

**Board of County Commissioners**

C. Richard Weaver, *President*  
Dennis E. Frazier, *Vice President*  
Stephen A. Wantz, *Secretary*  
J. Douglas Howard  
Richard S. Rothschild



**Carroll County Government**

225 North Center Street  
Westminster, Maryland 21157  
410-386-2043; 1-888-302-8978  
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MD Relay ~ 7-1-1/800-735-2258

**Notice of Commissioner Meetings & Agenda for the Week of March 6, 2017**

**Revision 1 dated March 9, 2017**

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. All or part of a meeting may be conducted in closed session.

- *Indicates Outside Activities*

**Monday ~ March 6, 2017**

**Tuesday ~ March 7, 2017**

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

**Item 1**

Legislative Briefing  
Department of Planning ~ Mr. Phil Hager

**Item 2**

[Briefing ~ Demographics Update](#)  
Department of Planning ~ Mr. Phil Hager

**Item 3**

Briefing – [2017 Consolidated Transportation](#)  
Program Priority Letter  
Department of Planning ~ Mr. Phil Hager

**Public Comment**

**Wednesday ~ March 8, 2017**

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

4:00 p.m. *Carroll County Board of Education Board Meeting  
Westminster, Maryland  
Commissioner Howard*

7:30 p.m. *Taneytown Mayor/City Council Workshop  
Taneytown, Maryland  
Commissioner Wantz*

**Thursday ~ March 9, 2017**

8:30 a.m. Board of County Commissioners Closed Administrative Session

**10:00 a.m. Board of County Commissioners Open Session**  
County Office Building ~ Room 311

*Positively Carroll*

**Item 1**

Public Comment on this item  
Briefing/Discussion/Decision  
[Bid Approval ~ Pipe Culvert Repairs & Replacement](#)  
Department of Public Works ~ Mr. Jeff Castonguay  
Bureau of Purchasing ~ Mr. Mike Myers

**Item 2**

Public Comment on this item  
Additional Discussion  
[Charles Carroll School](#)  
Department of Public Works ~ Mr. Jeff Castonguay

**Item 3**

Public Comment on this item  
Briefing/Discussion/Decision  
Request Approval for the FY2018 Application for  
[Senior Citizen Center Operating Fund Grant](#)  
Department of Citizen Services ~ Ms. Christine Kay

**Thursday ~ March 9, 2017 (Continued)**

**Item 4**

Public Comment on this item  
Briefing/Discussion/Decision  
Request Approval for the FY2018 Application  
for Senior Citizen Center Operating Fund Grant  
[\(Competitive Allocation\)](#)  
Department of Citizen Services ~ Ms. Christine Kay

**Item 5**

Public Comment on this item  
Briefing/Discussion/Possible Decision  
Request Approval for the FY2018 Renewal of  
[Inter-Agency Family Preservation Contract](#)  
Effective July 1, 2017 – June 30, 2018  
Department of Citizen Services ~ Ms. Christine Kay

**Public Comment**

Approval/Adoption of Minutes

Administrative Session ~ Open

**1:30 p.m.** **Board of County Commissioners Open Session**  
**1:15 p.m.** County Office Building ~ Room 311

**Item 6**

Public Comment on this item  
Briefing/Discussion/Possible Decision  
[Request Approval ~ Self-Help Project Requests](#) for  
Recreation Councils  
Department of Recreation & Parks ~ Mr. Jeff Degitz

**Item 7**

Public Comment on this item  
Discussion/Decision  
Exercise Option to Purchase an Easement  
on the [Douglas Eugene Reifsnider Property](#)  
Department of Land & Resource Management ~ Mr. Tom Devilbiss

**Thursday ~ March 9, 2017 (Continued)**

**Item 8**

Public Comment on this item  
Briefing/Discussion/Decision  
Request Approval to Proceed with  
Presentation to Planning & Zoning Commission  
Proposed Amendments to Chapter 158  
[Zoning – Farm Alcohol Producers](#)  
Department of Land & Resource Management ~ Mr. Tom Devilbiss

**Item 9**

Public Comment on this item  
Presentation ~ North Carroll High School  
Board of County Commissioners

**Public Comment**

**Friday ~ March 10, 2017**

**Saturday ~ March 11, 2017**

*9:00 a.m. North Carroll Expo  
Manchester Valley High School ~ Manchester, Maryland  
Commissioners Weaver & Wantz*

**Sunday ~ March 12, 2017**

8:05 a.m. “The Commissioners’ Report” – WTTR  
Commissioner Frazier

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**

*a great place to live, a great place to work, a great place to play*

# **Department of Planning**

## **Briefing Paper**

**March 7, 2017**

### **Open Session**

#### **Issue:**

#### **Carroll County Demographic Trends**

#### **Background:**

The Carroll County Department of Planning is the County agency responsible for updating and maintaining County socio-economic and demographic data as well as reporting on subdivision activities and building permits. A presentation by planning staff will show past trends and future projections of where the County might be headed in terms of population and growth.

