

Board of County Commissioners

Stephen A. Wantz, *President*
Ed Rothstein, *Vice President*
C. Richard Weaver, *2nd Vice President*
C. Eric Bouchat
Dennis E. Frazier



Carroll County Government

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Westminster, Maryland 21157
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MD Relay ~ 7-1-1/800-735-2258

Notice of Commissioner Meetings & Agenda for the Week of March 18, 2019

Revision 2 dated March 20, 2019

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 18, 2019

Tuesday ~ March 19, 2019

- 8:00 a.m. Ag Commission Meeting
County Office Building Room 105
Commissioner Weaver & Bouchat
- 8:00 a.m. Shock Trauma Center Board of Visitors Meeting
Baltimore, Maryland
Commissioner Wantz*
- 9:00 a.m. Planning & Zoning Commission
County Office Building ~ Reagan Room
Commissioner Rothstein

- 2:00 p.m. Veteran's Advisory Council Meeting
VFW Post #467, Westminster, MD
Commissioners Rothstein & Weaver*

Wednesday ~ March 20, 2019

- 2:00 p.m. Carroll Hospital Family Birthplace Open House
Carroll Hospital Center, Westminster, MD
Commissioners Wantz & Rothstein*

Wednesday ~ March 20, 2019 (Continued)

- 4:00 p.m. *Boys & Girls Club Gymnasium Groundbreaking
Westminster, Maryland
Commissioners Wantz, Bouchat & Frazier*
- 6:00 p.m. *Carroll Community College Board Meeting
Westminster, MD
Commissioner Frazier*
- 7:00 p.m. *Carroll Arts Center – Author Harland Coben (for CCPL)
Westminster, MD
Commissioner Wantz*
- 7:00 p.m. *Lineboro-Manchester Lions Club Meeting
Manchester, Maryland
Commissioner Rothstein*

Thursday ~ March 21, 2019

9:00 a.m. Board of County Commissioners Closed Administrative Session

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

Priority Carroll

Item 1

Legislative Briefing
Mike Fowler, Legislative Liaison

Item 2

Public Comment on this item
Discussion/Decision
[Request Approval & Signature of Priority Letter](#)
[County Transportation Priorities](#)
Department of Planning ~ Ms. Lynda Eisenberg

Item 3

Public Comment on this item
Briefing/Discussion/Decision
[Request Approval to Submit Grant Application & Accept Grant Award](#)
[FY2020 MACRO ~ Circuit Court/Family Law Administration](#)
Carroll County Circuit Court ~ Judge Fred Hecker
Department of Management & Budget ~ Mr. Ted Zaleski

Thursday ~ March 21, 2019 (Continued)

Item 4

Public Comment on this item

Briefing/Discussion/Possible Decision

[Approval to Submit Grant Application and Accept Grant Award to/ from Governor's Office of Crime Control & Prevention \(GOCCP\) FY 2020](#) MCIN

State's Attorney's Office ~ Brian DeLeonardo

Item 5

Public Comment on this item

Briefing/Discussion

[Results of the 2019 Community Interest Needs Assessment Survey](#)

Department of Recreation & Parks ~ Mr. Jeff Degitz

Item 6

Public Comment on this item

Discussion/Decision

[Request Approval to Accept the FY18 Family Self-Sufficiency Program Grant](#)

Department of Citizen Services ~ Ms. Christine Kay

Item 7

Public Comment on this item

Briefing/Discussion/Decision

[Request Approval to Submit State Health Insurance Assistance Program \(SHIP\) Grant Application for Grant Year 2019-2020](#)

Department of Citizen Services ~ Ms. Christine Kay

Department of Management & Budget ~ Mr. Ted Zaleski

Item 8

Public Comment on this item

Briefing/Discussion/Decision

[Bid Approval ~ Mowing Services for the Carroll County Farm Museum](#)

