

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
fax 410-386-2485
MD Relay ~ 7-1-1/800-735-2258

Notice of Commissioner Meetings & Agenda for the Week of December 4, 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 ~ December 4, 2017

8:00 a.m. *Carroll County Health Department Opioid Senior Policy Group Meeting*
Westminster, Maryland
Commissioners Frazier & Wantz

4:00 p.m. *Carroll Community Bank Holiday Reception*
Eldersburg, Maryland
Commissioner Howard

5:00 p.m. Christmas Tree Lighting Ceremony
County Office Building
Commissioners Weaver, Frazier, Wantz, Howard & Rothschild



Tuesday ~ December 5, 2017

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

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

Positively Carroll

Election of Board of County Commissioners Officers

Tuesday ~ December 5, 2017 (Continued)

Item 1

Public Comment on this item

[Briefing ~ Finksburg Sustainable Community Designation](#)

Department of Planning ~ Ms. Lynda Eisenberg

Item 2

Public Comment on this item

[Briefing ~ Carroll County Comprehensive Rezoning](#)

Text Amendments

Department of Planning ~ Ms. Lynda Eisenberg

Item 3

Public Comment on this item

Discussion/Decision

[Rural Legacy Program Option to Purchase](#) on

the Frances B. Neudecker Property

Department of Land & Resource Management ~ Mr. Tom Devilbiss

Item 4

Public Comment on this item

Briefing/Discussion/Possible Decision

Request Approval for Submission of the

[CY2018 Provider Solicitation for Comprehensive Case Management](#)

and Supports Planning Services for Medicaid Long-Term

Services and Supports

Department of Citizen Services ~ Ms. Christine Kay

Item 5

Public Comment on this item

Briefing/Discussion/Possible Decision

[Request for Contractual 18 Hour/Week Aide Position](#)

for Senior Inclusion Program

Department of Citizen Services ~ Ms. Christine Kay

Item 6

Public Comment on this item

Discussion/Decision

[Request Approval to Submit Two Additional Proposals to the Delegation](#)

- Repeal §7-102, Unlicensed junk vehicles and parts, from the Code of Public Local Laws and Ordinances
- Gaming – Instant Ticket Lottery Machines – Fraternal Organizations in Carroll County

Department of the County Attorney ~ Mr. Tim Burke

Department of Land & Resource Management ~ Mr. Tom Devilbiss

Tuesday ~ December 5, 2017 (Continued)

Item 7

Public Comment on this item

Briefing/Discussion/Decision

Request Approval to Submit Proposal to Delegation

- [Limit the Amount of Prescribed Opioids to a 6-day Supply](#)

Department of the County Attorney ~ Mr. Tim Burke

Item 8

Public Comment on this item

Additional Briefing

[Airport ~ New Website Launch](#)

Department of Public Works ~ Mr. Jeff Castonguay

Department of Economic Development ~ Mr. Jack Lyburn

Item 9

Public Comment on this item

Discussion/Decision

[Park Fee Schedule](#)

Department of Recreation & Parks ~ Mr. Jeff Degitz

Public Comment

Approval/Adoption of Minutes

Administrative Session ~ Open

*12:00 p.m. Miracle Ear Grand Opening & Ribbon Cutting Ceremony
Westminster, Maryland
Commissioners Weaver & Frazier*

*5:00 p.m. Economic Development Holiday Open House
County Office Building ~ Room 105
Commissioners Weaver, Frazier, Wantz, Howard & Rothschild*

Wednesday ~ December 6, 2017

*7:30 a.m. Good Scout Award Breakfast
Pleasant Valley Fire Hall ~ Westminster, Maryland
Commissioner Wantz*

Wednesday ~ December 6, 2017 (Continued)

- 8:00 a.m. *Maryland Association of Counties Winter Conference
Cambridge, Maryland
Commissioners Wantz, Howard & Rothschild*
- 9:00 a.m. *Family & Children's Services Breakfast & Tour
Westminster, Maryland
Commissioner Wantz*

