

## 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 July 11, 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 ~ July 11, 2016**

#### **Tuesday ~ July 12, 2016**

7:00 p.m. *Carroll County Ag Center Board Meeting*  
*Westminster, Maryland*  
*Commissioner Wantz*

#### **Wednesday ~ July 13, 2016**

10:30 a.m. *Commission on Aging & Disabilities Meeting*  
*Westminster, Maryland*  
*Commissioner Howard*

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

2:30 p.m. *Carroll County Board of Education Meeting*  
*Westminster, Maryland*  
*Commissioner Rothschild*

5:00 p.m. *Christmas in July Event*  
*Best Western ~ Westminster, Maryland*  
*Commissioners Wantz*

5:00 p.m. *Carroll County Farm Museum Board of Governors Meeting/Picnic*  
*Westminster, Westminster, Maryland*  
*Commissioners Weaver & Frazier*

**Wednesday ~ July 13, 2016 (Continued)**

7:00 p.m.      *Freedom Community Comprehensive Plan Work Session  
Liberty High School ~ Eldersburg, Maryland  
Commissioners Weaver, Howard & Rothschild*

**Thursday ~ July 14, 2016**

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

*Positively Carroll*

**Item 1**

Public Comment on this item

[Briefing ~ FY2017 Open Space](#)

Allocation to Municipalities

Department of Recreation & Parks ~ Mr. Jeff Degitz

**Item 2**

Public Comment on this item

Briefing/Discussion/Decision

[Bid Approval ~ MacBeth Water](#)

Looping & Walking Trail

Department of Public Works ~ Mr. Jeff Castonguay

Department of Recreation & Parks ~ Mr. Jeff Degitz

Bureau of Purchasing ~ Mr. Mike Myers

**Item 3**

Public Comment on this item

Briefing/Discussion/Decision

[Request Approval of Capital Budget Transfer](#)

for Mayeski Park Request

Department of Recreation & Parks ~ Mr. Jeff Degitz

**Item 4**

Public Comment on this item

Briefing/Discussion/Decision

[Request Approval of Capital Budget Transfer](#)

for Westminster Community Trail Commerce Center Request

Department of Recreation & Parks ~ Mr. Jeff Degitz

**Item 5**

Public Comment on this item

Briefing/Discussion/Decision

[Bid Approval ~ Asphalt Paving ~ Mayeski Park &](#)

Westminster Trail Commerce Center

Pending Commissioners' Approval of Transfer of Funds

Department of Recreation & Parks ~ Mr. Jeff Degitz

Bureau of Purchasing ~ Mr. Mike Myers

**Thursday ~ July 14, 2016 (Continued)**

**Item 6**

Public Comment on this item

Briefing/Discussion/Decision

[Bid Approval ~ Asphalt Paving ~ Cape Horn Park & Krimgold Park](#)

Department of Recreation & Parks ~ Mr. Jeff Degitz

Bureau of Purchasing ~ Mr. Mike Myers

**Item 7**

Public Comment on this item

Discussion/Decision

[Request Acceptance of Adventure Diversion](#)

Program Grant Award on behalf of the

Local Management Board

Department of Citizen Services ~ Ms. Christine Kay

Department of Management & Budget ~ Mr. Ted Zaleski

**Item 8**

Public Comment on this item

Briefing/Discussion/Possible Decision

[Request Approval of Family Unification Vouchers](#) and

Family Self Sufficiency Coordinator –

Youth Demonstration Project

Department of Citizen Services ~ Ms. Christine Kay

Department of Management & Budget ~ Mr. Ted Zaleski

**Item 9**

Public Comment on this item

Discussion/Decision

[Grant Acceptance](#) ~ The Effectiveness of

Upland Best Management Practice Implementation

to Achieve Streambank Regeneration

Department of Land & Resource Management ~ Mr. Tom Devilbiss

Department of Management & Budget ~ Mr. Ted Zaleski

**Item 10**

Public Comment on this item

Discussion/Decision

[Center for Watershed Protection Research Proposal](#)

Department of Land & Resource Management ~ Mr. Tom Devilbiss

**Item 11**

Public Comment on this item

Briefing/Discussion/Decision

[Request Approval of FY17 Town/County Agreement](#)

