

**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 April 25, 2016**

**Revision 3 dated April 27, 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 ~ April 25, 2016**

**2:30 p.m. Board of County Commissioners Open Session**  
County Office Building ~ Reagan Room

*Positively Carroll*

**Item 1**

Commissioners' Budget Deliberations  
Department of Management & Budget ~ Mr. Ted Zaleski

**Public Comment**

*6:00 p.m. Taste of Carroll to benefit Carroll Hospice*  
*Westminster, Maryland*  
*Commissioner Wantz*

**Tuesday ~ April 26, 2016**

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

*Positively Carroll*

## **Tuesday ~ April 26, 2016 (Continued)**

### **Item 1**

Public Comment on this item  
Briefing/Discussion/Decision  
Request Approval for Grant Application  
SHA's Transportation Alternatives Program for  
[Proposed Langdon Stormwater Management Facility](#)  
Department of Land & Resource Management ~ Mr. Tom Devilbiss

### **Item 2**

Public Comment on this item  
Briefing/Discussion/Decision  
Request Approval for Grant Application  
National Fish and Wildlife Foundation Chesapeake Bay  
Stewardship Fund Small Watershed Grant  
[Farm Museum, Basin B and Langdon](#)  
Department of Land & Resource Management ~ Mr. Tom Devilbiss

### **Item 3**

Public Comment on this item  
Briefing/Discussion/Decision  
Request Approval for Grant Application  
National Fish and Wildlife Foundation Chesapeake Bay  
Stewardship Fund Innovative Nutrient and Sediment Reduction Grant  
[Blue Ridge](#)  
Department of Land & Resource Management ~ Mr. Tom Devilbiss

### **Item 4**

Public Comment on this item  
Briefing/Discussion/Possible Decision  
[Request Approval for Submission of FY17 Physical Security Grant](#)  
Application for the Carroll County Circuit Court  
Carroll County Circuit Court ~ Mr. J. Barry Hughes  
Department of Management & Budget ~ Mr. Ted Zaleski

### **Item 5**

Public Comment on this item  
Briefing/Discussion  
Three Month Easement Extension for  
[Baltimore Gas & Electric at Northern Landfill](#)  
Department of Public Works ~ Mr. Jeff Topper

### **Public Comment**

**Wednesday ~ April 27, 2016**

- 11:30 a.m.     2016 Volunteer Recognition Ceremony  
Westminster Senior Center ~ Westminster, Maryland  
Commissioner Wantz
- 2:30 p.m.     Carroll County Board of Education Work Session  
Westminster, Maryland  
Commissioner Rothschild
- 7:00 p.m.     Carroll County Special Education Citizens' Advisory Committee  
Recognition and Appreciation Awards Ceremony ~ Westminster, Maryland  
Commissioner Frazier
- 7:00 p.m.     Freedom Community Comprehensive Plan Update ~ Citizen Outreach  
South Carroll Senior Center ~ Sykesville, Maryland  
Commissioners Weaver & Howard

**Thursday ~ April 28, 2016**

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

*Positively Carroll*

**Item 1**

Public Comment on this item  
Briefing/Discussion/Decision  
Request Approval of State Health Insurance  
Assistance Program Grant Submission  
Department of Citizen Services ~ Ms. Christine Kay  
Department of Management & Budget ~ Mr. Ted Zaleski

**Item 2**

Release of Proposed Budget  
Department of Management & Budget ~ Mr. Ted Zaleski

**Public Comment**

Approval/Adoption of Minutes

Administrative Session ~ Open

### **Thursday ~ April 28, 2016 (Continued)**

- 6:00 p.m. *Carroll County Drug & Violence Expo Ceremony  
Carroll County Agricultural Center ~ Westminster, Maryland  
Commissioners Wantz, Weaver, Frazier & Howard*
- 7:00 p.m. *Finksburg Area Planning Council Meeting  
Finksburg Branch Library ~ Finksburg, Maryland  
Commissioner Weaver*

### **Friday ~ April 29, 2016**

- 10:30 a.m. *2016 Volunteer Recognition Ceremony  
North Carroll Senior Center ~ Hampstead, Maryland  
Commissioner Weaver*
- 12:00 p.m. *Clean Chesapeake Coalition Meeting  
Wye Mills, Maryland  
Commissioner Rothschild*
- 2:00 p.m. *Arbor Tree Planting Ceremony  
Carroll Community College ~ Westminster, Maryland  
Commissioners Wantz, Weaver & Howard*

