

## 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 May 30, 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 ~ May 30, 2016

*County Offices Closed in observance of Memorial Day*



- 9:00 a.m. *Hampstead War Memorial Ceremony*  
*Hampstead, Maryland*  
*Commissioner Weaver*
- 10:00 a.m. *Westminster Memorial Day Parade*  
*Westminster, Maryland*  
*Commissioner Wantz*
- 2:00 p.m. *Taneytown American Legion Memorial Day Service*  
*Taneytown, Maryland*  
*Commissioner Wantz*

#### Tuesday ~ May 31, 2016

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

*Positively Carroll*

## **Tuesday ~ May 31, 2016 Continued**

### **Item 1**

Public Comment on this item

Briefing/Discussion/Decision

Request to Proceed to Public Hearing

[NPDES Financial Assurance Plan](#)

Department of Land & Resource Management ~ Mr. Tom Devilbiss

Department of the Comptroller ~ Mr. Robert Burk

Department of Management & Budget ~ Mr. Ted Zaleski

### **Item 2**

Public Comment on this item

Briefing/Discussion/Decision

Request Approval for Grant Application

[Senior Medicare Patrol](#)

Department of Citizen Services ~ Ms. Christine Kay

Department of Management & Budget ~ Mr. Ted Zaleski

### **Item 3**

Public Comment on this item

Briefing/Discussion/Decision

Request Approval for Grant Application

[Veteran Directed Home & Community Based Services Program](#)

Department of Citizen Services ~ Ms. Christine Kay

### **Item 4**

Discussion/Decision

Long Term Planning Group

Board of County Commissioners

### **Public Comment**

## **Wednesday ~ June 1, 2016**

6:00 p.m.      Planning & Zoning Commission Meeting  
County Office Building ~ Reagan Room  
Commissioners Weaver & Howard

**Thursday ~ June 2, 2016**

8:00 a.m. *Carroll County Agribusiness Breakfast Meeting  
Baugher's Restaurant ~ Westminster, Maryland  
Commissioner Weaver*

10:00 a.m. *Carroll County Association of Realtors Legislative Issues Panel Discussion  
Martin's ~ Westminster, Maryland  
Commissioners Weaver, Frazier & Rothschild*

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

*Positively Carroll*

**Item 1**

Proclamation Presentation ~ 29<sup>th</sup> Infantry Division  
72<sup>nd</sup> Anniversary of the D-Day Landing  
Mr. Frank Rauschenberg

**Item 2**

Public Comment on this item  
Discussion/Decision  
Request Signature for Comment Letter  
[City of Westminster, Taneytown, Hampstead & Mt. Airy Annexations](#)  
Department of Planning ~ Mr. Phil Hager

**Item 3**

Public Comment on this item  
Briefing/Discussion/Possible Decision  
Request Approval to Submit Grant Application to  
Maryland Department of Housing & Community Development (DHCD)  
[FFY 2016 and SFY 2017 Emergency Solutions \(ESG\) Grant](#)  
Department of Citizen Services ~ Ms. Christine Kay  
Department of Management & Budget ~ Mr. Ted Zaleski

**Item 4**

Public Comment on this item  
Briefing/Discussion/Decision  
[Bid Approval ~ Inmate Healthcare](#) for the  
Detention Center  
Carroll County Detention Center ~ Warden George Hardinger  
Bureau of Purchasing ~ Mr. Mike Myers

## **Thursday ~ June 2, 2016(Continued)**

### **Item 5**

Public Comment on this item

Briefing/Discussion

[Law Enforcement and Board of Education Headquarters Options](#)

Department of Public Works ~ Mr. Scott Moser

Carroll County Sheriff's Office ~ Sheriff James DeWees

Carroll County State's Attorney's Office ~ Mr. Brian DeLeonardo

### **Public Comment**

Approval/Adoption of Minutes

Administrative Session ~ Open

3:30 p.m. Board of County Commissioners Closed Administrative Session

*5:00 p.m. Career & Tech Engineering Awards Ceremony  
Westminster, Maryland  
Commissioner Rothschild*

## **Friday ~ June 3, 2016**

## **Saturday ~ June 4, 2016**

*3:00 p.m. Eagle Scout Court of Honor Ceremony  
Calvary United Methodist Church ~ Finksburg, Maryland  
Commissioner Frazier*

## **Sunday ~ June 5, 2016**

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

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.

