Notice of Commissioner Meetings & Agenda for the Week of February 10, 2014

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 ~ February 10, 2014**

7:00 p.m.  Commissioner Howard’s Town Hall Meeting  
South Carroll Senior Center ~ Sykesville, Maryland  
Commissioners Howard & Rothschild

**Tuesday ~ February 11, 2014**

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

*Positively Carroll*

**Public Comment**

Proclamation Presentation  
National Teen Dating Violence Awareness Month

**Deliberation/Decision ~ Comprehensive Rezoning Review**  
Hollow Rock Avenue and Goodwin Quarry Road  
2007 Westminster Environments Community Comprehensive Plan  
Department of Land Use, Planning & Development ~ Mr. Phil Hager
Tuesday – February 11, 2014 (Continued)

Request Approval of Citizen Services Strategic Plan
Department of Citizen Services ~ Ms. Madeline Morey

Bid Approval ~ Hot Mix Asphalt Paving of Nine (9) Roads
Department of Public Works
Bureau of Purchasing ~ Ms. Cindy Miller

Bid Approval ~ Request for Proposals for
Pharmaceutical Services for the Carroll County Detention Center
Carroll County Detention Center ~ Warden George Hardinger
Bureau of Purchasing ~ Ms. Cindy Miller

1:00 p.m. Hearing ~ Labor & Employment-Minimum Wage-Establishment by Counties
Annapolis, Maryland
Commissioner Rothschild

7:00 p.m. Carroll County Agriculture Center Annual Dinner Meeting
Westminster, Maryland
Commissioners Roush, Frazier, Howard & Shoemaker

7:00 p.m. ARCH Meeting
Libertytown, Maryland
Commissioner Rothschild

Wednesday – February 12, 2014

10:30 a.m. Maryland Association of Counties Education Subcommittee Meeting
Annapolis, Maryland
Commissioner Frazier

10:30 a.m. Maryland Association of Counties Land Use Subcommittee Meeting
Annapolis, Maryland
Commissioner Rothschild

11:00 a.m. Maryland Association of Counties Legislative Committee Meeting
Annapolis, Maryland
Commissioners Rothschild & Frazier

1:00 p.m. Testify in Annapolis ~ Common Core Legislation
Annapolis, Maryland
Commissioner Howard
Wednesday ~ February 12, 2014 (Continued)

5:00 p.m.   Carroll County Board of Education Meeting
Westminster, Maryland
Commissioner Roush

Thursday ~ February 13, 2014

8:00 a.m.   District 2 Business Council Meeting
Hampstead, Maryland
Commissioner Shoemaker

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

Positively Carroll

Public Comment

Request Approval of the Streamlined Annual Plan for FY2014 for the Carroll County Bureau of Housing for Public Review and Request a Public Hearing
Department of Citizen Services ~ Ms. Madeline Morey

Westminster Community Pond Green Paths Proposal to the Chesapeake Bay Trust Green Streets-Green Jobs-Green Towns Grant Program
Department of Land Use, Planning & Development ~ Mr. Phil Hager
Department of Management & Budget ~ Mr. Ted Zaleski

Budget Discussion ~ Review of Frozen Projects
Department of Management & Budget ~ Mr. Ted Zaleski
Thursday ~ February 13, 2014 (Continued)

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

**Public Comment**

**Discussion ~ Use of County Maintenance Facility**
By Non-Profit Agencies
Board of County Commissioners

**Discussion of Citizen PIA Request**
Department of the County Attorney ~ Mr. Tim Burke

Approval/Adoption of Minutes

Administrative Session ~ Open

7:00 p.m. **Reader at Black-Eyed Susan Book Celebration**
*Eldersburg Branch Library ~ Eldersburg, Maryland*
*Commissioner Howard*

Friday ~ February 14, 2014

7:30 a.m. **Taneytown Chamber of Commerce Monthly Networking Breakfast**
*Thunderhead Bowling Center ~ Taneytown, Maryland*
*Commissioner Frazier*

6:30 p.m. **Church of the Open Door Sweetheart Banquet**
*Martin's ~ Westminster, Maryland*
*Commissioners Rothschild, Frazier & Shoemaker*
Saturday ~ February 15, 2014

5:00 p.m.  Union Bridge Fire Company 32nd Annual Banquet
Union Bridge, Maryland
Commissioner Rothschild

5:30 p.m.  Sykesville-Freedom District Fire Department Awards Banquet
Sykesville, Maryland
Commissioner Howard

Sunday ~ February 16, 2014

8:00 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 Madeline M. Morey, The Americans With Disabilities Act Coordinator, 410-386-3800 or 1-888-302-8978, or MD Relay 7-1-1/800-735-2258 or email mmorey@ccg.carr.org 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 Use, Planning & Development

Briefing Paper

February 11, 2014

Open Session

Issue:

Comprehensive Rezoning Review – Hollow Rock Avenue and Goodwin Quarry Road – 2007 Westminster Environs Community Comprehensive Plan

Background:

On November 19, 2013, the Carroll County Planning and Zoning Commission unanimously forwarded the proposed rezoning to reclassify two properties totaling 16.17 acres located at 105 Hollow Rock Avenue and one property totaling 1.08 acres located at 327 Goodwin Quarry Road, from “IR” Restricted Industrial to “R-10,000” Residential as part of the continuing implementation efforts of the 2007 Westminster Environs Community Comprehensive Plan. The properties are located on the east side of MD 27 along Goodwin Quarry Road, in Election District 7.