City of Westminster

Department of Management & Budget ~ Mr. Ted Zaleski

**Thursday ~ July 14, 2016 (Continued)**

**Item 12**

Public Comment on this item  
[Briefing ~ 2015 Annual Report](#)  
Department of Planning ~ Mr. Phil Hager

**Item 13**

Public Comment on this item  
Discussion/Decision  
[Request Approval to Return Proposal to Planning Commission](#)  
Potential Zoning Text Amendment ~ Medical Cannabis  
Department of Planning ~ Mr. Phil Hager

**Item 14**

Public Comment on this item  
Briefing/Discussion/Possible Decision  
[Loan Request from Manchester Volunteer](#)  
Fire Department and Adoption of Resolution  
declaring intent to reimburse expenditures with  
debt proceeds  
Department of the Comptroller ~ Mr. Robert Burk

**Item 15**

Public Comment on this item  
Briefing/Discussion/Possible Decision  
[Loan Request from Lineboro Volunteer](#)  
Fire Department, Inc. and Adoption of Resolution  
declaring intent to reimburse expenditures with  
debt proceeds  
Department of the Comptroller ~ Mr. Robert Burk

**Item 16**

Public Comment on this item  
Briefing/Discussion/Possible Decision  
[Resolution declaring the County's official](#)  
intent to reimburse expenditures with  
debt proceeds  
Department of the Comptroller ~ Mr. Robert Burk

**Public Comment**

Approval/Adoption of Minutes

Administrative Session ~ Open

Closed Administrative Session immediately following Open Session

**Friday ~ July 15, 2016**

*11:00 a.m. North Carroll Senior Center Ten-Year Celebration  
Hampstead, Maryland  
Commissioner Wantz*

*12:00 p.m. Farm Credit 100-Year Celebration  
Westminster, Maryland  
Commissioner Frazier*

**Saturday ~ July 16, 2016**

**Sunday ~ July 17, 2016**

*9:05 a.m. “The Commissioners’ Report” – WTTR  
Commissioner Rothschild*

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

<i>8/25/16</i>	<i>Joint Commissioners/Municipalities Meeting</i>	<i>7:00 p.m.</i>
<i>9/15/16</i>	<i>Joint Commissioners/Delegation Meeting</i>	<i>2:00 p.m.</i>

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*

**Recreation and Parks  
Briefing Paper**

**OPEN SESSION**

**Issue: FY 2017 Program Open Space Allocation to Municipalities**

**Background:** Since 1977, the County has had an agreement with the municipalities to allocate 25% of its annual Program Open Space apportionment to the towns for municipal park projects. For FY 2017, their allocation is \$143,124. Each year, the municipalities recommend how these funds will be spent and their recommendation is included below. Towns participate in the funding cycle on a rotating basis with 4 towns each year.

The following municipal projects have been reviewed by the Department of Recreation and Parks and will be included in the County's Program Open Space Annual Program for 2017 along with County projects utilizing Program Open Space funding.

<b>Fiscal Year 2017 Proposals from Municipalities for Program Open Space Funding</b>		
<i>Municipality</i>	<i>Project</i>	<i>POS Funds</i>
<b>Hampstead</b>	<b>Memorial Park Skate Park Upgrade</b>	\$35,781.00
<b>Manchester</b>	<b>Christmas Tree Park – Field D Lighting</b>	\$35,781.00
<b>Mt. Airy</b>	<b>Wildwood Park Pathway Pavement</b>	\$35,781.00
<b>Sykesville</b>	<b>Millard Cooper Park &amp; Jones Park Improvements</b>	\$35,781.00
	<i>Total</i>	<b>\$143,124</b>

**Desired Action:** Briefing only

DATE: July 1, 2016  
TO: The Carroll County Board of Commissioners  
RE: MacBeth Water Looping and Walking Trail  
71-F-2-16/17

EXECUTIVE SUMMARY:

The Bureau of Utilities and Department of Recreation & Parks in cooperation with the Bureau of Purchasing recommends award for the above project to Thomas Bennett & Hunter (Westminster, MD) in the amount of \$405,000. The work includes upgrading water lines and installing a walking trail and pedestrian bridges. This is within the project budget and no additional funds will be needed.

**Staff Recommended Motion:** I move that the Board of Commissioners concur with award and authorize the Bureau of Purchasing to move forward to obtain legally sufficient contract documents for signing by Mr. Jeff Castonguay, Director, Public Works.

