

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
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MD Relay ~ 7-1-1/800-735-2258

Notice of Commissioner Meetings & Agenda for the Week of November 13, 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 ~ November 13, 2017

- 2:00 p.m. Transit Advisory Council Meeting
County Office Building ~ Room 105
Commissioner Frazier
- 4:00 p.m. *Piney Run Park Gazebo Dedication Ceremony*
Sykesville, Maryland
Commissioner Howard
- 6:30 p.m. *Speaking Engagement ~ Wesley United Methodist Men's Club*
Hampstead, Maryland
Commissioner Weaver
- 7:00 p.m. *Open Forum*
Manchester Volunteer Fire Department Activities Building
Commissioner Wantz

Tuesday ~ November 14, 2017

- 8:30 a.m. *Circle of Caring Committee Meeting*
Westminster, Maryland
Commissioner Frazier
- 10:30 a.m. *Veteran's Day Program*
North Carroll Senior Center ~ Hampstead, Maryland
Commissioners Weaver & Wantz
- 7:00 p.m. *Open Forum*
Taneytown Senior Center ~ Taneytown, Maryland
Commissioner Wantz

Tuesday ~ November 14, 2017 (Continued)

7:00 p.m. *Carroll County Agriculture Center Board Meeting
Westminster, Maryland
Commissioner Weaver*

Wednesday ~ November 15, 2017

11:00 a.m. *North Carroll Senior Center Holiday Meal
Hampstead, Maryland
Commissioner Weaver*

6:00 p.m. *Carroll Community College Board Meeting
Westminster, Maryland
Commissioner Wantz*

Thursday ~ November 16, 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

Discussion/Decision

State Certification of Carroll County

[Agricultural Land Preservation Program](#)

Department of Land & Resource Management ~ Mr. Tom Devilbiss

Item 2

Public Comment on this item

Briefing/Discussion/Decision ~ Grant Acceptance

[Fiscal Year 2018 Rural Legacy Grant Agreement](#)

for the Little Pipe Creek Rural Legacy Area and

the Upper Patapsco Rural Legacy Area

Department of Land & Resource Management ~ Mr. Tom Devilbiss

Item 3

Public Comment on this item

Briefing/Discussion/Possible Decision

Request Approval to submit and accept

Setting Higher Individual Expectations (SHINE)

[ABAWD \(Able-Bodied Adults Without Dependents\) FY 18 Grant](#)

Department of Citizen Services ~ Ms. Christine Kay

Department of Management & Budget ~ Mr. Ted Zaleski

Thursday ~ November 16, 2017 (Continued)

Item 4

Public Comment on this item
Additional Discussion/Decision
[FuTuRe – Fair Trash Reduction](#)
Update and Phase 2
Department of Public Works ~ Mr. Jeff Castonguay

Item 5

Public Comment on this item
Briefing/Discussion/Decision
[Request Approval for Use of L. R. Hollman, Inc. Term Contract](#)
for Wilton Court Storm Drain Project
Department of Public Works ~ Mr. Jeff Castonguay

Public Comment

Approval/Adoption of Minutes

Administrative Session ~ Open

1:00 p.m. Board of County Commissioners Open Session
County Office Building ~ Room 311

Item 6

Organization Highlights
Target, Inc. ~ Mr. Tom Zirpoli

Item 7

Organization Highlights
Community Media Center ~ Mr. Richard Turner

Item 8

Organization Highlights
Department of Social Services ~ Ms. Vicky Keller

Item 9

Organization Highlights
Rape Crisis Intervention Service ~ Ms. Janice Kispert

Item 10

Organization Highlights
Family & Children's Services ~ Ms. Kelley Rainey

Thursday ~ November 16, 2017 (Continued)

Item 11

Organization Highlights
Youth Service Bureau ~ Ms. Lynn Davis

Item 12

Organization Highlights
Extension Office ~ Ms. Mickey Love

Item 13

Organization Highlights
Human Services Programs of Carroll County ~ Ms. Angela Gustus