### **Saturday ~ April 30, 2016**

- 9:00a.m. *Finksburg Community Men's Prayer Breakfast  
Mt. Zion Church ~ Finksburg, Maryland  
Commissioner Weaver*
- 11:00 a.m. *Taneytown History Museum Grand Opening  
Taneytown, Maryland  
Commissioners Wantz & Howard*

### **Sunday ~ May 1, 2016**

- 9:05 a.m. *"The Commissioners' Report" – WTTR  
Commissioner Frazier*
- 1:30 p.m. *65<sup>th</sup> Anniversary of the Opening of the Davis Library/Tribute to W. H. Davis  
Westminster Branch Library ~ Westminster, Maryland  
Commissioners Wantz, **Frazier** & Howard*

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

**Community Budget Meetings**

5/2/16	Eldersburg Branch Library	7:00 p.m.
5/3/16	Mt. Airy Branch Library	7:00 p.m.
5/9/16	Taneytown Branch Library	7:00 p.m.
5/10/16	North Carroll Branch Library	7:00 p.m.
5/11/16	(Westminster) County Office Bldg.-Reagan Room	7:00 p.m.

**Budget Public Hearing**

5/12/16	Scott Center ~ Carroll Community College	7:00 p.m.
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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*

## GRANT APPLICATION BRIEFING

April 24, 2016

**Program Title:** Langdon Stormwater Management Facility

**Funder:** Maryland State Highway Administration

**Grant Period:** September 2016-December 2018

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

**Background:** The Department of Land and Resource Management, Bureau of Resource Management (BRM) is seeking \$1,289,283.92 from the Maryland State Highway Administration's Transportation Alternatives Program (TAP) to fund the construction of a stormwater management facility in Westminster, MD. The proposed facility will treat 203.46 acres of total drainage area, 92.10 of which are impervious, flowing into the Double Pipe Creek watershed. The implementation of this facility will help meet certain requirements to treat impervious surfaces as set forth by the National Pollutant Discharge Elimination System (NPDES) permit, and improve water quality in the Double Pipe Creek and its tributaries, and the Chesapeake Bay.

**Program:** Transportation Alternatives Program

Funder	Status	Cash Match	Grant Request	Project Costs
Grant Request (Construction)	Applying		\$1,289,283.92	\$1,289,283.92
County Cash Match (Engineering & Construction)	In-Hand	\$322,321.00		\$322,321.00
NFWF Grant (Construction Langdon and Farm Museum)	Applying		\$200,000.00	
DNR – Chesapeake & Atlantic Coastal Bays Trust Fund (Langdon)	Pending		\$900,000.00	
<b>Project Costs (Design and Construction):</b>				<b>\$1,611,604.92</b>

**Staff Recommended Motion:**

I move that the Board of Commissioners directs staff to submit an application for the proposed grant.

Motion \_\_\_\_\_

Second \_\_\_\_\_

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Attending:

Tom Devilbiss, Director, Department of Land and Resource Management

Gale Engles, Bureau Chief, Bureau of Resource Management

Colleen Ensor, Watershed Grants Analyst, Bureau of Resource Management

Debby Standiford, Grants Manager, Department of Management and Budget

# GRANT APPLICATION BRIEFING

April 24, 2016

**Program Title:** Carroll County Farm Museum Stormwater Management Facility

**Funder:** National Fish and Wildlife Foundation's (NFWF) Chesapeake Bay Stewardship Fund

**Grant Period:** October 2016-October 2018

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

**Background:** The Department of Land and Resource Management, Bureau of Resource Management (BRM) is seeking \$150,000.00 from the National Fish and Wildlife Foundation's Chesapeake Bay Stewardship Fund to finance the construction of a stormwater management facility within the Double Pipe Creek watershed in Westminster, MD. The proposed project at the Carroll County Farm Museum will implement stormwater management Environmental Site Design (ESD) practices. The BRM has been working closely with the Department of Economic Development to address current drainage issues on the property and implement stormwater management on a property that is currently without treatment. This project will achieve improved stormwater control at the Carroll County Farm Museum and increase community awareness of low-impact stormwater management practices. The implementation of this facility will help meet requirements to treat impervious surfaces as set forth by the National Pollutant Discharge Elimination System (NPDES) permit, and improve water quality in the Double Pipe Creek and its tributaries, and the Chesapeake Bay.