A briefing was presented to the Board of County Commissioners by staff on November 26th regarding this case. On January 28, 2014 in accordance with Section § 4-203 of the Land Use Article of the Annotated Code of Maryland, a Public Hearing was hosted by the Board. This hearing was duly advertised in the Carroll County Times on January 14th and January 21st, as well as signs posted on the petition property two weeks in advance. Landowners of property that either adjoins, or is in close proximity to the property involved in the above-referenced rezoning case and landowners in the petition neighborhood were notified by mail of the request and hearing date and time.

Discussions and Deliberations are scheduled for February 11, 2014, if approved the new zoning will take effect 10 days after the signed ordinance.

Action: Discussion and Deliberations

Attendees

Philip R. Hager, Director, Department of Land Use, Planning & Development
Lynda Eisenberg, Chief, Bureau of Comprehensive Planning
Scott E. Graf, Bureau of Comprehensive Planning
DEPARTMENT OF CITIZEN SERVICES

Briefing Paper
February 11, 2014

**Project Name:** Citizen Services Strategic Plan

**Department/Agency Submitting:** Citizen Services Department

**Summary:**

The Carroll County Department of Citizen Services implemented a process to develop an action plan that addresses human service needs of Carroll County by conducting a comprehensive needs assessment in fall 2013. First, Key Informant Interviews were conducted with leaders and stakeholders in the human service field. In the second phase, focus groups were held with community boards and clients. Raw data and human service indicators were used in the final phase of the assessment to assist with determining the top human service needs in Carroll County and to determine strengths and gaps in the local human service delivery system.

After conducting a multi-factor analysis of the interviews, focus groups, data points, and a review of existing needs assessments, it was determined that the top ten human service needs in Carroll County are:

**Top Ten (10) Issues**

1. Housing/Homelessness
2. Mental Health
3. Transportation
4. Substance Abuse
5. Employment/Job/Economic Security
6. Medical/Healthcare
7. Food
8. Case Management/Outreach/Coordination
9. Financial Assistance - General
10. Domestic Violence/Child Abuse

The final steps of the plan were to identify results and indicators for each of the top ten needs; develop strategies for intervention to improve these identified needs, and selection of performance measures. Selecting these performance measures will allow for monitoring by the Department of Citizen Services to determine progress on addressing these areas over the next five years.

The Citizen Services plans to monitor these result areas on a quarterly or biannual basis through program reports from internal Divisions and Bureaus and from contracted services. These reports will be based on the Results-Based Accountability Framework including: number of clients served/number of activities or services provided, quality of service (i.e. customer satisfaction, client to staff ratios), and “turning the curve” in a positive direction based on performance measures (i.e. self-sufficiency factors: obtained a job, living in permanent housing). If adjustments or technical assistance are needed as a result of the reports, the Department of
Citizen Services will actively work with those programs by using performance based coaching. An Annual review will also be conducted on overall performance of the Strategic Plan with discussions on human service improvement performance on a county-wide basis.

After the first five years, the Department of Citizen Services will conduct a new needs assessment to determine if any changes are warranted in the focus of our overall efforts and whether there have been any significant changes in areas of need at that time. If so, the resources and efforts will be re-evaluated to assure that we are staying up-to-date with current trends. All of this is done to assure that we are getting a return on investment we expect for the individuals that we serve within the Department of Citizen Services.

**Recommendation:** We request the approval of the Citizen Services Strategic Plan.

Madeline Morey, Citizen Services, 410-386-3600
Rita Zimmerman, Citizen Services, 410-386-3600
DATE: January 28, 2014
TO: The Carroll County Board of Commissioners
RE: Hot Mix Asphalt Paving of Nine (9) Roads
Contract No. 14-R-1
Purchasing No. 80-F-3-13/14

EXECUTIVE SUMMARY:
The Bureau of Purchasing solicited bids from qualified contractors to perform Hot Mix Asphalt Paving of Nine (9) Roads which consists of: milling existing pavement; reclamation of existing pavement; placing hot mix asphalt base and surface courses; constructing driveway tie-ins; installing traffic barrier and end treatments; filling in shoulders; maintaining traffic; stabilizing disturbed areas, and all incidental work.