Number of Bids: 1  
Vendors & Bid Results: 1. Thomas Bennett & Hunter \$405,000

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

\_\_\_\_\_  
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: <input type="checkbox"/> Accepted <input type="checkbox"/> Denied <input type="checkbox"/> Other: _____				
_____				

# **Recreation & Parks**

## **Briefing Paper**

### **Open Session**

#### **Issues:**

Mayeski Park Request of Capital Budget Transfer

#### **Background:**

The Board of County Commissioners included \$90,000 in the approved capital budget for fiscal year 2017 to reclaim and pave the Mayeski Park Entrance Road Overlay at an estimated cost of \$180,000 with the understanding that the remaining balance would be contributed by the Board of Education or other partners. Since this road is shared by the Board of Education as a means to provide access to South Carroll High School stadium events and student parking, the Board of Education is committed to funding one half of the recommended bid award amount to the project with the fund transfer to occur later this summer. Bids were received and the lowest responsible bidder submitted an amount of \$99,135

To facilitate the acceptance of this bid which will allow the project to move forward, we are requesting a transfer of \$10,000 from Recreation and Parks Unallocated to the Mayeski Park Road Overlay project, a reduction of \$50,000 in Program Open Space funding and the inclusion of \$50,000 funding from the Board of Education

#### **Staff Recommended Motion:**

I move that the Board of Commissioners approve the transfer of \$10,000 from Recreation and Parks Unallocated to the Mayeski Park Road Overlay project, with a reduction of \$50,000 in Program Open Space funding and inclusion of \$50,000 funding from the Board of Education.



# **Recreation & Parks**

## **Briefing Paper**

### **Open Session**

#### **Issues:**

Westminster Community Trail Commerce Center Request of Capital Budget Transfer

#### **Background:**

In March of 2016, a briefing was shared with the Board of County Commissioners regarding a planned extension of the Westminster Community Pond walking trail to the Carroll County Commerce Center with a future extension planned to the adjacent Sullivan Heights community. Bids have been received for construction of the first section and the lowest responsible bidder submitted an amount of \$37,900. In order to be able to move forward with the bid award and to begin planning/design for the second phase, we are requesting a transfer of \$40,000 in impact fees from the Route 27 Westminster Community Trail project to the Westminster Community Trail Commerce Center project

#### **Staff Recommended Motion:**

I move that the Board of Commissioners approve the transfer of \$40,000 in impact fees from the Route 27 Westminster Community Trail project to the Westminster Community Trail Commerce Center project

DATE: July 5, 2016

TO: The Carroll County Board of Commissioners

RE: Asphalt Paving at Multiple Locations – Pending Commissioner’s approval of transfer of funds

36-F-1-16/17

**EXECUTIVE SUMMARY:**

The Bureau of Purchasing in cooperation with the Department of Recreation & Parks solicited bids from qualified contractors to provide all labor, equipment and materials to provide asphalt paving and or re-paving at the following County Parks; Mayeski Park and the Westminster Community Pond (Westminster Trails Phase I).

The Department of Recreation & Parks in cooperation with the Bureau of Purchasing recommends award for the reclamation and paving of the Mayeski Park Entrance Road to be awarded to CJ Miller, LLC. in the amount of \$99,135.00. Award recommendation for The Westminster Trails Phase I be made to MT Laney Company, in the amount of \$37,900.00. This is within the project budget and no additional funds will be needed.

Number of Bids: 3	<u>Mayeski Park</u>			
Vendors & Bid Results:	1.	C.J. Miller, LLC.	Hampstead, MD	\$99,135.00
	2.	M.T. Laney Company, Inc.	Eldersburg, MD	\$162,914.00
	3.	Thomas, Bennett & Hunter	Westminster, MD	No Bid
	<u>Westminster Trails Phase I</u>			
	1.	MT Laney Company, Inc.	Eldersburg, MD	\$37,900.00
	2.	CJ Miller, LLC	Hampstead, MD	\$45,480.00
	3.	Thomas, Bennett & Hunter	Westminster, MD	\$45,750.00

Received Budget Approval: X Yes      Comments: See above  
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

**Staff Recommended Motion:** 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 Mr. Jeff Degitz, Director, Department of Recreation & Parks.