Thursday ~ December 7, 2017

- 8:00 a.m. *Maryland Association of Counties Winter Conference
Cambridge, Maryland
Commissioners Wantz & Rothschild*
- 12:00 p.m. *Carroll County Realtors Holiday Open House
Westminster, Maryland
Commissioner Frazier*
- 2:00 p.m. *Comptroller Peter Franchot Visit to Fuchs North America
Hampstead, Maryland
Commissioners Weaver & Frazier*
- 3:15 p.m. *Comptroller Peter Franchot Visit to St. John's United Methodist Church
Hampstead, Maryland
Commissioner Weaver*
- 4:30 p.m. *Comptroller Peter Franchot Visit to The Mill
Hampstead, Maryland
Commissioner Weaver*
- 7:00 p.m. *Catherine's Cause Remembrance Ceremony
Westminster, Maryland
Commissioners Weaver & Frazier*

Friday ~ December 8, 2017

- 8:00 a.m. *Maryland Association of Counties Winter Conference
Cambridge, Maryland
Commissioners Wantz & Rothschild*

Saturday ~ December 9, 2017

*5:00 p.m. University System of Maryland Holiday Open House
Baltimore, Maryland
Commissioner Wantz*

Sunday ~ December 10, 2017

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

*2:00 p.m. Eagle Scout Court of Honor Ceremony
Eldersburg, Maryland
Commissioner Howard*

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

December 5, 2017

Open Session

Issue:

Finksburg Corridor Sustainable Communities Designation

Background:

The Finksburg Sustainable Community Workgroup along with the Carroll County Department of Planning is seeking a Sustainable Communities designation for the Finksburg Corridor area. Sustainable Communities is a State designation that enables property and business owners the opportunity to access a revitalization toolbox of financing programs and tax credit incentives.

A presentation by planning staff will include information about the state program, the meaning of a state Sustainable Communities designation, the Finksburg Sustainable Community Workgroup, the 5-Year Action Plan, and the Sustainable Communities application process.

Next Steps will include receiving a resolution in support of the Finksburg Sustainable Community boundary designation and the 5-Year Action Plan.

Action:

Briefing/Introduction

Attendees:

Lynda Eisenberg, Acting Director, Department of Planning
Nokomis Ford, Comprehensive Planner

Department of Planning

Briefing Paper

December 1, 2017

Open Session

Issue:

Carroll County Comprehensive Rezoning - Text Amendments

Background:

The Carroll County Department of Planning and various other departments were tasked with reviewing and amending the County zoning code as a result of the 2014 Carroll County Master Plan and the Freedom Community Comprehensive Plan. This multi-year team has been developed to draft the new code. This Concept Team is an inter-agency workgroup with representation from Departments of Planning, Land and Resource Management, Economic Development, County Attorney, and Zoning Administrator. The group is in the process of forwarding the Commercial, Industrial, and Employment Campus zoning district drafts to the Planning and Zoning Commission, but wanted to review the concepts set forth as the guiding elements in the drafting of these districts.

Action: Informational briefing and additional input and direction from the BCC.

Attendees:

Lynda Eisenberg, Acting Director, Comprehensive Planning
Mary Lane, Comprehensive Planning

Department of Land & Resource Management

Briefing Paper

December 5, 2017

Open Session

Issue:

Discussion/Decision – Rural Legacy Program Option to Purchase on the Frances B. Neudecker property, 1959 Snydersburg Road, Westminster, District 1.

Background:

A 50.9 acre farm property owned by Frances B. Neudecker was granted preliminary approval to participate in the County Agricultural Land Preservation Program by the County Agricultural Land Preservation Advisory Board on October 12, 2016. Subsequently, the Board of County Commissioners granted preliminary approval for the property to participate in the County Agricultural Land Preservation Program on November 17, 2016. However, the easement will be purchased through the Maryland Rural Legacy Program using only state funds at a cost of \$194,310.34. Notice of Intent to purchase a conservation easement on the property has been duly advertised.

The Option signed by the owners provides 120 days for the Commissioners to exercise the Option thereby converting it to a Contract of Sale. The Rural Legacy Program has approved the purchase through a grant agreement and 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 a Rural Legacy Program conservation easement on the Frances B. Neudecker property.

Staff-Recommended Motion:

I move that the Board of Commissioners exercises an Option to Purchase a Rural Legacy Program conservation easement on the Francis B. Neudecker property.