#### **Action:**

Informational briefing

#### **Attendees:**

Philip R. Hager, Director, Department of Planning  
Lynda Eisenberg, Bureau Chief, Comprehensive Planning  
Scott E. Graf, Comprehensive Planner

# **Department of Planning**

## **Briefing Paper**

**March 7, 2017**

### **Open Session**

**Issue:**

**2017 Consolidated Transportation Plan Priority Letter**

**Background:**

The Carroll County Department of Planning annually submits a letter in April to the Maryland Department of Transportation listing the key County transportation priorities for inclusion into the State's Consolidated Transportation Program for FY 2018-2023. These projects include capacity enhancing infrastructure, main street revitalization, bicycle and pedestrian trails and County transit needs.

**Action:**

Briefing, no action needed at this time.

**Attendees:**

Philip R. Hager, Director, Department of Planning  
Lynda Eisenberg, Bureau Chief, Comprehensive Planning  
Mary Lane, Transportation/Comprehensive Planner

DATE: March 1, 2017  
 TO: The Carroll County Board of Commissioners  
 SUBJECT: **Contract / Bid No. 80-F-5-16/17  
 Pipe Culvert Repairs & Replacements - 1**

**EXECUTIVE SUMMARY:**

The Department of Public Works, in cooperation with the Bureau of Purchasing, recommends award for the above project to Thomas, Bennett & Hunter, Inc. in the amount of \$524,804.00. This is within the project budget and no additional funds will be needed. The cost estimate on this project was \$538,901.00

Number of Bids: 6

Vendors and Bid Results:	1.	Thomas, Bennett & Hunter	-	\$524,804.00
	2.	Conewago Enterprises, Inc.	-	\$653,912.00
	3.	Hi-Tek Construction	-	*\$700,753.00
	4.	C.J. Miller, LLC.	-	\$784,778.10
	5.	Image Asphalt Maintenance, Inc.	-	\$855,425.00
	6.	DSM Properties, LLC	-	Non-Responsive

\*Hi-Tek Construction's bid contained one error. Corrected total shown above. DSM Properties, LLC submitted incorrect bidding documents which resulted in a Non-Responsive bid.

Received Budget Approval:  Yes      Comments: \_\_\_\_\_

Debarment & suspension check completed and this business is in good standing:  Approved  
Business is in good standing with the Maryland Department of Assessment and Taxation:  Approved  
Business is in good standing with Carroll County Collections Office:  Approved

**Staff Recommended Motion:**

I move that the Board of Commissioners concur with award and authorize the Bureau of Purchasing to move forward to obtain legally sufficient contract documents for signing by Jeff Castonguay, Director, Public Works.

\_\_\_\_\_  
 Bureau of Purchasing      Date

\_\_\_\_\_  
 Board of Commissioners      Date

Commissioner Wantz:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Weaver:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Frazier:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Rothschild:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Howard:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<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**  
**3/9/17**

**Issue:**

Future use of Charles Carroll Elementary School

**Background:**

On August 25, 2016 the Commissioners were briefed on the current status and costs associated with maintaining and using Charles Carroll Elementary School.

On December 15, 2016 staff met with the Commissioners to discuss possible uses for this building.

On January 19, 2017 during Administrative Session, the board directed staff to look into the costs associated with options as listed below.

1. Demo the entire building and replace with a building that would meet the current needs of Charles Carroll Programs.
2. Demo all but the 1973 addition and renovate that space accordingly.

On February 28, 2017 staff presented the 2 options listed above for discussion.

Staff will review the 2 options along with a modified Option B.

**Action:**

Additional Discussion

**Attending:**

Jeff Castonguay, Director, Department of Public Works

Jeff Degitz, Director, Department of Recreation & Parks

Scott Moser, Deputy Director ~ Department of Public Works



Application Briefing  
3/9/17

**Program Title:** FY18 Senior Citizens Activities Center Operating Fund Grant  
**Funder:** MD Department of Aging  
**Department/Agency:** Citizen Services/ Bureau of Aging and Disabilities  
**Due Date:** March 17, 2017

**Background:**

The Human Services Article §10-513 through §10-516 of the Annotated Code of Maryland established the Senior Citizen Activities Center Operating Fund (SCOF) under the administration of the Maryland Department of Aging. MDOA has identified that each county will receive a minimum of \$5000 for the non-competitive side of this grant opportunity, with Carroll County's pre-determined award designated as \$12,432. In Fy17 Carroll County applied and was successful, receiving an award of \$8000 for County WiFi expansion in the 5 Senior Centers. Our FY18 non-competitive application would support a new innovative senior center program that we are proposing to implement for the first time. An evidence based program entitled "Moving for Better Balance" for implementation in Carroll County's five Senior & Community Centers.