**Program:** Small Watershed Grant

Funder	Status	Cash Match	Grant Request	Project Costs
County Cash Match (Bio-Filtration A)	In-Hand	\$70,097.00		\$70,097.00
NFWF Grant	Applying		\$150,000.00	\$150,000.00
NFWF Grant	Pending		\$98,567.64	
<b>Project Costs:</b>				<b>\$220,097.00</b>

### Staff Recommended Motion:

I move that the Board of Commissioners directs staff to submit an application for the proposed grant.

Motion \_\_\_\_\_

Second \_\_\_\_\_

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Attending:

Tom Devilbiss, Director, Department of Land and Resource Management

Gale Engles, Bureau Chief, Bureau of Resource Management

Colleen Ensor, Watershed Grants Analyst, Bureau of Resource Management

Debby Standiford, Grants Manager, Department of Management and Budget

## GRANT APPLICATION BRIEFING

April 24, 2016

**Program Title:** Blue Ridge Manor Stormwater Management Facility Retrofit

**Funder:** National Fish and Wildlife Foundation's (NFWF) Chesapeake Bay Stewardship Fund

**Grant Period:** October 2016 - October 2019

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

**Background:** The Department of Land and Resource Management, Bureau of Resource Management (BRM) is seeking \$200,000.00 from the National Fish and Wildlife Foundation's Chesapeake Bay Stewardship Fund for an Innovative Nutrient and Sediment Reduction initiative in the county. The proposed project, the Blue Ridge Manor stormwater management facility in New Windsor, is located in the Double Pipe Creek Watershed. The pond is currently functioning as a shallow marsh pond for the subdivision and is located off of Clauser Court. The County in partnership with the Town of New Windsor is looking to retrofit the facility to help reduce nutrients from entering our local waterways and ultimately the Chesapeake Bay. The facility will be brought up to current standards thereby ensuring that the facility is capturing and adequately treating runoff from all of the drainage area which was intended to drain into the facility.

**Program:** Innovative Nutrient and Sediment Reduction Grant

<b>Funder</b>	<b>Status</b>	<b>Cash Match</b>	<b>Grant Request</b>	<b>Project Costs</b>
County Cash Match	In-hand	\$339,313.00		\$339,313.00
NFWF Grant (Construction)	Applying		\$200,000.00	\$200,000.00
DNR – Chesapeake & Atlantic Coastal Bays Trust Fund	Pending		\$250,000.00	
<b>Project Costs (Design and Construction)</b>				<b>\$539,313.00</b>

**Staff Recommended Motion:**

I move that the Board of Commissioners directs staff to submit an application for the proposed grant.

Motion \_\_\_\_\_

Second \_\_\_\_\_

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Attending:

Tom Devilbiss, Director, Department of Land and Resource Management

Gale Engles, Bureau Chief, Bureau of Resource Management

Colleen Ensor, Watershed Grants Analyst, Bureau of Resource Management

Debby Standiford, Grants Manager, Department of Management and Budget



**GRANT AWARD BRIEFING**  
**4/28/16**

**Grant Title:** FY17 Physical Security Grant

**Grant Funder:** Administrative Office of the Court

**Grant Period:** 7/1/16 – 6/30/17

**Agency:** Circuit Court of Carroll County

**Deadline:** ASAP

**Background:** Each year the MD Administrative Office of the Court awards funds to Court operations throughout the state to increase safety and security. Recommendations for these security measures are detailed in the 2010 National Center for State Courts Security Assessment Report for the Circuit Court of Carroll County.