# Department of Land & Resource Management

## Briefing Paper

May 31, 2016

## Open Session

### Issue:

*Financial Assurance Plan (FAP) Required by Senate Bill 863 (2015)*

### Background:

The 2015 Maryland General Assembly passed Senate Bill 863 – Watershed Protection and Restoration Programs – Revisions. While SB 863 repealed the mandate to implement a stormwater remediation fee to fund stormwater projects, in its place, the bill requires annual reporting to Maryland Department of the Environment (MDE) for certain information related to the Watershed Protection and Restoration Fund and stormwater mitigation projects. SB 863 also requires a jurisdiction to file a financial assurance plan with MDE every two years. The first report is to be filed by July 1, 2016, and then every two years thereafter on the anniversary date of the issuance of the NPDES Phase 1 MS4 permit.

The FAP must demonstrate that the jurisdiction has sufficient funding in the current fiscal year and subsequent budgets to meet its anticipated costs for the 2-year period immediately following the filing date of the plan. The local governing body must hold a public hearing and approve an FAP before it can be submitted to MDE. MDE will make the plan publically available on its website within 14 days after the plan is submitted.

MDE has 90 days from receipt of the FAP to determine if a jurisdiction's FAP demonstrates sufficient funding. Starting September 1, 2016, and every year thereafter, MDE must submit an annual report to the Governor and committees of the Maryland General Assembly evaluating the compliance of Phase I jurisdictions with the requirements of the stormwater fee law.

Staff will present an overview of the proposed FAP and seek approval from the Board to schedule a public hearing.

### Action:

Discussion/Direction – Request approval to proceed with scheduling the public hearing required by State law.

### Staff-Recommended Motion:

*I move that the Board of Commissioners direct staff to proceed with scheduling a public hearing on the proposed Financial Assurance Plan, as required by law.*

### Attendees:

Tom Devilbiss, Department of Land & Resource Management  
Gale Engles, Department of Land & Resource Management  
Brenda Dinne, Department of Land & Resource Management

**BRIEFING PAPER**  
**May 31, 2016**

**Program Title:** Senior Medicare Patrol

**Funder:** Maryland Department of Aging

**Solicitation Coverage Period:** June 1, 2016 – May 31, 2017

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

**Summary:** Senior Medicare Patrol (SMP) Program provides outreach and education to Medicare and Medicaid beneficiaries on preventing, identifying and reporting healthcare fraud. The program is funded by Healthcare Fraud and Abuse Control (HCFAC) Program funds. 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:** Healthcare fraud results in negative consequences for beneficiaries and taxpayers. Paid staff and trained volunteers provide education and outreach to beneficiaries and caregivers with the goal of reducing the incidents of healthcare fraud.

**SMP Budget June 1, 2015 – May 31, 2016**

	<b>Total</b>
<b>BOAD staff member</b>	<b>\$3,878</b>
<b>Total Grant Award</b>	<b>\$3,878</b>
<b>Required County Cash Match</b>	<b>0</b>
<b>Total Program</b>	<b>\$3,878</b>

**Recommendation:** I move that the Board of Commissioners approves the Senior Medicare Patrol 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

**BRIEFING PAPER**  
**May 31, 2016**

**Program Title:** Veteran Directed Home and Community Based Services Program

**Funder:** Maryland Department of Aging

**Solicitation Coverage Period:** August 1, 2016 – July 31, 2017

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

**Due Date:** June 1, 2016

**Summary:** The Maryland Department of Aging (MDoA) in collaboration with the Veterans Administration Medical Center and several Area Agencies on Aging is administering the Veteran Directed Home and Community Based Services Program. Veterans enrolled in the program self-direct and manage services that may be used to supplement or meet the Veteran's long term care support needs without resorting to assisted living or nursing home care. 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:** Case Management services will be provided to a maximum of six qualified Carroll County Veterans. The case manager will assess potential applicants, assist program participants with managing their approved budgets and accessing services. The case manager will also contact the participant monthly and conduct quarterly visits.

**Funding:** The program operates on a fee for services model; no County match required. MDoA reimburses the AAA for the following services that are performed with each client:

Assessment with applicant: \$579.00

Monthly contact: \$331.00

Projected annual revenue: \$23,832

**Recommendation:** I move that the Board of Commissioners approves the Veteran Directed Home and Community Based Services Program grant submission.