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

Department of Citizen Services – Bureau of Aging and Disabilities
Briefing Paper
December 5, 2017
Open Session

Issue: 2018 Comprehensive Case Management and Supports Planning Services for Medicaid Long-Term Services and Supports Solicitation

Discussion/Decision

Background: Staff working in the Home & Community Based Services Program provide case management services to individuals applying for and enrolled in the Community Options Waiver, Community First Choice, Increased Community Services and the Community Personal Assistance Service Programs. The focus of the programs is to provide case management services and assist program participants with securing services to enable them to remain safely in their homes and avoid long term care placement. This is a renewal of the Solicitation.

2018 Comprehensive Case Management and Supports Planning Services
Staffing Plan and Budget

Position (Existing Contingent Positions)	Hours per week	Annual Cost Salary and Benefits
(1) Program Coordinator	37.5	
(1) Case Manager	37.5	
(3) Case Managers	32/each	
Total Program Cost		\$335,000
Estimated Annual Reimbursement @ \$61.89/hour		\$335,000

Action: Discussion/Decision on the renewal of the Solicitation.

Staff Recommended Motion: I move that the Board of Commissioners approve the 2018 Comprehensive Case Management and Supports Planning Services for Medicaid Long-Term Services and Supports Solicitation.

Attendees:

Christine Kay, Director, Department of Citizen Services,
Celene Steckel, Chief, Bureau of Aging & Disabilities
Gina Valentine, Supervisor, Bureau of Aging & Disabilities
Debby Standiford, Grants Manager, Grants Office

Department of Citizen Services
Bureau of Aging and Disabilities
Briefing Paper
December 5, 2017

Issue: Senior Inclusion Program (SIP) Request for Contractual 18- Hour per Week Aide Position

Discussion/Decision

Background: The Developmental Disabilities Administration (DDA), an agency of the Maryland Department of Health (MDH), recognizes a need for increased community integration and personal choice in all aspects of life for people with developmental/intellectual/physical disabilities. The Maryland Department of Health has implemented changes to the Medicaid Waiver to ensure programs are enhancing community integration options. The Bureau of Aging & Disabilities' Senior Inclusion Program has responded by increasing community integration options to enhance personal choice for participants. This increase offers multiple program options for participants to choose from, allowing for a more person centered approach. This increase requires additional staff to maintain required staffing levels of the smaller group activities in varying locations.

18 Hour per week Senior Inclusion Program Aide Position Budget

Total Annual Position Cost:	\$11,613.77
Annual Salary	\$10,649.95
Annual Fringe	\$963.82
Funding for Position:	
Required County Contribution	\$0
Senior Inclusion Program Revenue	\$11,613.77

Action: Discussion/Decision on the request for an additional 18 hour per week Senior Inclusion Program Aide position.

Staff-Recommended Motion: I move that the Board of Commissioners approve the request for an additional 18 hour per week Senior Inclusion Program Aide position.

Christine Kay, Director, Citizen Services, 410-386-3600
Celene E. Steckel, Bureau Chief, Aging & Disabilities, 410-386-3819
Stephanie Krome, Budget Analyst, 410-386-2228
Rich Ottone, Program Coordinator Senior Inclusion Program 410-386-3836

Department of the County Attorney
Briefing Paper
Tuesday, December 5, 2017
Open Session

Issues:

Discussion/Decision – Request approval to submit two additional proposals to the delegation:

- Repeal § 7-102, Unlicensed junk vehicles and parts, from the Code of Public Local Laws and Ordinances.
- Gaming – Instant Ticket Lottery Machines – Fraternal Organizations in Carroll County

Background:

The two following items were presented to the Board on November 7, 2017 and are being brought back before the Board for discussion and decision on whether to submit them to the delegation:

Repeal of § 7-102, Unlicensed junk vehicles and parts -- There is currently a conflict between a State law pertaining to Carroll County and our Zoning Ordinance. Section 7-102, Unlicensed junk vehicles and parts, of the Code of Public Local Laws and Ordinances prohibits unlicensed vehicles and junkyard conditions on private and public property in Carroll County and empowers the County to take steps to remove and dispose of such items. The County's Zoning Ordinance in Chapter 158 also addresses unlicensed vehicles and junkyard conditions but in broader terms, i.e., the Zoning Ordinance permits the keeping of one unlicensed vehicle on a lot of three acres or less, and two unlicensed vehicles on a lot greater than three acres and less than 20 acres and so on. Because these matters are best addressed by the County Commissioners under our Zoning Ordinance, we propose a repeal of § 7-102. Over the next several months we will be reviewing the Code of Public Local Laws against our County Code for any additional provisions that may be similarly duplicative and/or conflicting, etc.