**Program:**

If funded, the grant would allow each senior center to offer 12 week sessions of an evidence based program entitled "Moving for Better Balance". This program is designed to improve strength, mobility, flexibility, and balance for enhanced overall physical health and better functioning in daily activities. Participation in the program may also result in better mental health, reduced stress, improved memory, and cognition, and increased self-esteem. It is our hope to be able to partner with the YMCA to offer this program in our senior centers.

**Budget**

2 centers will have 2 – 12 week sessions	\$3,840.00
3 centers will have 3 – 12 week sessions	\$8,640.00
County Cash Match	0
<b>Total Program Costs</b>	<b>\$12,480</b>
MDoA allocation to Carroll County	\$12,432
Funding to be paid from senior center class funds	48.00

**Staff Recommended Motion:**

I move that the Board of Commissioners approve the application to the FY18 Senior Citizens Activities Center Operating Fund Grant

Attending:

Christine Kay, Citizen Services  
Celene Steckel, Bureau of Aging and Disabilities  
Patty Whitson, Bureau of Aging and Disabilities  
Debby Standiford, Grants Office

Application Briefing  
3/9/17

**Program Title:** FY18 Senior Citizens Activities Center Operating Fund Grant (Competitive Application)

**Funder:** MD Department of Aging

**Department/Agency:** Citizen Services/Bureau of Aging and Disabilities

**Due Date:** March 17, 2017

**Background:**

The Human Services Article §10-513 through §10-516 of the Annotated Code of Maryland established the Senior Citizen Activities Center Operating Fund (SCOF) under the administration of the Maryland Department of Aging. MDOA has identified that \$100,000 will be distributed based on a competitive process. In FY17, Carroll County received a competitive award through the SCOF Grant of \$8,000 that provided County WiFi expansion in our 5 senior centers. In FY18, Carroll County's competitive application would request funding for relocating the coffee bar at the Westminster Senior Center to provide additional space for the existing meal service/programming in the dining room.

**Critical Operating Needs:**

If funded, the grant would allow the program to move the location of the coffee bar. The relocation would include movement of the coffee bar from a heavily trafficked area by the meal service window to an alcove in the dining room. This would provide for more streamlined meal service delivery as well as additional seating and space in the dining room. An estimated increase of 16 seats would be provided. There has been an increase in the use of mobility devices. These devices require additional space in the dining and programming areas. The number of participants the dining room can accommodate has been reduced over the years due to the increased space required for safe ambulation.

**Budget**

**Budget**

Westminster Senior & Community Center Coffee Bar Relocation	\$23,500
County Cash Match	\$0
<b>Total Program Costs</b>	<b>\$23,500</b>

**Staff Recommended Motion:**

I move that the Board of Commissioners approve the application to the FY18 Senior Citizens Activities Center Operating Fund Grant (Competitive Application)

Attending:

Christine Kay, Citizen Services

Celene Steckel, Bureau of Aging and Disabilities

Patty Whitson, Bureau of Aging and Disabilities

Debby Standiford, Grants Office

## **Briefing Paper**

March 9, 2017

**Program Title:** Interagency Family Preservation  
**Funding:** Maryland Department of Human Resources  
**Department:** Citizen Services/Local Management Board

### **Background:**

The Carroll County Local Management Board is requesting approval to renew \$395,833 from DHR for the Interagency Family Preservation Program. This program is an intensive, in-home services program to prevent out-of-home placement of children and youth. Since 2013, the program has been operated through a partnership between Carroll County Youth Service Bureau, Carroll County Department of Social Services and the Carroll County Local Management Board.

### **Program:**

Interagency Family Preservation (IAFP) provides 24-hour services to high-risk families, consisting of a licensed clinician and a mental health worker who provide treatment in the client's home. Its purpose is to prevent out-of-home placement of children by improving the safety and stability of the family unit while utilizing community resources and maintaining self-sufficiency. IAFP served 50 families in FY2016. 70% of those families achieved a positive change in family functioning, and 80% of those families did not have a child placed out-of-home in the 12 months following treatment.

### **Staff Recommended Motion:**

I move that the Board of Commissioners approve the renewal of the Grant for Interagency Family Preservation Program.