\_\_\_\_\_  
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: <input type="checkbox"/> Accepted <input type="checkbox"/> Denied <input type="checkbox"/> Other: _____				

DATE: July 5, 2016  
 TO: The Carroll County Board of Commissioners  
 RE: Asphalt Paving at Multiple Locations  
 36-F-1-16/17

**EXECUTIVE SUMMARY:**

The Bureau of Purchasing in cooperation with the Department of Recreation & Parks solicited bids from qualified contractors to provide all labor, equipment and materials to provide asphalt paving and or re-paving at the following County Parks; Cape Horn and Krimgold Park.

The Department of Recreation & Parks in cooperation with the Bureau of Purchasing recommends award for the Cape Horn Park Trail Resurfacing to be awarded to M.T. Laney Company, Inc. in the amount of \$35, 900.00. Award recommendation for Krimgold Park Trail be made to C.J. Miller, LLC, in the amount of \$73, 964.00. This is within the project budget and no additional funds will be needed.

Number of Bids: 3	<u>Cape Horn Park</u>		
Vendors & Bid Results:	1. M.T. Laney Company, Inc.	Eldersburg, MD	\$35,900.00
	2. Thomas, Bennett & Hunter	Westminster, MD	No Bid
	3. C.J. Miller, LLC.	Hampstead, MD	No Bid
	<u>Krimgold Park</u>		
	1. CJ Miller, LLC	Hampstead, MD	\$73, 964.00
	2. MT Laney Company	Eldersburg, MD	\$92,000.00
	3. Thomas, Bennett & Hunter	Westminster, MD	\$97,950.00

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:  Approved

**Staff Recommended Motion:** I move that the Board of Commissioners concur with award and authorize the Bureau of Purchasing to move forward to obtain legally sufficient contract documents for signing by Mr. Jeff Degitz, Director, Department of Recreation & Parks.

\_\_\_\_\_  
 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: <input type="checkbox"/> Accepted <input type="checkbox"/> Denied <input type="checkbox"/> Other: _____				
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**GRANT AWARD BRIEFING**  
**7/14/16**

**Program Title:** FY 17 Adventure Diversion Program

**Grant Title/Funder:** Federal Title II Formula Grant (JJAC – Juvenile Justice Advisory Committee)/Governor’s Office of Crime Control and Prevention (GOCCP)

**Department/Agency:** Citizen Services/Local Management Board

**Due Date:** July 21, 2016

**Background:**

The Carroll County Local Management Board (CCLMB) is requesting acceptance of Federal Title II Formula Grant (JJAC – Juvenile Justice Advisory Committee) award for the Adventure Diversion Program (ADP). This formula grant is federal U.S. Department of Justice Program funding that is passed through to the Governor’s Office of Crime Control and Prevention. The Local Management Board has been the grant applicant for ADP since the program started in Carroll County in 2007. ADP is a partnership between Carroll County Youth Service Bureau, Carroll County Department of Juvenile Services, Carroll County Local Management Board and the Boy Scouts of America.

**Program:**

ADP is a mandatory supervised program that provides 12 to 20 hours per week of experiential learning, conflict resolution and pro-social skill development, blended with outdoor activities. The purpose of ADP is two-fold: to hold youth accountable for violating the law, and to improve skills and experiences that will change behaviors and prevent them from violating the law in the future. Referred by the Carroll County Department of Juvenile Services, up to 30 male and female youth attend for up to 90 days. The program holds juveniles accountable for violating probation, serves as an alternative to detention and strives to minimize court involvement. The Adventure Diversion Program has been classified by the Office of Juvenile Justice and Delinquency Prevention (OJJDP) as a Best Practice Model for Deinstitutionalization of Status Offenders.

**FY 17 Award**

Grant Request	\$22,312
Cash Match (MD Department of Juvenile Services)	\$57,000
County Cash Match	\$0.00
<b>Total Program</b>	<b>\$79,312</b>

**Staff Recommended Motion:**

I move that the Board of Commissioners accept the award of FY 2017 Federal Title II Formula Grant for the Adventure Diversion Program.