Item 14

Public Comment on this item
Briefing/Discussion/Decision
Presentation of 2017 GAN (Grant Adjustment Notice) to
[“2016 Hazardous Materials Emergency Preparedness
Grant Program”](#)
Department of Public Safety ~ Mr. Scott Campbell

Item 15

Public Comment on this item
Briefing/Discussion/Decision
Request for Concurrence
Authorization to Execute Annual Renewal of
[‘Everbridge Mass Notification’ Contract](#)
Department of Public Safety ~ Mr. Scott Campbell

Item 16

Public Comment on this item
Briefing/Discussion
Presentation of Proposed Resolution
[“Designation of a Principal Executive Officer”](#)
for Carroll County
Department of Public Safety ~ Mr. Scott Campbell

Public Comment

CLOSED ~ Contract Negotiations ~ 3-305(b)(1)

Friday ~ November 17, 2017

3:00 p.m. *Carroll County Crisis Intervention Team Graduation Celebration
Westminster, Maryland
Commissioner Wantz*

Saturday ~ November 18, 2017

4:00 p.m. *Eagle Scout Court of Honor Ceremony*
Sandymount Church ~ Finksburg, Maryland
Commissioner Wantz

Sunday ~ November 19, 2017

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

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 Land & Resource Management

Briefing Paper

November 16, 2017

Open Session

Issue:

Discussion/Decision – State Re-Certification of the Carroll County Agricultural Land Preservation Program

Background:

The Carroll County Agricultural Land Preservation Program is currently certified by the State of Maryland as meeting qualifications to retain 75% of revenues from the Agricultural Land Transfer Tax, rather than 33% for non-certified counties. The Program has prepared a report that contains the information needed for the County Program to retain its certification, which must be renewed every three years. The Agricultural Land Preservation Advisory Board reviewed and approved the report for submission at its meeting on October 11, 2017. Staff reviewed the Certification Report with the Board on November 2, 2017.

Action:

Discussion/Decision – The Board of County Commissioners is requested to approve the State Re-Certification Report of the Carroll County Agricultural Land Preservation Program.

Staff-Recommended Motion:

I move that the Board of Commissioners approve the State Re-Certification Report of the Carroll County Agricultural Land Preservation Program.

Attendees:

Thomas Devilbiss, Director, Department of Land & Resource Management
Deb Bowers, Program Manager, Agricultural Land Preservation Program
J.P. Smith, Jr., Preservation Specialist, Agricultural Land Preservation Program

Department of Land & Resource Management

Briefing Paper

November 16, 2017

Open Session

Issue:

Briefing/Discussion/Decision – Fiscal Year 2018 Rural Legacy Grant Agreement for the Little Pipe Creek Rural Legacy Area and the Upper Patapsco Rural Legacy Area.

Background:

Carroll County submitted a Fiscal Year 2018 grant application to the Maryland Department of Natural Resources (DNR) for the Little Pipe Creek Rural Legacy Area and the Upper Patapsco Rural Legacy Area to preserve agricultural, natural and cultural resources through the acquisition of conservation easements. Grant funds have been awarded to the County in the amount of \$993,000.00. The County has a number of eligible properties within the County's two Rural Legacy areas. A grant agreement was prepared by DNR staff and has been reviewed and signed for legal sufficiency by Timothy Burke, County Attorney. The Grant Agreement will also require the signature of Roberta Windham, County Administrator.

Action:

Discussion/Decision - It is requested that the Board of County Commissioners accept the Fiscal Year 2018 Rural Legacy Grant Agreement for the Little Pipe Creek Rural Legacy Area and the Upper Patapsco Rural Legacy Area and authorize the County Administrator to sign the Agreement on the Commissioners' behalf.

Staff-Recommended Motion:

I move that the Board of Commissioners accept the Fiscal Year 2018 Rural Legacy Grant Agreement for the Little Pipe Creek Rural Legacy Area and the Upper Patapsco Rural Legacy Area and authorize the County Administrator to sign the Agreement on the Commissioners' behalf.

Attendees:

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

Citizen Services

Briefing Paper

11/16/17

Open Session

Issue: Accept funding for Human Services Programs (HSP) to provide job training services to clients of the Carroll County Department of Social Services.