Department of Economic Development ~ Mr. Jack Lyburn

Bureau of Purchasing ~ Mr. Mike Myers

Item 9

~~Public Comment on this item~~

~~Discussion/Decision~~

~~[Carroll County Regional Airport/Solar Project](#)~~

~~Department of Public Works ~ Mr. Jeff Castonguay~~

Thursday ~ March 21, 2019 (Continued)

Item 10

~~Public Comment on this item~~

~~Discussion/Decision~~

~~Carroll County Regional Airport/Solar Project~~

~~Request Permission to go to the Planning Commission~~

~~Department of Public Works ~ Mr. Jeff Castonguay~~

Public Comment

Administrative Session ~ Open

7:00 p.m. *Freedom Area Recreation Council (FARC) Meeting
South Carroll Senior Center, Eldersburg
Commissioner Rothstein*

Friday ~ March 22, 2019

10:00 a.m. *Carroll County Sheriff's Office Training Academy Graduation
Winters Mill High School, Westminster
Commissioners Wantz, Rothstein, Weaver, Bouchat & Frazier*

Saturday ~ March 23, 2019

Sunday ~ March 24, 2019

7:05 a.m. “The Commissioners’ Report” – WTTR
Commissioner Weaver

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 or MD Relay 7-1-1/1.800.735.2258 or email ada@carrollcountymd.gov as soon as possible but no later than 72 hours before the scheduled event.

CARROLL COUNTY

Department of Planning
Briefing Paper
March 21, 2019
Open Session

Issue: 2019 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 2020-2025. These projects include capacity enhancing infrastructure, main street revitalization, bicycle and pedestrian trails and County transit needs.

A letter has been prepared for your review and consideration to send to the state as the County's priorities for transportation projects.

Action:

Discussion and decision to forward the letter to the Delegation for their signatures and submit the Priority Letter to the MDOT once those are obtained.

Motion:

I motion that the Board of County Commissioners approve the letter and forward to the Delegation for their signatures and submit to MDOT.

Attendees:

Lynda D. Eisenberg, Acting Director
Mary Lane, Comprehensive Planner

Circuit Court’s Family Law Administration
Briefing Paper
March 21, 2019
Open Session

Issue: FY 2020 MACRO’s Conflict Resolution Projects Grant Application and Acceptance of Award

Background:

The Family Law Administration assists the Courts, litigants, and attorneys to handle domestic matters relating to families and children in the Court system. The services include referrals to other agencies, self-help information, both legal and non-legal, free limited legal assistance at the Family Advice Clinic, mediation and visitation services coordination, assistance in domestic violence or emergency evaluation matters, and case tracking and management. This Department was created within the Circuit Court to ensure that court cases are handled in a way that achieves the best results possible for each family involved in the Court system

The goal of FY20 Conflict Resolution Grants is to benefit the courts and citizens of Maryland by increasing efficiency in the courts, expanding access to justice and preventing conflicts from escalating into violence or litigation. If awarded, the grant will improve and grow the impact and use of mediation and Alternative Dispute Resolution (ADR) for the Carroll County Circuit Court.

- **ADR Staff Practitioner (Existing Staff):** full time position to conduct date of trial facilitations/settlements conferences, mediations as well as screening cases for mediation and coordinating the system of evaluations of ADR services.
- **Consultants/Contracts**
- **Supplies**
- **Travel/Training**
- **Other Direct Costs:** CINA/Guardianship Mediation

FY20 Budget	
Grant Request (State)	\$111,247.11
County Cash Match	\$0.00
Total Program	\$111,247.11

Action: Discussion/Decision

Staff-Recommended Motion:

I move that the Board of Commissioners approve the submission of the FY20 MACRO’s Conflict Resolution Projects Grant Application and Acceptance of Award.