Attending:

Christine Kay, Citizen Services/LMB

Vince C. Pacelli, Citizen Services/LMB

Chris Pearce, Youth Services Bureau

Debby Standiford, Grants Office

## APPLICATION BRIEFING

7/14/16

**Program Title:** Family Unification Program and Family Self Sufficiency Demonstration Program

**Funder:** U. S. Department of Housing and Urban Development (HUD)

**Department/Agency:** Citizen Services/Housing

**Due Date:** July 15, 2016

### **Background:**

One of HUD's national goals is to end homelessness among youth by 2020. Youth in foster care are at much higher risk for homeless; a national study showed 1/3 of youth aging out of foster care have at least one episode of homelessness by age 26. In order to address this problem, HUD is proposing that Public Housing Agency (PHA) participate in a demonstration project that combines the resources of Family Unification Program (FUP) Housing Vouchers and the Family Self Sufficiency (FSS) Program. The Carroll County PHA has consulted with the Carroll County Department of Social Services and there are enough youth in the County for the program to be utilized.

### **Program:**

The Carroll County PHA currently holds 25 FUP Housing Vouchers that can be used for youth aging out of foster care; however, currently those vouchers can only be utilized for 18 months. The Demonstration Program would extend the time period the youth could utilize a FUP Housing Voucher to 5 years for those youth that agree to sign a FSS contract. The FSS program assists participants to achieve economic self-sufficiency, and provides supportive services. Partnerships with outside agencies are utilized to meet the participant's specific needs in the supportive process.

After a thorough assessment, eligible youth sign a five year contract and will establish goals such as furthering their education, attending job training, repairing credit problems, or attending housing counseling programs. As participant income increases, their portion of the rent under Section 8 increases. An amount that matches the increased portion is taken out of the Housing Assistance Payment (HAP) account and deposited into an escrow account as an added incentive to complete their contract goals. The escrow amount is disbursed upon successful completion of the contract.

### **Fiscal Impact:**

The Demonstration Program will not have a fiscal impact on the County, and will report data to HUD establish whether the program is an effective solution to the problem of homelessness among youth.

### **Staff Recommended Motion:**

I move that the Board of Commissioners approve the application to the Family Unification Program and Family Self Sufficiency Demonstration Program

Attending:

Christine Kay, Citizen Services

Danielle Yates, Citizen Services

Debby Standiford, Grants Office

## GRANT AWARD BRIEFING

July 14, 2016

**Program Title:** The Effectiveness of Upland Best Management Practice (BMP) Implementation to Achieve Streambank Regeneration

**Funder:** Chesapeake Bay Trust (CBT) & the Maryland Department of Natural Resources (DNR)

**Grant Period:** July 2016 through April 2019

**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, applied for a grant from the Chesapeake Bay Trust and the Maryland Department of Natural Resources to monitor the effectiveness of stormwater management practices on stream health and the ability to repair unstable stream banks with installation of a proper BMP. The BRM worked closely with the Center for Watershed Protection (CWP) to establish protocol necessary to prepare recommendations for inclusion of this stream stabilization technique as part of the nutrient credits for the local and Bay Total Maximum Daily Load (TMDL). A proposal from CWP was submitted as part of the application for the grant for performing the monitoring associated with this study. Approval to submit the grant application was requested and received from the Board of County Commissioners on March 8, 2016. Staff is now requesting approval from the Board of County Commissioners to accept this funding from CBT and DNR in the amount of \$175,730.00. The grant fund will be used to offset CWP's monitoring costs associated with the project. This initiative will allow verification of an initiative by Carroll County to increase nutrient reduction credits on existing retrofit projects and on future project as well to meet requirements of the National Pollutant Discharge Elimination System (NPDES) permit.

**Program:** Restoration Research

<b>Grant Funding</b> (Monitoring)		\$175,730.00
County In Kind Match (Staff Time)	\$23,394.00	
<b>Total Match</b>		\$23,394.00
<b>Total Project</b>		\$199,124.00

**Staff-Recommended Motion:** I move that the Board of Commissioners approve the award of the Chesapeake Bay Trust and the Department of Natural Resources grant in the amount of \$175,730.00.

