

**Board of County Commissioners**

Stephen A. Wantz, *President*  
C. Richard Weaver, *Vice President*  
Dennis E. Frazier, *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 February 1, 2016**

**Revision 2 dated February 4, 2016**

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 1, 2016**

*12:00 p.m. Volunteer Retirement  
Mt. Airy Senior Center ~ Mt. Airy, Maryland  
Commissioner Rothschild*

5:00 p.m. Planning & Zoning Commission Meeting  
County Office Building ~ Reagan Room  
Commissioners Weaver & Howard

**Tuesday ~ February 2, 2016**

10:00 a.m. Board of County Commissioners Closed Administrative Session

**~~3:00 p.m.~~ Joint Board of County Commissioners/Board of Education Meeting**  
**3:30 p.m.** County Office Building ~ Reagan Room  
Commissioners Wantz, Weaver, Frazier, Howard & Rothschild

**Wednesday ~ February 3, 2016**

*10:00 a.m. Maryland Association of Counties Legislative Committee Meeting  
Annapolis, Maryland  
Commissioners Wantz & Rothschild*

**Wednesday ~ February 3, 2016 (Continued)**

6:00 p.m. *Carroll County Board of Education Budget Hearing & Work Session  
B.O.E. Board Room ~ Westminster, Maryland  
Commissioner Rothschild*

**Thursday ~ February 4, 2016**

8:00 a.m. *Carroll County Agribusiness Breakfast Meeting  
Baughner's Restaurant ~ Westminster, Maryland  
Commissioners Weaver & Rothschild*

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

*Positively Carroll County*

**Item 1**

Proclamation Presentation  
Teen Dating Violence Awareness & Prevention Month ~ February

**Item 2**

Baltimore Gas & Electric Company Briefing  
Michael I. Fowler, External Affairs Manager  
Baltimore Gas & Electric Company

**Item 3**

Public Comment will be taken during the Public Hearing  
Briefing on January 28, 2016

[Public Hearing](#)

Fall 2015 Amendments to the 2014 Carroll County  
Water and Sewer Master Plan  
Department of Planning ~ Mr. Phil Hager  
Department of the County Attorney ~ Mr. Tim Burke

**Item 4**

Public Comment will be taken during the Public Hearing  
Briefing on December 17, 2015

[Public Hearing and Supplemental Resolution](#)

Economic Development Refunding Revenue Bonds  
(Shelter Systems Limited Facility)  
Department of the Comptroller ~ Mr. Robert Burk

**Thursday ~ February 4, 2016 (Continued)**

**Item 5**

Public Comment on this item

Briefing/Discussion/Decision

[Request Approval to accept Award for Medicare](#)

Improvements for Patients & Providers Act Grant

Department of Citizen Services ~ Ms. Christine Kay

Department of Management & Budget ~ Mr. Ted Zaleski

**Public Comment**

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

**Item 6**

Public Comment on this item

[Briefing ~ 2015 Community Health Needs Assessment](#)

The Partnership for a Healthier Carroll County ~ Ms. Dorothy Fox

**Item 7**

Public Comment on this item

Briefing/Discussion/Decision

[Bid Approval ~ Replacement of Micro-Filtration Membrane](#)

Freedom Water Treatment Plant

Department of Public Works ~ Mr. Jeff Topper

Bureau of Purchasing ~ Mr. Mike Myers

**Item 8**

Public Comment on this item

Briefing/Discussion/Decision

[Bid Approval ~ Engineering Design Services](#) for

Hampstead Wastewater Treatment Plant ENR Upgrade

Department of Public Works ~ Mr. Jeff Topper

Bureau of Purchasing ~ Mr. Mike Myers

**Item 9**

Public Comment on this item

Discussion/Decision

Briefing held on October 29, 2015

[Bid Approval ~ Background Checks for Volunteers](#)

