

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

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 April 8, 2019

Revision 1 dated April 10, 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 ~ April 8, 2019

Tuesday ~ April 9, 2019

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

Item 1

FY20 Proposed Budget Work Session
Department of Management & Budget ~ Mr. Ted Zaleski

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

Item 2

FY20 Proposed Budget Work Session
Department of Management & Budget ~ Mr. Ted Zaleski

Administrative Session ~ Open

7:00 p.m. Ag Center Board Meeting
Westminster, Maryland
Commissioner Wantz

Wednesday ~ April 10, 2019

- 9:30 a.m. *Farm Museum Advisory Board Meeting*
Westminster, Maryland
Commissioner Wantz
- 12:00 p.m. *Carroll Community College Foundation Scholarship Reception*
Westminster, Maryland
Commissioners Wantz & Rothstein
- 5:00 p.m. *Carroll County Board of Education Meeting*
Westminster, Maryland
Commissioner Weaver
- 6:00 p.m. *Alzheimer's Community Forum*
Carroll Hospital Center ~ Westminster, Maryland
Commissioner Frazier

Thursday ~ April 11, 2019

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

9:30 a.m. Board of County Commissioners Open Session
County Office Building ~ Room 311

Item 1

Discussion

Funding Above CORE Requirement

Carroll County Health Department ~ Mr. Ed Singer

Priority Carroll

Item 2

Legislative Briefing

Mike Fowler, Legislative Liaison

Item 3

Public Hearing

Public Comment will be taken during the Public Hearing

[Housing Annual Plan](#)

Department of Citizen Services ~ Ms. Christine Kay

Department of the County Attorney ~ Mr. Tim Burke

Thursday ~ April 11, 2019 (Continued)

Item 4

Public Comment on this item
Briefing/Discussion/Possible Decision
Request Approval & Signing of Documents related to
[Maryland Department of Housing & Community](#)
Development Maryland Mortgage Program
Department of Citizen Services ~ Ms. Christine Kay

Item 5

Public Comment on this item
Briefing/Discussion/Decision
[Request Approval to Submit & Accept FY20 Community Partnership Agreement](#)
Department of Citizen Services ~ Ms. Christine Kay
Department of Management & Budget ~ Mr. Ted Zaleski

Item 6

Public Comment on this item
[Website Presentation](#)
Communications Office ~ Mr. Chris Swam

Item 7

Public Comment on this item
Briefing/Discussion/Decision
[FuTuRe \(Fair Trash Reduction\) Pilot Program](#)
Department of Public Works ~ Mr. Jeff Castonguay

Public Comment

Administrative Session ~ Open

1:00 pm. Board of County Commissioners Open Session
County Office Building ~ Reagan Room

FY20 Proposed Budget Work Session
Department of Management & Budget ~ Mr. Ted Zaleski

C C Association of Realtors Poster Contest Award Ceremony

Thursday ~ April 11, 2019 (Continued)

5:30 p.m. *VIPeep Reception
Carroll County Arts Council ~ Westminster, Maryland
Commissioners Wantz & Frazier*

Friday ~ April 12, 2019

8:30 a.m. *Baltimore Metropolitan Council Board Meeting
Baltimore, Maryland
Commissioner Wantz*

6:30 p.m. *North Carroll Area Elementary School Battle of the Books
Manchester Valley High School ~ Manchester, Maryland
Commissioners Wantz & Weaver*

6:30 p.m. *Westminster Area Elementary School Battle of the Books
Westminster High School ~ Westminster, Maryland
Commissioner Frazier*

Saturday ~ April 13, 2019

10:00 a.m. *Walk a Mile in Her Shoes Fundraiser
Westminster, Maryland
Commissioner Frazier*

6:00 p.m. *Shock Trauma Gala
Baltimore, Maryland
Commissioners Wantz & Rothstein*

Sunday ~ April 14, 2019

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

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

Department of Citizen Services – Bureau of Housing and Community Connections

Briefing Paper

April 11, 2019

Open Session

Issue: A public hearing for the Consideration of the Streamlined Annual Plan for Fiscal Year 2018 for the Carroll County Bureau of Housing which has been displayed for public comment for a 45-day period based on Federal Regulation 24 CFR 903 and to be submitted for approval to the Department of Housing and Urban Development (HUD).