Attendees:

Tom Devilbiss, Director, Land and Resource Management

Gale Engles, Bureau Chief, Bureau of Resource Management

Colleen Ensor, Watershed Grants Analyst

Debby Standiford, Grants Manager, Department of Management and Budget

**CONTRACT AWARD BRIEFING**  
**July 14, 2016**

**Project: The Effectiveness of Upland Best Management Practice (BMP) Implementation to Achieve Streambank Regeneration - Center for Watershed Protection Research Proposal**

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

**Background:** In conjunction with the Chesapeake Bay Trust Restoration Research Grant awarded to Carroll County on June 28, 2016 for \$175,730.00, the Center for Watershed Protection (CWP) was a partner on the application of the grant for services relating to monitoring and reporting the results. Monitoring associated with the proposal will establish the effectiveness of stormwater management practices on stream health and the ability to repair unstable stream banks through the installation of proper BMP(s). The CWP will establish a protocol and recommendations necessary for inclusion of this stream regeneration technique as part of approved nutrient credits for local and Bay TMDLs.

**Staff-Recommended Motion:**

**I recommend the Board of Commissioners award the contract to the Center for Watershed Protection in the amount of \$175,730.00.**

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

**Attending:**

Tom Devilbiss, Director, Department of Land and Resource Management  
Gale Engles, Bureau Chief, Bureau of Resource Management

**Town-County Agreement**  
**Briefing Paper**  
**July 14, 2016**

**Issue:** Approval of the FY 17 Town-County Agreement – City of Westminster

**Background:**

- Annually, Carroll County Government and the Towns agree to the sharing of funds and participation in planning and other government functions.
- This agreement will provide intergovernmental funding from the County to the City of Westminster in the amount of \$801,439. The FY 17 budget appropriated funding for this action.

**Staff Recommended Motion:** I move that the Board of Commissioners approve the FY 17 Town-County Agreement with the City of Westminster.



# **Department of Planning**

## **Briefing Paper**

**July 14, 2016**

**Open Session**

### **Issue:**

Briefing - 2015 Planning Annual Report

### **Background:**

The Land Use Article (§1-207) of the Annotated Code of Maryland, requires that a Planning Commission “prepare, adopt, and file an annual report with the local legislative body.” This report is to contain certain planning and development-related data. The Land Use Article further requires specific data related to measures and indicators (§1-208) also be included in the report.

In coordination with Carroll’s eight municipalities and numerous County departments, background work began on the document in January. The document was adopted by the Carroll County Planning and Zoning Commission at their June 21<sup>st</sup> meeting and approved by all 8 municipal Planning Commissions at their meetings. The document was also forwarded to the Maryland Department of Planning.

### **Action:**

For Informational Purposes, No Action is required.

### **Attending:**

Philip R. Hager, Director  
Lynda Eisenberg, Bureau Chief  
Scott E. Graf, Comprehensive Planner

# Department of Planning

## Briefing Paper

July 14, 2016

## Open Session

### **Issue:**

Potential Zoning Text Amendment – Medical Cannabis

### **Background:**

During last week's (7 July 2016) Board of Commissioners' open session, staff briefed the Board on the work that had been performed related to the development of a recommendation for handling land use issues associated with the legalization and licensing of medical cannabis growing, processing and dispensing. Following this briefing, it was the consensus of the Commissioners to request that staff return in one week to obtain further direction.

Pursuant to established practices, in instances such as this, the Board typically directs staff to take the draft and return to the Planning Commission in order to have the proposal finalized and then forwarded to the Board in the form of a request for hearing. If this follows the traditional course, the proposal would be returned to the Planning Commission and the Planning Commission would consider approval of the proposal in a legislative format and recommend it be taken to the Board of Commissioners for further action. Staff would then arrange to bring the legislative request before the Commissioners and request authorization to proceed to a public hearing. If approved, the item would be scheduled for hearing and appropriately advertised. Following the hearing, the Commissioners typically hold the record open for a period of not less than ten days, after which, the legislation could be considered for adoption. Staff is requesting direction in the form of a decision to pursue this matter in the customary process.

### **Staff Recommended Motion:**

I move that the Board of Commissioners direct staff to return the proposal to the Planning Commission to have the proposal finalized as a zoning text amendment in preparation for further legislative action.

### **Attendees:**

Philip R. Hager, Director, Department of Planning  
Mary S. Lane, Planner, Department of Planning.  
Jay Voight, Zoning Administrator

**Department of the Comptroller  
Briefing Paper – Stafftime  
July 14, 2016**

**Briefing/Discussion/**

**Possible Decision:** Loan request from Manchester Volunteer Fire Department and adoption of resolution declaring intent to reimburse expenditures with debt proceeds.