Gaming – Instant Ticket Lottery Machines – Fraternal Organizations in Carroll County – At the request of Commissioner Wantz, a proposal has been drafted that would authorize fraternal organizations in Carroll County to be eligible for licenses issued by the Director of the State Lottery and Gaming Control Agency which would allow instant ticket lottery machines in Carroll County. If passed, it would be an additional opportunity for fraternal organizations in the County to raise funds for charitable causes.

Action:

Discussion/Decision – Request approval to forward the concept papers and legislative proposals to the Delegation for consideration.

Staff recommended motions:

1. *I move that the Board direct staff to forward the concept paper and legislative proposal repealing § 7-102 to the Delegation for consideration and possible introduction as a State bill.*
2. *I move that the Board direct staff to forward the concept paper and legislative proposal regarding instant ticket lottery machines for fraternal organizations in Carroll County to the Delegation for consideration and possible introduction as a State bill.*

Attendees: Tim Burke, County Attorney
Thomas S. Devilbiss, Director, Department of Land and Resource Management
Jay Voight, Zoning Administrator, Office of Zoning

Department of the County Attorney

Briefing Paper

Tuesday, December 5, 2017

Open Session

Issue:

Briefing/Discussion/Decision – Request to submit one additional proposal to the delegation:

- Opioids – Limiting the prescribed amount to a six day supply

Background:

Opioids – Limiting the prescribed amount to a six day supply – At the request of Commissioner Frazier, a proposal has been drafted that would limit the amount of opioids that may be prescribed to a six day supply unless it is being prescribed to treat a substance related disorder, pain associated with a cancer diagnosis, end-of-life, hospice, or palliative care services. The desired results would include a reduction in the amount of opioids available for illegal resale and a decreased number of opioid related addictions and deaths.

Action:

Discussion/Decision – Request approval to forward the concept paper and legislative proposal to the Delegation for consideration.

Staff recommended motion:

I move that the Board direct staff to forward the concept paper and legislative proposal regarding limiting the prescribed amount of opioids to a six day supply to the Delegation for consideration and possible introduction as a State bill.

Attendee: Tim Burke, County Attorney

Department of Public Works
Briefing Paper
December 5, 2017
Open Session

Issue: New Website for the Carroll County Airport

Discussion: Launch New Website

Background:

Staff is pleased to announce the launching of the new Carroll County Regional Airport website. Carroll County Regional Airport, FAA designation KDMW, is publicly owned, public use general aviation airport. Located in Westminster MD on the MD 97 corridor. The new website highlights the airport's facilities and services along with providing links to important aviation resources and the fixed-base operator, Skytech. Skytech has and continues to be a great partner in this.

Action:

No action required.

Staff-Recommended Motion:

None Required

Attendees:

Jeff Castonguay, Director, Department of Public Works

Scott Moser, Deputy Director, Department of Public Works

Joe McKelvey, Airport Manager

Denise Beaver, Deputy Director, Department of Economic Development

Department of Recreation and Parks
Briefing Paper
Tuesday, December 5, 2017

Open Session

Issue: Park Fee Schedule

Background: Discussion/Possible Decision

The Department of Recreation and Parks' cost recovery philosophy and revenue generation was reviewed with the County Commissioners on November 2, 2017 during a discussion regarding park fees. Traditionally, Recreation and Parks has updated their fee schedule every three (3) years and fees were last updated in December of 2014.

With a goal of limiting dependence on county tax dollars, every effort is also made to ensure fees are competitive with similar facilities in the region and that they do not discourage attendance. Because of those considerations, many fees remain unchanged. Recreation and Parks is estimating that implementation of the revised fee schedule would result in additional revenue of approximately \$70,000 annually.