Discussion/Decision

Background:

The Board of County Commissioners acts as the Bureau of Housing and Community Developments (Public Housing Authority or PHA) governing body. Therefore, the Commissioners, or their designees, sign documentation required by the Department of Housing and Urban Development (HUD) for various authorizations pertaining to the program. The document under consideration is the Annual Plan. Carroll County Bureau of Housing is in the last year of the current 5 year plan (2015 – 2019). The Carroll County program provides 100 Non-Elderly Disabled Vouchers, 25 Family Unification Vouchers, 10 Veterans Affairs Supportive Housing Vouchers, 22 Mainstream Vouchers and 524 Tenant Based Rental Assistance Vouchers for 681 total Housing Assistance Vouchers.

The FY 19 Annual Plan reflects no adjustments to terms and policies related to the Section 8 Housing Assistance Program.

The following are the noted goals from the Annual plan:

- Will pursue additional grants that could assist with low and extremely low income families and disabled individuals with rental assistance.
- Will pursue funding to support a housing counseling program.
- Will increase client participation in the Family Self Sufficiency Program (specific goal oriented program with a 5 year plan to achieve financial independence) and encourage homeownership
- Will strive to achieve a High Performing Agency on SEMAP status – Section 8 Management Assessment Performance

The Board gave approval on February 7, 2019 for the 45 day review. To date there have been no comments submitted.

Action: Discussion/Decision

Staff Recommended Motion: I move that the Board of Commissioners close the public hearing and approve the plan to be submitted to HUD.

Attendees:

Christine Kay, Director, Citizen Services

Danielle Yates, Bureau Chief, Housing and Community Connections

Paul Moffett, Program Manager, Bureau of Housing

Department of Citizen Services – Bureau of Housing and Community Development

Briefing Paper

April 11, 2019

Issue: Approval and signing of documents related to the Maryland Department of Housing and Community Development (DHCD) 2019 On-Behalf-Of Local Government Housing Program.

Briefing/Discussion/Decision: Authorization of \$5,977,622 in bond allocation to the State DHCD's Maryland Mortgage Program On-Behalf-Of Carroll County

Background: The On-Behalf-Of initiative is an annual State bond issue used to promote home ownership. The program offers local governments opportunities to partner with the State to provide mortgage financing to first time home buyers.

By agreeing to have the State administer funds designated for Carroll County, the following process occurs: DHCD issues bonds; the allocation is held for 60 days for Carroll County's exclusive use; bond proceeds not used within 60 days revert to a statewide pool of funds available to eligible applicants, including Carroll County residents, on a first-come, first-served basis.

The amount available to Carroll County in this action is 5,977,622. It is recommended that the full amount be authorized to the State to be used in the Maryland Mortgage Program.

Action: Briefing/Discussion/Decision

Staff Recommended Motion: I move that the Board of Commissioners approve the authorization of 5,977,622 in bond allocation to the State DHCD's Maryland Mortgage Program On-Behalf-Of Carroll County and sign the Statement of Conditions for Participation.

Attendees:

Christine Kay, Director, Citizen Services

Danielle Yates, Chief, Bureau of Housing and Community Development

Department of Citizen Services – Local Management Board
Briefing Paper
April 11, 2019
Open Session

Program Title: FY20 Community Partnership Agreement (CPA)

Grant Period: July 1, 2019 to June 30, 2020

Background: The Governor’s Office for Children (GOC), a division of the Governor’s Office of Crime Control and Prevention provides funding to the Local Management Board (CCLMB) to oversee and fund local agencies/services that enhance child and family well-being in Carroll County. During FY 19, the CCLMB completed an updated Community-Wide Needs Assessment and prepared an FY 20 Community Plan. The programs and strategies proposed in the FY ’20 application are in direct response to gaps in services identified during this FY 20 planning process.

Three existing programs have been recommended for continued funding:

- Connecting Youth in Carroll County: Youth Services Bureau (CCYSB), Business and Employment Resource Center (BERC)
- Customized Employment Program: (Change, Inc.)
- Project Connect: (Catholic Charities)

The CCLMB has also prioritized a new strategy to address youth suicide in Carroll County. A vendor for the new program will be selected after the Community Partnership Agreement has been awarded.

