

**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 22, 2016**

**Revision 2 dated February 23, 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 22, 2016**

**Tuesday ~ February 23, 2016**

8:00 a.m. *Historical Society of Carroll County Discussion Group  
Westminster, Maryland  
Commissioner Wantz*

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

**Item 1**

Public Comment on this item  
Briefing/Discussion/Decision  
Request Approval for Public Comment on  
[Housing Annual Plan](#)  
Department of Citizen Services ~ Ms. Christine Kay

**Item 2**

Public Comment on this item  
Briefing on December 11, 2014  
Discussion/Decision  
[Farm Museum Engineering Contract Extension](#)  
Department of Land & Resource Management ~ Mr. Tom Devilbiss

**Public Comment**

**Wednesday ~ February 24, 2016**

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

*2:00 p.m. Carroll County Board of Education Meeting  
BOE Boardroom ~ Westminster, Maryland  
Commissioner Rothschild*

**Thursday ~ February 25, 2016**

8:00 a.m. Economic Development Commission Meeting  
County Office Building ~ Room 105  
Commissioners Wantz, Frazier & Rothschild

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

*Positively Carroll*

**Item 1**

Public Comment will be taken during the Public Hearing  
[Public Hearing ~ Landfill Rate Increase](#)  
(Tipping Fees)  
Discussion/Decision  
Briefing on January 28, 2016  
Department of Public Works ~ Mr. Jeff Topper

**Item 2**

Public Comment on this item  
Discussion/Decision  
Briefing on February 18, 2016  
Request Approval for Expenditure and Contract Award  
[Demolition/Rebuilding of Two Baffles at Hap Baker](#)  
Firearms Facility  
Department of Recreation & Parks ~ Mr. Jeff Degitz  
Bureau of Purchasing ~ Mr. Mike Myers

**Thursday ~ February 25, 2016 (Continued)**

**Item 3**

Public Comment on this item

Briefing/Discussion/Decision

Grant Application

[Small Crossings/Savannah Estates Stormwater](#)

Facility Retrofit and Micro-Bioretenention Facilities

Department of Land & Resource Management ~ Mr. Tom Devilbiss

Department of Management & Budget ~ Mr. Ted Zaleski

**Item 4**

~~Public Comment on this item~~

~~Briefing ~ Economic Overview~~

~~Department of Economic Development ~ Mr. Jack Lyburn~~

**Public Comment**

Approval/Adoption of Minutes

Administrative Session ~ Open

1:30 p.m. Board of County Commissioners Closed Administrative Session

**Friday ~ February 26, 2016**

**Saturday ~ February 27, 2016**

**Sunday ~ February 28, 2016**

9:05 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 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 CITIZEN SERVICES  
BUREAU OF HOUSING AND COMMUNITY DEVELOPMENT  
STAFF TIME WITH BOARD OF COUNTY COMMISSIONERS

February 23, 2016

EXECUTIVE SUMMARY

**Purpose:**

Consideration of the Streamlined Annual Plan for Fiscal Year 2016 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. Following the 45- day public comment period, we will request a public hearing to consider and approve the Streamlined Annual Plan for FY 2016 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 and 5-year Plan for our Housing Authority. Carroll County Bureau of Housing is in the second year of the current 5 year plan (2015 – 2019). 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 16 Annual Plan lists one change to allow a pilot program 10-20 of the regular tenant based rental vouchers to have a specialized preference as a pilot program. The vouchers will be designated for homeless families being assisted through the Substance Abuse and Mental Health Administration that meet the requirements established and verified by the Carroll County Health Department. 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 that will run for the three years and will be reevaluated at the end of this time period to determine if it 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 pursue additional grants that could assist with low and extremely low income families and disabled individuals with rental assistance.
- 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 maintain status as a High Performing Agency on SEMAP – Section 8 Management Assessment Performance

**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 prior to April 8, 2016 to consider approval to submit the FY 16 annual plan to HUD.

Motion Made: \_\_\_\_\_

Motion Seconded: \_\_\_\_\_

Approved: \_\_\_\_\_

Disapproved: \_\_\_\_\_

Date of Action: \_\_\_\_\_

Attendees:

Christine Kay, Director, Citizen Services

Danielle Yates, Acting Deputy Director, Citizen Services

## BRIEFING PAPER

February 23, 2016

**Project Title:** Carroll County Farm Museum Engineering Contract Extension

**Department/Agency:** Department of Land and Resource Management, Bureau of Resource Management

**Background:** The Bureau of Resource Management (BRM), Department of Land and Resource Management through a term contract with Carroll Land Services, Inc. (CLSI) has developed a design to address current drainage issues on the Carroll County Farm Museum. As part of the design two bio-retention facilities will be installed to provide water quality treatment for the drainage area. A retaining wall will need to be designed to accomplish management in one of the facilities prior to receiving bids for construction. The retaining wall design was not part of our original contract with CLSI and because of a previous change order in the amount of \$1,985.00, the requested amount of \$2,800 for the wall design exceeds the original contract amount by more than 10%. The requested engineering costs are within the current design budget for this project.

On December 11, 2014 the Board of County Commissioners approved the award of \$30,645.00 from the Chesapeake Bay Trust (CBT) to cover the cost of completing the engineering design at the Farm Museum. To date the County has received \$27,580.00 from CBT. We anticipate receiving the remaining \$3,065.00 in the near future. This final payment was contingent on the County submitting a final report which was completed and submitted on February 3, 2016.