**FY17 Courthouse Security Grant Award Budget**

<b>Prioritized List</b>	<b>Request</b>	<b>Award</b>
Duress Alarms – Bailiffs and Clerk’s Bench	\$1,250	\$1,250
Bullet Resistant Glass – Main Entrance	\$64,669	0
Bullet Resistant Panels – Bailiff’s Station – Courthouse Annex	\$35,984	\$35,984
Bullet Resistant Panels – Courtroom #2 - Judge’s Desk	\$7,576	\$7,576
Bullet Resistant Panels – Courtroom #4 - Judge’s Desk	\$8,273	\$8,273
Bullet Resistant Panels – Courtroom #6 - Judge’s Desk	\$6,375	\$6,375
Bullet Resistant Panels – Courtroom #8 - Judge’s Desk	\$5,833	\$5,833
Security Fencing – Equipment - Annex	\$2,383	\$2,383
Security Fencing – Equipment – Courtroom 10	\$13,566	\$13,566
Security Fencing – Equipment – Historic Courthouse	\$7,380	\$7,380
Bullet Resistant Panels and Glass - Volunteer Community Services	\$36,607	0
Bullet Resistant Panels and Glass - Civil Office	\$27,547	\$27,547
Bullet Resistant Panels and Glass - Land Records	\$28,476	0
Total	\$245,919	\$116,167
County Cash Match	\$0.00	
Total Project:	\$245,919	\$116,167

**Staff Recommended Motion:** I move that the Board of Commissioners accept the FY17 Physical Security Grant for the Circuit Court of Carroll County.

**Attending:**

Susan Leary, Court Administrator, 410-386-2854

Bobbie Erb, Deputy Court Administrator. 410-386-2330

Debby Standiford, Grants Office, 410-386-2212



## Department of Public Works

**Dusty Hilbert, Bureau Chief**

**Ext. 2035**

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### Briefing & Discussion

**Issue:** Briefing & Discussion

3 Month Easement Extension for BGE at Northern Landfill

**Background:** BGE has leased property at Northern Landfill since 1998 for an LNG Pumping Station. The property is 5 acres with over ½ acre being a security fenced area. The easement has been a \$20,000 per year source of revenue to Northern Landfill.

**Briefing & Discussion:** Recent changes in BGE's system will no longer require this facility. They are starting the process of dismantling and removing equipment.

The process may take beyond the current expiration of the lease agreement, September 30, 2016. BGE is requesting a 3 month extension to allow until December 30, 2016 for equipment removal.

County Attorney's office has determined the sufficiency of the draft extension and determined the Deputy Director may sign the extension.

In lieu of prorated payment for the 3 month period, BGE will leave several improvements to the property for County use.

- Security Fencing around 0.637 acres
- Electric Service to the fenced area
- Compressor building (8' x 10')
- Tower mounted outdoor area lighting
- Air compressor

cc: Timothy Burke, County Attorney, Department of the County Attorney  
Jeff Topper, Deputy Director, Department of Public Works  
Dusty Hilbert, Chief, Bureau of Solid Waste

**BRIEFING PAPER**

**April 28, 2016**

**Program Title:** State Health Insurance Assistance Program (SHIP)

**Funder:** Maryland Department of Aging

**Solicitation Coverage Period:** April 1, 2016 – March 31, 2017

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

**Summary:** The purpose of the SHIP Program is to strengthen the capability of States to support a community-based network of SHIP offices that provide counseling, education and outreach to Medicare beneficiaries to assist with their Medicare and other health insurance questions. This is a grant renewal. The process for grant application and grant acceptance with Maryland Department of Aging has changed and therefore, Area Agencies on Aging are no longer required to provide a signature to indicate acceptance of a grant award. Submission of this grant application signifies acceptance of the grant award.

**Impact:** The SHIP program offers community education sessions to provide individuals with information about Medicare and Medicare prescription drug plans. The program also offers individual one-on-one appointments and provides assistance to community members during Medicare Part D Open Enrollment. The information provided assists Medicare beneficiaries and their caregivers in their understanding of and ability to access program benefits, including Medicare preventative services, as well as improve the value of their healthcare coverage.

**SHIP Budget April 1, 2016 – March 31, 2017**

SHIP Coordinator	\$17,150	
<b>Total Grant Award</b>		\$17,150
Required County Cash Match	0	
<b>Total Program</b>		<b>\$17,150</b>

**Staff Recommended Motion:** I move that the Board of Commissioners approves the State Health Insurance Assistance Program grant submission.

Attending:

Christine Kay, Director, Citizen Services, 410-386-3600

Gina Valentine, Aging and Disabilities Supervisor, 410-386-3800

Debby Standiford, Grants Office, 410-386-2212