 passengers and a wheelchair.

Staff Recommended Motion:

I move the Board of Commissioners approve the purchase of one (1) Side Entry Conversion Van from Rohrer Enterprises, LLC. in the amount of \$73,874.