### **Attendees:**

Christine Kay, Director, Citizen Services  
Lisa Hecker, Local Management Board

**Departments of Recreation and Parks / Management and Budget**

**Briefing Paper**

**March 9, 2017**

**OPEN SESSION**

Staff Attending: Jeff Degitz

**Issue: Self-Help Project Requests for Recreation Councils**

**Background:** The Recreation and Parks Advisory Board voted to approve six Self-Help Project requests presented at its February meeting and Department staff is supportive of that decision. Self-Help funds appropriated in the FY 17 Capital Budget are sufficient to cover the County's portion of funding for the new projects.

**Transfers to eight new Self-Help projects:**

<b>Project Name</b>	<b>County Funds</b>	<b>RecCouncil Support</b>	<b>Project Total</b>
North Carroll Rec: Infield Mix and Fencing	\$ 5,718.00	\$ 1,106.00	\$ 6,824.00
Taneytown Athletic Association: Infield Mix	\$10,340.00	\$ 2,780.00	\$13,120.00
Westminster Rec: Wrestling Scoreboards	\$ 3,750.00	\$ 1,250.00	\$ 5,000.00
Winfield Rec: Field Improvements	\$ 3,925.00	\$ 1,175.00	\$ 5,100.00
Winfield Rec: Batting Cage	\$ 3,018.00	\$ 952.00	\$ 3,970.00
Woodbine Rec: Infield Mix	\$ 1,870.00	\$ 330.00	\$ 2,200.00
<b>Totals</b>	<b>\$28,621.00</b>	<b>\$ 7,593.00</b>	<b>\$36,214.00</b>

**Recommended Action:** I move that the Board of Commissioners approves the transfer of \$28,621 from Community Self Help account # 9735 to the six (6) new projects.

**BOARD OF COUNTY COMMISSIONERS**

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**Date**

**Department of Land and Resource Management**  
**Agricultural Land Preservation Program**  
**Briefing Paper**  
**March 9, 2017**  
**Open Session**

**Issue:**

**Agricultural Land Preservation using the Lump Sum Payment Option on the Douglas Eugene Reifsnider property, 2080 Francis Scott Key Highway, Keymar, District 1.**

**Background:**

A 199.12 acre farm property owned by Douglas Eugene Reifsnider was granted preliminary approval to participate in the County Agricultural Land Preservation Program by the County Agricultural Land Preservation Advisory Board on September 10, 2015. Subsequently, the Board of County Commissioners granted preliminary approval on November 5, 2015. Notice of Intent to purchase a conservation easement on the property has been duly advertised.

The Option signed by the owner provides 120 days for the Commissioners to exercise the Option thereby converting it to a Contract of Sale. The property owner requested to be compensated by the lump sum payment option, and agreed to the purchase price of \$842,569.00.

The County and the landowner are ready to proceed to the easement settlement stage.

**Action:** Discussion/Decision

Staff is requesting exercising an Option to Purchase an easement on the Douglas Eugene Reifsnider property.

**Staff-Recommended Motion:**

*I move that the Board of Commissioners exercise an Option to Purchase an easement on the Douglas Eugene Reifsnider property.*

Attendees:

Tom Devilbiss, Director, Department of Land and Resource Management  
Deborah Bowers, Program Manager, Agricultural Land Preservation Program  
J. P. Smith, Jr., Preservation Specialist, Agricultural Land Preservation Program

# Department of Land & Resource Management

## Briefing Paper

March 9, 2017

## Open Session

### Issue:

*Proposed Zoning Code Amendment Chapter 158 re: Farm Alcohol Producers and Associated Events*

### Background:

On November 3, 2016, staff briefed the Board regarding potential modifications to the Agriculture and Conservation zoning text to provide definitions and allowances related to wineries, breweries, and distilleries. These uses have seen an increase recently, and the current Code is limited related to certain events associated with the uses. The Board directed staff to draft an amendment to Chapter 158 of the Carroll County Code of Public Local Laws and Ordinances to define these uses and clarify the conditions for these uses in the Agriculture and Conservation districts.

Staff has met with several groups regarding the potential language and issues, including Carroll County producers. Staff will review the proposed draft and request direction from the Board on how to proceed.

### Action:

Discussion; Provide direction to staff on how to proceed.

### Staff-Recommended Motion:

*I move that the Board of Commissioners direct staff to move forward with the public process to amend Chapter 158 and proceed to the Planning and Zoning Commission for their review and recommendation.*

### Attendees:

Tom Devilbiss, Department of Land & Resource Management  
Brenda Dinne, Department of Land & Resource Management  
Jay Voight, Zoning Administrator