The Governor’s Office for Children also funds a Local Care Team (LCT) Coordinator, to provide support to agencies charged with preventing the out-of-home and out-of-state placement of Carroll County children. Twenty local agencies serving children, youth and families are represented on the LCT, and provide navigation and Family Action Plans to families struggling with multiple, intensive needs for their children.

Proposed FY20 Budget

	Grant Request	Total
Program Funding	\$448,102 (base funding) + \$24,000 (competitive funds)	
CCLMB CPA	\$65,000	
Administration & Local Care Team	\$17,050	
County Match		\$46,530
Total	554,152	\$600,682

* County Match is included in the recommended FY20 Budget

**FY20 Community Partnership Agreement
Proposed Programs**

Carroll County Programs/Strategies	Description	FY 20	Grant Request
Suicide Intervention and Response	Expand suicide awareness, outreach and community education. Increase the clinical capacity to serve youth who are at risk for suicide or self-harm	Up to 150 youth	\$51,872 from GOC plus \$24,000 in competitive dollars Total=\$75,872
Connecting Youth in Carroll County (CCYSB and BERC)	Provide on-demand mental health and substance abuse services with intensive case management for youth 16-24 who are not in school or employed.	CYCC will serve 48 disconnected youth identified through the Connecting Youth Coordinating Council	\$270,922
Local Care Team Coordinator	Provides administrative support to the intra-agency Local Care Team.	Up to 50 families	\$17,500
Customized Employment (Change, Inc.)	Provides disconnected youth with significant barriers to employment customized integrated and supported employment plans	Up to 10 disconnected youth with significant barriers to employment who are not in school and not working.	\$58,308
Project Connect	A two-generation program that addresses the needs of low-income families with an incarcerated parent providing case-management, access to early childhood education, connections to community resources and support in maintaining contact with incarcerated parents	20 families	\$67,000

Staff Recommended Motion:

I move that the Board of Commissioners approve the application to the Governor's Office for Children for the FY20 Community Partnership Agreement and accept the award.

Attendees:

Christine Kay, Director, Citizen Services
 Corey Hardinger-Wilt, Manager, Local Management Board
 Debby Standiford, Manager, Grants Office

Communications Office
Briefing Paper
April 11, 2019
Open Session

Issue: Website Re-Design Launch

Briefing/Discussion: Present the navigation and design of new website

Background: The previous Board of Commissioners put \$50,000 towards a complete website redesign. The company, Coretegrity, was contracted to provide the county with a new content management system (CMS) and design. We are at the end of that budget and ready to share the work that has been done.

This discussion allows for the BoCC to view the site in advance of the launch on Friday, April 12, 2019 at which time we will make the website re-design public and available at the following web address www.carrollcountymd.gov.

Department of Public Works
Briefing Paper
April 11, 2019
Open Session

Issue:

FuTuRe (Fair Trash Reduction) Pilot Program – Discuss Results of first 5 months of the Pilot Program in New Windsor.

Background:

The FuTuRe pilot program, similar to “Pay As You Throw”, is a solid waste and variable rate or volume-based service that involves metering waste disposal so citizens pay for only the amount of waste generated.

Phase one was completed in November 2017 and involved discussions with potential pilot partners such as homeowners associations, haulers, and municipalities, as well as development of a benefit analysis and design of the pilot program. Phase two involved public engagement allowing constituents of the Town of New Windsor to discuss and provide input on the project. Phase three was the initiation of the pilot program.

On July 11, 2018, the New Windsor Town Council voted to move forward with the FuTuRe pilot program. On August 2, 2018, the Commissioners voted unanimously to move forward with helping to coordinate the pilot program. On November 6, 2018, the pilot began and trash was picked up for the first time under the program.

The FuTuRe pilot program is not intended to be a revenue generator, but rather a tool to measure how the program impacts waste diversion, reduction of waste, extension of life of the county landfill, and potential cost savings for county residents.

Staff will share the results through the first 5 months of the program.

Action:

Briefing/Discussion/Decision

Staff Recommended Motion:

I move that the Board of County Commissioners discontinue the tipping fee discount for the Town of New Windsor at the conclusion of the FuTuRe pilot program.

Attendees:

Jeff Castonguay, Director, Dept. of Public Works
Scott Moser, Deputy Director, Dept. of Public Works
Stephen Blake, Chief, Bureau of Solid Waste
Scott Graf, Project Specialist