Ultimately, this project will achieve improved stormwater control at the Carroll County Farm Museum and increase community awareness of low-impact stormwater management practices. The initiation of this program will also assist Carroll County in meeting certain requirements of the National Pollutant Discharge Elimination System (NPDES) permit.

**Recommendation:** Please approve the additional funding requested to design the retaining wall for the bio-retention facility at the Carroll County Farm Museum.

Motion \_\_\_\_\_

Second \_\_\_\_\_

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Attending:

Tom Devilbiss, Director, Department of Land and Resource Management

Gale Engles, Bureau Chief, Bureau of Resource Management

Janet O'Meara, Watershed Management Specialist



**Department of Public Works  
Bureau of Solid Waste**

**Jeff Topper, Deputy Director**

**Ext. 2035**

**Public Hearing: Landfill Rate Increase – Tipping Fees**

**Background:** Tipping fees represent the major source of revenue for solid waste operations. The last increase in the Tipping Fee at Northern Landfill was in 2011. The last increase in the Flat Rate Fee at Northern Landfill was in 2008. The Solid Waste Enterprise Fund must maintain current levels of service without increasing tax burdens.

**Public Hearing:** At the January 28, 2016 Open Session, the Board of Commissioners proposed to adopt the following rates and hold this Public Hearing:

- (a) Per ton charge for municipal solid waste: \$64.00 per ton, with \$1.00 per ton increases each year for the next four years at the Northern Landfill. The existing rate of \$68.00 per ton will remain in effect at the Hoods Mill Landfill.
- (b) Flat rate charge to automobiles for residential waste per vehicle: \$7.00 per vehicle at the Northern Landfill, and the current rate of \$8.00 will remain in effect at the Hoods Mill Landfill.
- (c) Scrap tires, off the rim: \$2.50 each at both the Northern Landfill and the Hoods Mill Landfill;
- (d) Scrap tires, on the rim: \$3.50 each at both the Northern Landfill and the Hoods Mill Landfill.
- (e) Commercial tire fee: \$150.00 per ton at the Northern Landfill (commercial tires are not accepted at the Hoods Mill Landfill); and
- (f) Per ton charge for construction and demolition debris and sewage sludge: \$80 per ton at both the Northern Landfill and the Hoods Mill Landfill (sewage sludge is not accepted at the Hoods Mill Landfill).
- (g) Minimum disposal fee: \$7.00 at the Northern Landfill, and the current rate of \$8.00 will remain in effect at the Hoods Mill Landfill.

The Commissioners may make amendments to the proposed resolution based upon the comments received at the hearing and may do so without further hearing. Therefore, it is important for interested persons to be present.

**Decision:** The Bureau requests increased rates as noted or as amended, pending the Public Hearing. This will allow adopted changes to be reflected in County budgeting and included in the budgets of customers. The effective date for new rates will be July 1, 2016.

cc: Jeff Topper, Deputy Director, Department of Public Works  
Dusty Hilbert, Chief, Bureau of Solid Waste  
Maria Myers, Recycling Manager, Bureau of Solid Waste

## **Recreation & Parks**

### **Briefing Paper**

### **Open Session**

#### **Issues:**

Two (2) 80' baffles at the Hap Baker Firearms Facility are in need of replacement

#### **Background:**

The Hap Baker Firearms Facility operates in an enterprise fund with income generated from user fees that cover the operating costs of the facility. Baffles have been installed at the range to ensure that shots fired remain within the range facility. The condition of two (2) baffles has deteriorated to the point where they must be replaced to ensure continuing safe operations at the range. The cost of this repair can be covered by the fund balance of revenue generated at the range

#### **Action Requested:**

Request approval for expenditure of \$39,871 and awarding of contract for the demolition and rebuilding of two (2) baffles at the range.



# GRANT APPLICATION BRIEFING

February 25, 2016

**Program Title:** Small Crossings/Savannah Estates Stormwater Facility Retrofit and Micro-Bioretenion Facilities

**Funder:** Department of Natural Resources; Chesapeake & Coastal Service

**Grant Period:** June, 2016 – June, 2018

**Department/Agency:** Department of Land and Resource Management, Bureau of Resource Management

**Due Date:** March 4, 2016

**Background:** The Bureau of Resource Management (BRM), Department of Land and Resource Management, is seeking funding from the Department of Natural Resources, Chesapeake Coastal Service Maryland's Community Resiliency grant program to retrofit an existing stormwater management facility and construct three (3) new micro-bioretenion facilities within the Town of Hampstead at the Small Crossings/Savannah Estates Subdivisions. The BRM has been working closely with the Town of Hampstead to address current drainage and flooding issues associated with these subdivisions. This project will also assist Carroll County in meeting certain requirements of the National Pollutant Discharge Elimination System (NPDES) permit.

**Program:** Maryland's Community Resiliency; Tract B Green Infrastructure

<b>Grant Request (Construction)</b>		\$100,000.00
County Cash Match (Construction)	\$524,000.00	
County Cash Match (Engineering)	\$29,397.00	
<b>Total Match</b>		\$553,397.00
<b>Total Project</b>		\$653,397.00

**Recommendation:** Please approve application.

Motion \_\_\_\_\_

Second \_\_\_\_\_

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Attending:

Gale Engles, Bureau Chief, Bureau of Resource Management

Janet O'Meara, Watershed Management Specialist

Debby Standiford, Grants Manager, Department of Management and Budget