Background: The Carroll County Department of Social Services has identified a need for job training services in Carroll County for Food Stamp Employment and Training (FSET) customers. The FSET population will include customers receiving food stamp benefits; Able Body Adults Without Dependents (ABAWD); Non-Custodial Parents (NCP) and unemployed/under employed adults.

This grant funding will provide HSP the capacity to serve up to 50 DSS clients through its workforce development program, Opportunity Works. Participant goals include: identify job barriers; participate in onsite job training and work experience: identify job openings; and develop interview and resume skills. In addition to securing the job skills necessary to apply, interview and obtain employment, participants also receive case management services.

Grant Application/Award

(2/1/18 – 11/30/18)

Grant Award– HSP’s Opportunity Works Program	\$26,868.00
HSP Match*	\$30,831.17
County Cash Match	0
Total Program	\$57,669.17

Action: Briefing/Discussion/Possible Decision

Staff Recommended Motion: I move that the Board of Commissioners approve to submit and accept Setting Higher Individual Expectations (SHINE) ABAWD (Able-Bodied Adults Without Dependents) FY18 Grant.

Attending:

Christine Kay, Director, Citizen Services

Angela Gustus, Executive Director, HSP

Debby Standiford, Grants Manager, Management and Budget

Department of Public Works
Briefing Paper
November 9, 2017
Open Session

Issue: FuTuRe Pilot Program

Discussion/Decision: Public Engagement Phase

Background:

A Briefing and Discussion on solid waste and variable rate or volume based was held in March and June of 2017. To better reflect this method of waste handling, the term Fair Trash Reduction, or FuTuRe, has been proposed.

The Commissioners approved the municipal engagement phase of a pilot program to discuss options with potential pilot communities. Staff is requesting approval of the public engagement phase of the program to allow constituents of communities to be involved in the discussion process, prior to initiation of any pilot.

Action:

Discussion/Decision

Staff-Recommended Motion:

I move that the Board of Commissioners approve the public engagement phase of the budgeted pilot program.

Attendees:

Jeff Castonguay, Director, Department of Public Works
Dave Reese, Deputy Director, Department of Public Works
Dusty Hilbert, Chief, Bureau of Solid Waste

Department of Public Works
Briefing Paper
November 16, 2017
Open Session

Issue: Use of Term Contract to Replace and Relocate the Wilton Court Storm Drainage System.

Briefing/Discussion/Decision: Discussion and possible decision on the request for the use of a term contract.

Background: The Department of Public Works (DPW) has prepared construction documents and has received bids through County term contracts to replace and relocate a failing corrugated metal pipe storm drain system that is located within five feet of the residential structure at 2605 Wilton Court.

The project will primarily consist of the installation of a new storm drain system, including of 264' of 18" HDPE, 165' of 24" HDPE, 4 inlets, 1 manhole, and the relining of 65' of 21" CMPA. The existing storm drain system will be abandoned in place and filled with flowable fill.

No permits are necessary. The County is in the process of acquiring the necessary storm drain easement. Wilton Court is a residential cul-de-sac roadway and it will remain open to traffic during the construction activity. No traffic issues are anticipated. The estimated time to complete the work is twenty-five working days.

The proposed bid submitted by L.R. Hollman Inc. is \$71,632.00. L.R. Hollman Inc. was the low bidder out of the four term contractors who submitted proposals. The low bid for the construction is significantly less than the Engineer's estimated cost of \$135,000. Funding for this project is available in Account 9847, Small Drainage Structures.

Action: Approval of the request to use a term contract.

Staff-Recommended Motion: I move that the Board of Commissioners approves the use of the L.R. Hollman Inc. term contract for the Wilton Court Storm Drain Project.