**Background:** I have received an application from Manchester Volunteer Fire Department to borrow money from the County through the low-interest loan program. They have requested to borrow up to \$268,000 to be used for the purchase of a new ambulance, replacing a 2008 unit. The term of the loan will be 10 years. Manchester Volunteer Fire Department has two existing loans totaling \$271,981.96. All payments have been made on time.

**Desired Action:** I am requesting the Board consider approval of the loan request. Approval will allow the fire company to proceed with the purchase of a new ambulance.

Additionally, I am requesting the Board adopt the resolution declaring the County's intent to reimburse expenditures with debt proceeds. This resolution is to enable the fire company and the County to expend funds with the intention to reimburse with future bond proceeds in an amount of \$268,000 subject to the requirements of tax-exempt debt issuance.

The County Attorney's Office has reviewed the resolution for legal sufficiency.

Representatives from the Manchester Volunteer Fire Department have been invited to attend. I'll be available to answer any questions the Board may have on this request.

**Staff Recommended**

**Motion:** I move the Board of Commissioners approve the loan request of \$268,000 by the Manchester Volunteer Fire Department and adopt the resolution declaring the County's intent to reimburse expenditures with debt proceeds.

Robert M. Burk  
Comptroller

Resolution # \_\_\_\_\_

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

**Department of the Comptroller  
Briefing Paper – Stafftime  
July 14, 2016**

**Briefing/Discussion/**

**Possible Decision:** Loan request from Lineboro Volunteer Fire Department, Inc. and adoption of resolution declaring intent to reimburse expenditures with debt proceeds.

**Background:** I have received an application from Lineboro Volunteer Fire Department, Inc. to borrow money from the County through the low-interest loan program. They have requested to borrow up to \$390,000 to be used for the purchase of a large capacity tanker. The term of the loan will be 10 to 15 years. Lineboro Volunteer Fire Department, Inc. has four existing loans totaling \$1,537,817.06. All payments have been made on time.

**Desired Action:** I am requesting the Board consider approval of the loan request. Approval will allow the fire company to proceed with the purchase of a tanker.

Additionally, I am requesting the Board adopt the resolution declaring the County's intent to reimburse expenditures with debt proceeds. This resolution is to enable the fire company and the County to expend funds with the intention to reimburse with future bond proceeds in an amount of \$390,000 subject to the requirements of tax-exempt debt issuance.

The County Attorney's Office has reviewed the resolution for legal sufficiency.

Representatives from the Lineboro Volunteer Fire Department, Inc. have been invited to attend. I'll be available to answer any questions the Board may have on this request.

**Staff Recommended**

**Motion:** I move the Board of Commissioners approve the loan request of \$390,000 by the Lineboro Volunteer Fire Department, Inc. and adopt the resolution declaring the County's intent to reimburse expenditures with debt proceeds.

Robert M. Burk  
Comptroller

Resolution # \_\_\_\_\_

Vote

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

**Department of the Comptroller  
Briefing Paper – Stafftime  
July 14, 2016**

**Briefing/Discussion/**

**Possible Decision:**

Resolution declaring the County’s official intent to reimburse expenditures with debt proceeds.

**Background:**

Following the recent adoption of the fiscal year 2017 budget, a resolution is to be approved by the Board of County Commissioners declaring the County’s intent to reimburse Community Investment Plan expenditures intended to be funded with debt proceeds. This resolution is necessary to meet the Internal Revenue Code Regulations for tax-exempt bond issuance.

The resolution covers the \$28,620,904 of projected bond funding. This does not create an obligation to issue debt.

The County Attorney has reviewed the resolution for legal sufficiency.

Doreen Hazelip, Bureau Chief of Accounting and I will be available to answer any questions.

**Desired**

**Action:**

I am requesting the Board adopt the resolution as presented.

**Staff Recommended**

**Motion:**

I move the Board of Commissioners adopt the resolution declaring the County’s intent to reimburse expenditures with debt proceeds.

Robert M. Burk  
Comptroller

C: Tim Burke, County Attorney  
Doreen Hazelip, Bureau Chief of Accounting

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

Vote

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