Attendees:

Nathan Hoyle, Deputy Family Law Administrator, Circuit Court
Caren Jagoda, Senior Grants Analyst, Management and Budget

State's Attorney's Office
Briefing Paper
March 21, 2019
Open Session

Issue: FY 2020 Maryland Criminal Intelligence Network (MCIN) Program Grant Application and Acceptance of Award

Background:

The primary purpose of the MCIN program is to develop robust information infrastructures that will enable the cross-jurisdictional sharing of accurate and actionable intelligence for the purpose of identifying, disrupting, and dismantling criminal networks efficiently and effectively. This supports the Governor's Office of Crime Control and Prevention ("GOCCP") objectives which call for the development of data-driven approaches, to include a criminal intelligence network that improves information sharing among Maryland jurisdictions.

In FY 2019, Carroll County was selected as one of thirteen MCIN sites. In conjunction with GOCCP's objectives, the Carroll County State's Attorney's Office ("SAO") prioritizes the prosecution of criminal networks operating within the county, including drug trafficking organizations. FY 2019 MCIN funding provided for the Senior Assistant State's Attorney and Crime Analyst positions for the SAO.

In FY 2020, the SAO is seeking application for continued funding for the both the Senior Assistant State's Attorney and Crime Analyst positions as well as new funding for a full-time, contractual Caps Data Analyst position.

Grant funds will support the positions' salaries and as well as up to 30% of the salary request for fringe costs.

Projected Budget – 7/1/19 to 6/30/20

Position	Grant Funds	County Contribution	Total
Senior Assistant State's Attorney ***Existing Position***	\$116,071	\$22,848*	\$138,919
Crime Analyst ***Existing Position***	\$72,122	\$27,090*	\$99,212
Cap Data Analyst ***New Position***	\$55,084	\$20,592**	\$75,676
Equipment (laptop, monitors, printer)	\$1,860	0	\$1,860
Training (Cellbrite)	\$4,000	0	\$4,000
Other (Office 365 subscription; Cellbrite license; Graykey unit and maintenance; Caliber annual subscription; Lexis Nexis Virtual Crime Center; Semantica license, software maintenance and server maintenance; Semantica Improvement Project)	\$72,645	0	\$72,645
Total Program:	\$321,782	\$70,530	\$392,312

*County cash match is budgeted

County cash match is **not budgeted

Action: Discussion/Decision

Staff-Recommended Motion:

I move that the Board of Commissioners approve the submission and the additional county funding required for the FY 2020 Maryland Criminal Intelligence Network (MCIN) grant application and accept the award.

Attendees:

Brian DeLeonardo, State's Attorney, State's Attorney's Office
Cara Frieman, Sr. Assistant State's Attorney, State's Attorney's Office
Caren Jagoda, Senior Grants Analyst, Management and Budget

Departments of Recreation and Parks
Briefing Paper
March 21, 2019
Open Session

Issue: Recreation & Parks 2019 Needs Assessment Survey

Background:

In January of 2019, the Department of Recreation and Parks initiated needs assessment surveys to gauge the public's need for programs and recreational facilities as well as input regarding current service levels. One percent of Carroll County households (630) were randomly selected and contacted by mail with a link to complete the survey online. In addition, a separate public survey was made available online and distributed through recreation councils, mailing list and social media. Now that the results have been collected and summarized, staff will be sharing his information with the County Commissioners and referencing it for future program and capital budget planning efforts.

Action: Discussion only

Attendees:

Jeff R. Degitz, Director of Department of Recreation and Parks

Department of Citizen Services/Bureau of Housing & Community Connections
Briefing Paper
March 21, 2019
Open Session

Issue: FY18 Family Self-Sufficiency Program

Discussion/Decision: Approval to accept the FY18 Family Self-Sufficiency Program grant

Background:

The Family Self Sufficiency Program (FSS) was established within the Carroll County Bureau of Housing in 1996. This voluntary program is designed to assist residents who receive HUD to become more economically self-sufficient by providing supportive services. Community partnerships have been established with local agencies to meet the varying needs of FSS families. In the target period of the grant, there were 32 participants. During an initial assessment, program participants establish goals and sign a five-year contract. The goals focus on working toward economic self-sufficiency and typically include furthering education, attending job training, obtaining and maintaining suitable employment, repairing credit, and attending housing counseling programs. The coordinator refers participants to community partners that will help improve their education, job skills, and family life.