Attendees:

Donnell Davis, Deputy Director, Public Works
Gregory Lotz, Bureau Chief, Roads Department
Eric Silverman, Roads Administrative Supervisor
Andrew Watcher, Civil Engineer Manager

Department of Public Safety
Briefing Paper
November 16, 2017
Open Session

Issue:

Program Title: 2016 Hazardous Materials Emergency Preparedness (HMEP) Grant
Funder: U.S. Department of Transportation Pipeline and Hazardous Materials Safety Administration passed through to Maryland Emergency Management Agency (MEMA)
Grant Period: September 30, 2016 – September 30, 2018

Discussion / Decision:

Discussion / Possible Decision

Background:

HMEP Grant funds are provided to increase State and local effectiveness in safely and efficiently handling hazardous materials accidents and incidents, enhance implementation of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA), and encourage a comprehensive approach to emergency training and planning.

The 2016 HMEP Grant Program comprises three yearly grant cycles. The 2017-18 grant year allocation represents the second year in the three year overall grant. The Board of County Commissioners previously accepted funds for the 2016-17 grant year (Year One) allocation in the amount of \$13,100 with an in-kind match of \$3,275 on October 13, 2016 via a Memorandum of Agreement. For this grant year, the Maryland Emergency Management Agency (MEMA) has issued a Grant Adjustment Notice (GAN) which reflects the combined amounts from both the 2016-17 (Year One) and 2017-18 (Year Two) grant years. Therefore, the total amount of funding listed on the GAN is \$21,400 with an in-kind match of \$5,350. The portion of the funding applicable to 2017-18 is listed below.

2017 Budget

Hazardous Materials Emergency Preparedness Grant	\$8,300
Required County In-Kind Match	\$2,075
Total Project	\$10,375

In Carroll County, the HMEP Grant is used to fund training and exercise initiatives in cooperation and coordination with the Carroll County Volunteer Emergency Services Association (CCVESA) Hazardous Materials Response Team. This grant requires a \$2,075 match which will be provided through previously budgeted funds as an in-kind match, thus no additional County funds are required in order to satisfy the match for this grant.

Action:

Please accept the 2016 Hazardous Materials Emergency Preparedness Grant (HMEP) award for 2017-18.

Staff-Recommended Motion:

"I move that the Board of Commissioners accept the 2016 Hazardous Materials Emergency Preparedness (HMEP) Grant award for 2017-18."

Attendees:

Scott Campbell, Director, Department of Public Safety
Douglas Brown, Manager, Department of Public Safety, Emergency Management

Department of Public Safety
Briefing Paper
November 16, 2017
Open Session

Issue:

Everbridge Mass Notification (Everbridge) – Contract Renewal

Discussion / Decision:

Discussion / Possible Decision

Background:

The Department of Public Safety is requesting approval to renew the annual contract with Everbridge in the amount of \$38,220.00. Everbridge provides robust analytics, GIS targeting, flexible group management, distributed contact data, language localization, multiple options for contact management, and a “globally local” approach to optimize voice and SMS routing. The full cost is grant funded by the Baltimore Urban Area Security Initiative, thus no additional County funds are necessary.

Action:

Please authorize the Director of the Department of Public Safety to execute the renewal by signing the contract.

Staff-Recommended Motion:

“I move that the Board of Commissioners authorize the Director of the Department of Public Safety to sign the proposed contract renewal.”

Attendees:

Scott Campbell, Director, Department of Public Safety

Douglas Brown, Manager, Department of Public Safety, Emergency Management

Department of Public Safety

Briefing Paper

November 16, 2017

Open Session

Issue:

Proposed Resolution – Designation of a “Principal Executive Officer” for the purpose of declaring a Local State of Emergency.

Briefing / Discussion / Decision:

Briefing / Discussion

Background:

The Departments of the County Attorney and Public Safety are requesting the Board of Commissioners consider adopting the proposed Principal Executive Officer Resolution. If adopted, the Board would delegate its authority to declare local states of emergency to a single designated member of the board in order to expedite matters and protect the public in the event of an emergency.

Action:

None at this time; the intent of today’s appearance is to brief the BCC on the proposed Resolution and provide opportunity to discuss same. If the Board is in agreement, we will schedule a date and time in the near future to re-appear for a decision.

Staff-Recommended Motion:

None

Attendees:

Timothy Burke, Director, Department of the County Attorney

Scott Campbell, Director, Department of Public Safety

Douglas Brown, Manager, Department of Public Safety, Emergency Management