Department of Recreation & Parks ~ Mr. Jeff Degitz

Bureau of Purchasing ~ Mr. Mike Myers

**Thursday ~ February 4, 2016 (Continued)**

**Public Comment**

Approval/Adoption of Minutes

Administrative Session ~ Open

**Friday ~ February 5, 2016**

~~9:00 a.m. — Joint Board of County Commissioners/Delegation Open Meeting  
Western Maryland Delegation Room, 4<sup>th</sup> Floor  
Lowe House Office Building, Annapolis, Maryland  
Commissioners Wantz, Weaver, Frazier, Howard & Rothschild~~

**Saturday ~ February 6, 2016**

6:30 p.m. *Carroll County Youth Service Bureau Chocolate Ball  
The Portico at St. John's Church ~ Westminster, Maryland  
Commissioners Wantz & Weaver*

**Sunday ~ February 7, 2016**

9:05 a.m. "The Commissioners' Report" – WTTR  
Commissioner Wantz

**\*\* Upcoming Events \*\***

2/15/16 *County Offices Closed in observance of Presidents' Day*

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**

**February 4, 2016**

### **Open Session**

**Issue:**

**2015 Fall Amendment to the 2014 Water and Sewer Master Plan**

**Background:** The purpose of this hearing is to accept public comment regarding the 2015 Fall Amendments to the 2014 Carroll County Water and Sewer Master Plan.

In compliance with Environment Article § 9-503 of the Annotated Code of Maryland, the hearing was duly advertised in the Carroll County Times on January 21<sup>st</sup> and January 28<sup>th</sup>.

**Action: Conduct Public Hearing: accept testimony in support or opposition to the proposed amendments.**

**Attendees:**

Philip R. Hager, Director, Department of Planning  
Lynda Eisenberg, Chief, Bureau of Comprehensive Planning  
Andrea Gerhard, Bureau of Comprehensive Planning

**Department of the Comptroller**  
**Briefing Paper – Stafftime**  
**February 4, 2016 - 10:00 a.m. Open Session**

**Issue:** Briefing/Discussion/Decision: Public Hearing and Supplemental Resolution – Economic Development Refunding Revenue Bonds (Shelter Systems Limited Facility)

**Background:** On December 17, 2015, the Board adopted Resolution #964-2015 authorizing the issuance of Economic Development Revenue Bonds to refund the balance of the 2004 outstanding bonds up to a maximum amount of \$3,500,000. These bonds do not constitute a general obligation debt of the County and the County is not responsible for the repayment of the debt. The Bond was issued on December 30, 2015 in the face amount of \$3 million.

Today, the borrower is seeking the Board’s authority to extend the maturity date of the bond from July 1, 2024 to February 1, 2036. This action requires that the Board provide legal notice of a public hearing, conduct the hearing, and adoption of a supplemental resolution. Legal notice appeared in a general circulation newspaper on January 20, 2016.

**Requested**

**Action:** Conduct public hearing and consider adoption of supplemental resolution to amend the bond issue.

Representatives from Miles & Stockbridge, bond counsel for the borrower, will be available to address any questions or concerns the Board may have.

Robert M. Burk  
Comptroller

C: Tim Burke, County Attorney  
Jack Lyburn, Director, Economic Development

Resolution: \_\_\_\_\_

Vote

_____ Commissioner Wantz	_____ Motion	_____ Second	_____ Favor	_____ Opposed
_____ Commissioner Weaver	_____ Motion	_____ Second	_____ Favor	_____ Opposed
_____ Commissioner Frazier	_____ Motion	_____ Second	_____ Favor	_____ Opposed
_____ Commissioner Howard	_____ Motion	_____ Second	_____ Favor	_____ Opposed
_____ Commissioner Rothschild	_____ Motion	_____ Second	_____ Favor	_____ Opposed

## Decision to Accept GRANT AWARD

**Program Title:** FFY 16 Medicare Improvements for Patients & Providers Act Grant (MIPPA)

**Grant Title/Funder:** Maryland Department of Aging

**Grant Period:** September 30, 2015 – September 29, 2016

**Department/Agency:** Citizen Services/Bureau of Aging and Disabilities

**Summary:** The Administration for Community Living awarded Medicare Improvements for Patients and Providers Act funding to Maryland Department of Aging for FFY2016. These monies will be allocated to local Area Agencies on Aging to enhance efforts to intensify outreach activities and promote enrollment of Medicare beneficiaries in the Low-income Subsidy/Extra Help program, Medicare Savings Programs, Medicare Part D Prescription Drug Plans, Medicare Advantage Plans and the Maryland Senior Prescription Drug Assistance Program.