Jeffrey Topper, Deputy Director, Department of Public Works, in cooperation with the Bureau of Purchasing recommends award for the above project to be awarded to, Charles J. Miller, LLC. in the amount of $3,776,420.08.

Budget Funding Approved for: $ 4,925,000.00
Number of Bids: Four (4)
Vendors & Bid Results:
1. Charles J. Miller, LLC. Hampstead, MD $3,776,420.08
2. Valley Quarries, Inc. Chambersburg, PA $3,784,000.65
3. Gray & Son, Inc. Timonium, MD $4,156,000.00
4. M.T. Laney Company, Inc. Eldersburg, MD $4,306,715.95

Received Budget Approval: X Yes Comments: ______________________________________

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

Your concurrence today will authorize the Bureau of Purchasing to move forward with the award and obtain a legally sufficient contract document for signing by Jeff Topper, Deputy Director, Public Works.

__________________________________  __________________________
Bureau of Purchasing Date

__________________________________  __________________________
Board of Commissioners Date

Commissioner Frazier: □ Motion □ 2nd □ All in Favor □ Denied
Commissioner Shoemaker: □ Motion □ 2nd □ All in Favor □ Denied
Commissioner Roush: □ Motion □ 2nd □ All in Favor □ Denied
Commissioner Rothschild: □ Motion □ 2nd □ All in Favor □ Denied
Commissioner Howard: □ Motion □ 2nd □ All in Favor □ Denied
Comments: ______________________________________

Action Taken: □ Accepted □ Denied □ Other: ____________________________
DATE: January 30, 2014

TO: The Carroll County Board of Commissioners

RE: Request for Proposals for Pharmaceutical Services for the Carroll County Detention Center
    27-F-5-13/14

EXECUTIVE SUMMARY:
Carroll County Bureau of Purchasing solicited proposals from licensed pharmacies to provide prescription and over the counter (OTC) medications for the Carroll County Detention Center.

The Bureau of Purchasing in cooperation with the Carroll County Detention Center received proposals for the above project. An evaluation committee of three (3) members was formed to conduct technical and financial review of the proposals submitted. The Committee evaluated all proposals based on criteria detailed in the proposal. The task of each committee member was to independently review and rate the technical and financial portions of the proposal. Once this was completed, the committee members come to consensus and recommend the best value proposal for the work required. The highest ranked firm for this project is Correct Rx. This expenditure is within the project budget and no additional funds will be needed.

Number of Proposals: 2
Vendors 1. Correct RX Linthicum, MD AWARDED
        2. Diamond Pharmacy Services Indiana, PA

Received Budget Approval: X Yes  Comments:

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

Your concurrence today will authorize the Bureau of Purchasing to move forward with the award and obtain a legally sufficient contract document for signing by Sheriff Tregoning.

______________________________________________________
Bureau of Purchasing  Date

______________________________________________________
Board of Commissioners  Date

Commissioner Frazier: □ Motion □ 2nd □ All in Favor □ Denied
Commissioner Shoemaker: □ Motion □ 2nd □ All in Favor □ Denied
Commissioner Roush: □ Motion □ 2nd □ All in Favor □ Denied
Commissioner Rothschild: □ Motion □ 2nd □ All in Favor □ Denied
Commissioner Howard: □ Motion □ 2nd □ All in Favor □ Denied

Comments: ________________________________________________________________

______________________________________________________________
Action Taken: □ Accepted □ Denied □ Other: ________________________________________________________________

CM/mm
Cc: File
Revised 3/26/04 12/2/10
EXECUTIVE SUMMARY

Purpose:
Consideration of the Streamlined Annual Plan for Fiscal Year 2014 for the Carroll County Bureau of Housing to be displayed for public comment for a 45-day period based on Federal Regulation 24 CFR 903. This Department of Housing and Urban Development (HUD) required report is an annual update of the goals and 5 year plan submitted in 2010. Following the 45-day public comment period, we are requesting a public hearing to consider and approve the Streamlined Annual Plan for FY 2014 for submission to HUD.

Background:
The Board of County Commissioners has acted as the Bureau of Housing and Community Developments (Public Housing Authority or PHA) “Resident Advisory Board” throughout the existence of the County’s Section 8 housing assistance program. For that reason the Commissioners, or their designees, have signed documentation required by the Department of Housing and Urban Development (HUD) for various authorization pertaining to the program. The document under consideration is the streamlined version of the Annual Plan for our Housing Authority. Carroll County Bureau of Housing is in the fifth year of its 5 year plan (2010 – 2014).