Attending:

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

Danielle Yates, Acting Deputy Director, Citizen Services 410-386-3600

Debby Standiford, Grants Office, 410-386-2212

# Department of Planning

## Briefing Paper

**June 2, 2016**

### Open Session

**Issue:**

Review of Multiple Annexation Petitions

**Background:**

The Board of County Commissioners was briefed on multiple annexation petitions on May 26, 2016. Staff is requesting that the Board of County Commissioners, following review, sign a letter of concurrence and forward to the municipalities (along with all agencies comments) for inclusion in their public record regarding these annexations.

The City of Westminster is currently processing three annexation requests: No. 62- Barron, No. 63- Bollinger, and No. 67-Schulte properties. The Town of Hampstead is currently processing an annexation request for Mount III, LLC. encompassing 0.607 acre. The Town of Mount Airy is currently processing an annexation request for Twin Arch Associates for a property that totals 0.4677 acre. Taneytown is currently processing an annexation request consisting of 110.3877 acres. Following their review, the Planning and Zoning Commission is forwarding this report, with a positive recommendation, to the Board of County Commissioners for their review and concurrence. A comment letter for each of the annexations with the Board's signatures will be sent to the Municipalities as part of their public hearing record.

A full staff report for the Westminster Annexations was presented to the Planning and Zoning Commission on March 15, 2016. A full staff report for the Hampstead, Mount Airy and Taneytown Annexations was presented to the Planning and Zoning Commission on May 19, 2016. Following their review, the Planning and Zoning Commission forwarded a report to the Board of County Commissioners for their review and concurrence. A comment letter with the Board's signatures will be sent to each of the municipalities. A draft of each comment letter has been prepared and is attached.

The City of Westminster does not have a public hearing date scheduled for these annexations requests. Hampstead has scheduled their public hearing for June 14; Mount Airy has scheduled their public hearing for June 6; Taneytown has scheduled their public hearing for June 8. Discussions and a request for comment letters to be signed and forwarded to the Municipalities is scheduled before the board on June 2, 2016.



**Action:**

**I move that the Board of Commissioners:**

- **Approve, Sign and Forward the Comment Letter to the Town of Hampstead regarding annexation No. 38- Mount III, LLC.**
- **Grant the zoning waiver to the Town of Mount Airy regarding annexation No. 41- Twin Arch Associates**
- **Approve, Sign and Forward the Comment Letter to the Town of Mount Airy regarding annexation No. 41- Twin Arch Associates**
- **Approve, Sign and Forward the Comment Letter to the City of Taneytown regarding annexation No. 47- Bollinger**
- **Approve, Sign and Forward the Comment Letter to the City of Westminster regarding annexation No. 62- Barron**
- **Approve, Sign and Forward the Comment Letter to the City of Westminster regarding annexation No. 63- Bollinger**
- **Approve, Sign and Forward the Comment Letter to the City of Westminster regarding annexation No. 67- Shulte**

**Attendees:**

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

**Grant Application Briefing**  
**6/2/16**

**Program Title:** FFY16 and SFY17 Emergency Solutions Grant (ESG) Application

**Grant Title/Funder:** Housing and Urban Development (HUD) and State funds awarded through the Maryland Department of Housing and Community Development (DHCD)

**Department/Agency Submitting:** Citizen Services/Human Services Programs (HSP)

**Deadline:** 6/10/16

**Background:** The Department of Citizen Services applies each year for ESG funds to support the emergency shelter services and housing programs operated by HSP. This competitive grant is funded through a combination of Federal and State funds.

**Emergency Shelter**

This application is requesting funding for two of HSP's emergency shelters. With 20 beds, the Intact Family Shelter is the only shelter in the County for intact families or single dads with their children. With 23 beds the Women's Shelter serves single women and women with their children. Last fiscal year these two shelters served 174 unduplicated clients including 76 children.

While in shelter, case managers work closely with clients to increase their income and secure housing at exit from shelter. In FY 15, the average stay for clients in Women and Children's shelter was 69 days, and for Intact Family shelter 87 days. During that stay the percent of adults with income at exit from shelter was 18% for Women and Children's shelter and 26% for Intact Family shelter showing the difficulty of finding employment for adults leaving shelter. Of those that left Women and Children's shelter, 52% moved to permanent housing and 35% moved to transitional housing. Of those that left Intact Family shelter, 63% moved to permanent housing and 34% moved to transitional housing. .

**Rapid Rehousing (RR)**

This application is also requesting funding for HSP's rapid rehousing program for families with children. This program provides rental assistance of up to \$500 for up to 6 months with families contributing 30% of their income toward rent. In FY 15, the program housed 28 clients including 14 children. 100% of participants remained stably housed at the end of subsidy.