Staff Recommended Motion:

I move that the Board of County Commissioners authorize the Department of Recreation and Parks to implement the revised fee schedule as presented to the County Commissioners

Attendees:

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

Major Park Facility Fee Schedule – Current and Proposed New Fees

Hashawha Environmental Center/Bear Branch Nature Center

	<u>Current</u>	<u>2018 Proposed</u>
1 night stay + 3 meals	\$50/person	\$60/person
2 night stay + 5 meals	\$65/person	\$75/person
Monday-Friday + 13 meals	\$125/person	\$135/person
User Group Extra Meals (Brk,Lunch,Dinner) 50 cent snacks	\$4.50, \$5, \$5.50; 50 cent snacks	\$5, \$5.50, \$6, 50 cent snacks
Outdoor School Meals (Brk,Lunch,Dinner) 50 cent snacks	\$4.10, \$4.65, \$5.55, 50 cent snacks	\$4.25, \$5, \$5.75, 50 cent snacks
Carroll County Scout Groups Cabin Rental	\$325/1 night; \$425/2 nights; no meals	350/1 night; \$450/2 nights no meals
Tent Camping	\$5/camper per night	No change
Recreational Program Fee	\$25/cabin	No change
Nature Center School Group + \$50 pavilion	\$4/student (in county)	\$4/student (in county)
county) + \$50 pavilion	\$5/student (out of county)	\$5/student (out of county)
Fire Ring Use	\$25 fire ring use	No change
Auditorium/Pavilion Rental	\$100/day	No change

Carroll County Sports Complex

	<u>Current</u>	<u>2018 Proposed</u>
Per game field rental	\$25	\$30
Weekend Tournament Rental	\$1,200	\$1,500
Saturday Only Tournament Rental	\$700	\$150/field
Sunday Only Tournament Rental	\$500	\$150/field
Per hour light usage	\$32	No change
Advertising Fee	\$250 for a 5' X 10' banner	No change
Charles Carroll Rec Council Usage	No charge	No change
Outside Rec. Council Charge	\$10/per hour	No change
Senior Softball Field Usage	No charge	No change
League Entry Fee (excluding Sun)	\$450	\$475
Sunday League Entry Fee	\$275	\$300

Bennett Cerf Dog Park

	<u>Current</u>	<u>2018 Proposed</u>
Membership Fee	\$30; 50% off beginning 9/1	No change

Hap Baker Firearms Facility

	<u>Current</u>	<u>2018 Proposed</u>
Daily Fee	\$10 in county/\$15 out of county	No change
Daily Fee MVP (military/veteran) /\$10 out of county	N/A	\$5 in county
Season Pass /\$100 out of county	\$50 in county/\$85 out of county	\$70 in county
Season Pass MVP (military/veteran) /\$70 out of county	N/A	\$35 in county
Life Membership	\$300 in county/\$600 out of county	No change
Facility Rental Fee \$250 full day	\$75 ½ day; \$150 full day	\$150 half day;

Piney Run Park

	<u>Current</u>	<u>2018 Proposed</u>
Vehicle Entrance Fee	\$5 in county/\$10 out of county	No change
Vehicle Entrance Fee MVP /\$5 out of county	N/A	FREE in county
Bus Entrance Fee	\$35 in county/\$70 out of county	No change
Seniors	FREE	No change
Boat Launch Fee	\$8	No change
Season Pass /\$75 out of county	\$45 in county/\$65 out of county	\$50 in county
Additional Vehicle Pass	\$15	\$20
Season Pass Boat Launch	\$50	No change
Additional Boat Launch Pass	\$20	No change
Pavilion # 1 Rental Fee*	\$250	No change
Pavilion #2 & 3*	\$150	No change
Pavilion #4, 5 & 6*	\$200	No change

*All pavilion fees include 5 free vehicle passes (no change)

School Group Tours	\$4/student + \$50 pavilion (in county) \$5/student + \$50 pavilion (out of county)	No change No change
Boat Rental Fees	\$9/hr; \$30/day Canoes/Kayaks/Row Boats \$9/half hour (pedal boats)	\$10/hr; 35/day \$10/half hour (pedal boats)
Nature Center Birthday Parties	\$175	No change
Yurt Rentals	\$60/up to 4 hours	No change

Effective date for proposed 2018 fees is January 1, 2018 (previous rates will be honored for dates scheduled prior to 1/1/18)

11/20/17