**Impact:** There are 27,425 Medicare beneficiaries in Carroll County. Of those, 5642 are considered low income and 3425 are considered disabled. It is often the low-income and individuals with disabilities who are most in need of the services and programs related to Medicare. In FFY 16, the MIPPA funding will be used to promote enrollment in low-income programs with a special emphasis on rural areas and Medicare beneficiaries with disabilities. The Medicare Savings Programs result in improved access to healthcare for eligible low income Medicare beneficiaries.

### Budget

Staffing	\$4693.00	
Print/Supplies	\$886.00	
Equipment	\$200.00	
Marketing	\$1233.00	
Food	\$300.00	
Other Costs (SHIP Training)	\$750.00	
<b>Total Grant Award</b>		8,062.00
Required County Cash Match	\$0.00	
<b>Total Program</b>	\$8062.00	

**Recommendation:** Please Accept Award

Motion \_\_\_\_\_  
Second \_\_\_\_\_  
Approved \_\_\_\_\_  
Disapproved \_\_\_\_\_

#### Attending:

Christine Cambareri Kay, Director, Citizen Services, 410-386-3600  
Gina Valentine, Aging and Disabilities Supervisor, 410-386-3800  
Debby Standiford, Grants Office, 410-386-2212

## Community Health Needs Assessment

The Partnership for a Healthier Carroll County led this community effort in Carroll County.

The Assessment is a very complete view of health needs for Carroll County. Some highlights:

- Key Informant (3 Luncheons) - over 80 Community Leaders
- On-Line Community Survey – over 1,160 participants
- Target Populations
  - o African American -2 focus groups
  - o Hispanic – 1 focus group
  - o Low Income – 1 focus group
  - o Older Adult – 3 focus groups

This year we have also included a section to include Social Determinants of Health.

Many organizations cooperated with this Assessment and their Surveys were included within our *Other Data* section, including HSP, Citizen Services and the Bureau of Aging.

I plan to present the findings, and the prioritized needs for the knowledge and benefit of the Commissioners.

A link to the full report can be found at the link below.

<http://www.healthycarroll.org/wp-content/uploads/2015/06/2015-Community-Health-Needs-Assessment-Carroll-Co-REPORT-June-2015.pdf>







DATE: January 29, 2016  
TO: The Carroll County Board of Commissioners  
RE: Background Checks for Volunteers  
36-F-2-15/16

EXECUTIVE SUMMARY:

The Department of Recreation & Parks in cooperation with the Bureau of Purchasing recommends award for the contract to conduct background checks on recreation council volunteers to SSCI- Background Checks. The total annual amount of this contract will be dependent on the number of unique volunteers utilized by the various recreation councils. The County requested proposals from vendors capable and interested in performing this service and received seventeen (17) proposals. A committee was formed to evaluate both the technical and financial capabilities of the potential vendors and SSCI- Background Checks scored both highest overall technically and had the lowest fee per check at \$14 per applicant. This amount is within the project budget and no additional funds will be needed.

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

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 Mr. Jeff Degitz, Director, Recreation & Parks.

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\_\_\_\_\_      \_\_\_\_\_  
Bureau of Purchasing      Date

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\_\_\_\_\_      \_\_\_\_\_  
Board of Commissioners      Date

Commissioner Frazier:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Weaver:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Wantz:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Rothschild:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Howard:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Comments: _____				
_____				
Action Taken: <input type="checkbox"/> Accepted <input type="checkbox"/> Denied <input type="checkbox"/> Other: _____				
_____				