**FFY 2016 and SFY 2017 ESG Application Budget**

	<b>ESG Application</b>	<b>Match</b>
<b>Emergency Shelter – Operations</b>		
ESG Request for State funding	\$80,000	
<b>Rapid Rehousing – Rent Stipends and Case Mgt.</b>		
ESG Request for Federal funding	\$65,000	
<b>Match</b>		
County In-Kind Match –½ the Value of Women’s Shelter, 7,200 sq. ft at \$17 per sq. ft.		\$61,200
County In-Kind Match –½ value of office for Rapid Re-Housing /RAP Case Mgr. 375 sq. feet at \$17 per square foot		\$3,179
HSP In-Kind Match – Donated house for Intact Family Shelter, Green St – FMR for 4 bedroom house		\$23,208
Local Cash Match*- HSP Budget, pass through grants and client contributions		\$284,416
HSP Cash Match - Donations HSP received for family serving shelters		\$3,000
<b>Funding Request and Match Totals</b>	<b>\$145,000</b>	<b>\$375,003</b>

**Grant Application Briefing**

\*Local Cash Match Breakdown:

County cash:	\$111,459 (FY17 HSP Budget)
Women Crisis grant:	\$109,869 (State Grant - Women and Children’s shelter)
USDA Food	\$ 10,000 (Federal Grant - food)
FFY 15 ESG:	\$ 17,588 (Federal Grant - prior award)
Service Linked Housing:	\$ 17,500 (State Grant - Case Manager salary and benefits)
Subtotal:	\$266,416
RR Client Contributions:	\$ 18,000**
Total	\$284,416

\*\* Clients will contribute at least \$125 towards monthly rent. Twelve households contributing \$125 per month for twelve months = \$18,000 in client contribution for Rapid Re-housing (RR)

**Staff Recommended Motion:** I move that the Board of Commissioners approves the submission of the FFY16 and SFY17 Emergency Solutions Grant (ESG) Application.

**Attending:**

Christine Kay, Citizen Services  
 Grants Office  
 Angela Gustus, Human Services Program, Inc.

DATE: May 23, 2016

TO: The Carroll County Board of Commissioners

RE: Inmate Healthcare for the Carroll County Detention Center  
27-F-1-15/16

**EXECUTIVE SUMMARY:**

Carroll County Bureau of Purchasing is requested proposals from qualified licensed firms to conduct an independent practice of health care services at the Carroll County Detention Center (CCDC).

The Bureau of Purchasing in cooperation with the Carroll County Detention Center received two (2) proposals for the above project. An evaluation committee of three (3) 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 highest ranked firm for this project is PrimeCare Medical in the amount of \$574,217.79. This expenditure is within the project budget and no additional funds will be needed.

Number of Bids: Two (2)

Vendors & Bid Results:	1.	Correct Care Solutions	\$605,776.00	
	2.	PrimeCare Medical	\$547,217.79	<b>Award</b>

Received Budget Approval:  Yes      Comments:

Debarment & suspension check completed and this business is in good standing:  Approved

Business is in good standing with the Maryland Department of Assessment and Taxation:  Approved

Business is in good standing with Carroll County Collections Office:  N/A

I move that the Board of Commissioners concur with award and authorize the Bureau of Purchasing to move forward to obtain a legally sufficient contract documents for signing by Sheriff DeWees, Sheriff Services.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

- |                          |                                 |  |                                       |                                 |
|--------------------------|---------------------------------|--|---------------------------------------|---------------------------------|
| Commissioner Wantz:      | <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 Frazier:    | <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:  Accepted     Denied     Other: \_\_\_\_\_

CM/mm

Cc: File

Revised 3/26/04-12/2/10



## Department of Public Works

**Eric Burdine, Chief**

**Ext. 2248**

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### Briefing paper

**Issue:** Sheriff's Law Enforcement Building

**Background:** The Bureau of Building Construction in conjunction with Manns Woodward Studios will present the preliminary proposed options for a new Law Enforcement Building renovation to the Army Reserve Building located at 404 Malcolm Drive, Westminster, MD. Discuss pricing proposal to evaluate the Winchester Building for use as a combined Sheriff's Law Enforcement Building and State Attorney's Office. Also, discuss pricing to evaluate New Windsor Middle School for use as office space.

**Desired Action:** General Discussion