Please note that the Annual Plan is a template issued by HUD and when reading this document there are portions that apply only to those PHA’s that are Project-based or public housing. There are no Project-Based or Public Housing in our service area. The Carroll County program provides 100 Non-Elderly Disabled Vouchers, 25 Family Unification Vouchers and 524 Tenant Based Rental Assistance Vouchers for 649 total Housing Assistance Vouchers.

The FY 14 Annual Plan lists one change to allow 2 of the regular tenant based rental vouchers to have a specialized preference as a pilot program. The two vouchers will be designated for homeless families that meet the requirements established and verified by Human Services Programs. These families must be homeless, verify residency with having a Carroll County address at least 6 months prior to entering a shelter, meet all other section 8 housing program criteria, currently reside in a shelter, and receive written approval from the shelter provider (Human Services Programs). As mentioned, this is a pilot program, and after one year will be evaluated and determined if will be continued, enhanced or discontinued.

There are no County funds utilized for the Section 8 Housing Assistance Program and there are no stipulations in the plan or funding streams that require the County to be liable.
The following are the noted goals from the 5 year plan:

• Will seek Non-Elderly and Disabled Vouchers when available from HUD (obtained 10/1/10)
• Will increase participation in the Family Self Sufficiency Program (specific goal oriented program with a 5-year plan to achieve financial independence) and encourage homeownership
• Will continue to seek alternative funding for housing assistance for qualified individuals and families
• Will remain compliant with Violence Against Women’s Act (VAWA) regulations as related to the Housing Program. (Protection of housing assistance for the abused woman of a household)

**Action Requested by the Board:**
Approval to display the Streamlined Annual plan for 45 days for public review and comment and announce a Public Hearing on April 3, 2014 at 10:00 a.m. to consider approval to submit the FY 14 annual plan to HUD.

Motion Made: _________________
Motion Seconded: ______________
Approved: ____________
Disapproved: ____________
Date of Action: ________________
Issue: Approval to submit an application to fund the implementation of a green walking path at the Westminster Community Pond.

Background: The Bureau of Resource Management (BRM) is seeking $222,684.00 to implement a walking path at the Westminster Community Pond. Signage will be placed along the path that will define the function and benefits of stormwater management and natural permeable infrastructure. The implementation of this path will help to maximize the stormwater treatment of the surrounding urban drainage area, reduce the quantity of pervious surfaces, and increase the environmental education and outreach potential of the existing stormwater construction and retrofit project. The implementation of this path will help to meet requirements set forth by the National Pollutant Discharge Elimination System (NPDES) permit. The deadline for the application is February 14, 2014.

Budget: The grant will fund a maximum of $250,000.00 per implementation project. A cash match is encouraged but not required.

Allotted County funds and previously awarded grant funding from the State Highway Administration (SHA) for the Sullivan Road Phase I project will be used as cash match. The County is requesting $222,684.00 from the Chesapeake Bay Trust, Department of Natural Resources, and Environmental Protection Agency to cover the cost of path materials, installation, delivery fees and costs associated with the implementation of path signage.

Grant Request: $222,684.00
County Cash Match: $959,310.00
Previously Awarded Grant Funding: $933,125.00
Total: $2,115,119.00
Action: The Department of Land Use, Planning, and Development is requesting approval from the Board of County Commissioners to submit an application to the Chesapeake Bay Trust, Department of Natural Resources, and Environmental Protection Agency.

Motion to approve: ________________________________
Second: _______________________________________
Approved: ______________________________________
Denied: _________________________________________
Signed: _________________________________________

Submitted by: Gale Engles, Bureau Chief, Bureau of Resource Management

Attending:  Theresa McCourt, Watershed Grants Analyst, Bureau of Resource Management
            Janet O’Meara, Watershed Management Specialist, Bureau of Resource Management
            Debby Standiford, Grants Manager, Department of Management and Budget
Issue: Discussion – Review of Frozen Capital Projects

Background:

☐ A number of capital projects were frozen by the Board of Commissioners during previous budget sessions. This discussion will give the Commissioners an opportunity to revisit and evaluate those projects.

 Desired Action: Board of Commissioners discussion.
Department of Public Works

Briefing paper

Issue: Nonprofits – Fuel and Maintenance Agreements

Background: A request was made by members of the Board of Commissioners to revisit the discussion on the Fuel and Maintenance Agreements between Carroll County and the Nonprofits.

Desired Action: Discussion

Attendees: Jeffrey Topper, Deputy Director, Department of Public Works
David Reese, Bureau Chief, Bureau of Fleet Management
Rizwan Ahmed, Public Works Specialist
Department of the County Attorney  
Briefing Paper  
Open Staff Time – Thursday, February 13, 2014

**Issue:** Public Information Act Request
Our File No. 13333-0351-C

**Background:** On January 25, 2014, a citizen submitted a Public Information Act request for the e-mails lists of Commissioners Howard and Shoemaker which will be discussed with the Board during staff time.

**Requested Action:** N/A.