Upon successful completion of the FSS contract, participants are encouraged to use their escrow accounts for activities that enhance self-sufficiency. These might include purchasing a vehicle, paying off debt, pursuing additional education, or putting a down payment on a home.

FSS Budget

FSS Grant Request*	\$55,822.00
Housing Administrative (HUD)	\$12,223.10
County Match	0
Total Budget	\$68,045.10

*The request is capped at last year's award.

Action: Discussion/Decision

Staff Recommended Motion:

I move that the Board of Commissioners accept the FY18 Family Self-Sufficiency Grant in the amount of \$55,822.00.

Attendees:

Christine Kay, Director, Department of Citizen Services
Danielle Yates, Chief, Bureau of Housing and Community Connections
Carol Smith, Program Coordinator, Bureau of Housing and Community Connections
Debby Standiford, Grants Manager, Management and Budget

**Department of Citizen Services
Bureau of Aging & Disabilities
Briefing Paper
March 21, 2019
Open Session**

Issue: State Health Insurance Assistance Program (SHIP) application/award acceptance.

Discussion/Decision: Approval for State Health Insurance Assistance Program (SHIP) grant submission and acceptance of the award for April 1, 2019 through March 31, 2020.

Due Date: March 21, 2019

Background:

The purpose of the SHIP Program is to strengthen the capability of states to support a community-based network of SHIP offices. SHIP provides personalized counseling, education and outreach to empower, educate and assist Medicare-eligible individuals, their families and caregivers to make informed health insurance decisions that optimize access to care and benefits. The SHIP Program continues to offer community education sessions to provide individuals with information about Medicare and Medicare prescription drug plans. The program also offers one-on-one appointments and provides assistance to community members during Medicare Part D Open Enrollment. The information provided assists Medicare beneficiaries and their caregivers in their understanding of and ability to access program benefits, including Medicare preventative services, as well as improve the value of their healthcare coverage.

2019-2020 State Health Insurance Assistance Program (SHIP) Estimated Budget

Salary & Fringe	\$15,246	
Total Grant Award		\$15,246
Required County Cash Match	\$0	
Total		\$15,246

Action: Discussion/Decision

Staff-Recommended Motion:

I move that the Board of Commissioners approve the State Health Insurance Assistance Program grant submission and acceptance of the award.

Attending:

Gina Valentine, Aging and Disabilities Supervisor
Debby Standiford, Grants Office

**Economic Development – Farm Museum/Bureau of Purchasing
Briefing Paper
March 21, 2019
Open Session**

Issue: Mowing Services for the Carroll County Farm Museum

Background:

The Bureau of Purchasing in cooperation with the Carroll County Farm Museum solicited bids from qualified contractors to provide all labor, equipment and materials to provide mowing services for approximately seventy (70) acres. Bids were received from the following contractors:

Vendors & Bid Results:

1.	Outdoor Lawn & Property Services	Westminster, MD	\$41,300.00
2.	Douglas Lawn and Landscape, LLC	Westminster, MD	\$48,440.00
3.	Chesapeake Landscape Group	Sykesville, MD	\$50,243.76
4.	Integrity Property Management Group, LLC	Glen Allen, VA	\$63,000.00
5.	Quality Outdoor, Inc.	Sykesville, MD	\$67,200.00

Recommendations are within the project budget.

Staff Recommended Motion:

I move that the Board of Commissioners award the contract for Mowing Services for the Carroll County Farm Museum to Outdoor Lawn & Property Services in the amount of \$41,300.00.