

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

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MD Relay ~ 7-1-1/800-735-2258

Notice of Commissioner Meetings & Agenda for the Week of July 18, 2016 **Revision 2 dated July 19, 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 18, 2016

7:00 p.m. *Induction Ceremony for Mt. Airy Chief of Police Doug Reitz
Mt. Airy, Maryland
Commissioners Wantz, Weaver, Frazier & Rothschild*

Tuesday ~ July 19, 2016

9:00 a.m. Carroll County Planning & Zoning Commission Meeting
County Office Building ~ Reagan Room
Commissioner Weaver

Wednesday ~ July 20, 2016

10:00 a.m. *Carroll Community College Pinning Ceremony
Practical Nursing Class of 2016 ~ Westminster, Maryland
Commissioner Frazier*

~~12:00 p.m. *J. Millard Tawes Crab & Clam Bake
Crisfield, Maryland
Commissioner Rothschild*~~

3:00 p.m. Combined Education Committee Meeting
County Office Building ~ Reagan Room
Commissioners Weaver, Howard & Rothschild

Wednesday ~ July 20, 2016 (Continued)

3:00 p.m. Environmental Advisory Council Meeting
County Office Building ~ Room 311
Commissioner Rothschild

Thursday ~ July 21, 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/Discussion/Decision
[FY17 and FY18 Child Support Enforcement Agreements](#)
Carroll County Circuit Court ~ Judge J. Barry Hughes
Department of Management & Budget ~ Mr. Ted Zaleski

Item 2

Public Comment on this item
Briefing/Discussion/Decision
[FY17, FY18 and FY19 Child Support Enforcement Agreements](#)
Carroll County Sheriff's Office ~ Sheriff James DeWees
Department of Management & Budget ~ Mr. Ted Zaleski

Item 3

Public Comment on this item
Briefing/Discussion/Possible Decision
[Request Approval of Commission on Aging & Disabilities Bylaws](#)
Department of Citizen Services ~ Ms. Christine Kay

Item 4

Public Comment on this item
Briefing/Discussion/Possible Decision
Request Approval for Submission of Grant Application
[FY17 Senior Citizen Activities Center Operating Fund](#)
Grant Application to the Maryland Department of Aging
Department of Citizen Services ~ Ms. Christine Kay
Department of Management & Budget ~ Mr. Ted Zaleski

Thursday ~ July 21, 2016 (Continued)

Item 5

Public Comment on this item

Discussion/Decision

[Request Approval for FY17 Veterans Services](#)

Grant Award

Department of Citizen Services ~ Ms. Christine Kay

Department of Management & Budget ~ Mr. Ted Zaleski

Item 6

Public Comment on this item

Discussion/Decision

[Request Approval for FY2017 Homeless Services Grant Award](#)

Department of Citizen Services ~ Ms. Christine Kay

Department of Management & Budget ~ Mr. Ted Zaleski

Item 7

~~Public Comment on this item~~

~~Briefing/Discussion/Possible Decision~~

~~[Request Approval for Additional Funding](#)~~

~~Taneytown Senior Center Park Lot Expansion~~

~~Department of Public Works ~ Mr. Jeff Castonguay~~

Item 8

~~Public Comment on this item~~

~~Briefing/Discussion/Possible Decision~~

~~[Request Approval of Capital Budget Resolution](#)~~

~~Transfers of Funds to Taneytown Senior Center~~

~~Parking Lot Expansion~~

~~Department of Public Works ~ Mr. Jeff Castonguay~~

Item 9

~~Public Comment on this item~~

~~Briefing/Discussion/Possible Decision~~

~~[Bid Approval ~ Taneytown Senior Center Parking Lot Expansion](#)~~

~~Department of Public Works ~ Mr. Jeff Castonguay~~

~~Bureau of Purchasing ~ Mr. Mike Myers~~

Item 10

Public Comment on this item

Briefing

[Proposed Amendments to Water & Sewer Master Plan](#)

Department of Planning ~ Mr. Phil Hager

Thursday ~ July 21, 2016 (Continued)

Item 11

Public Comment on this item

Discussion/Decision

Request Approval to Proceed to Public Hearing

[Medical Cannabis](#)

Department of Planning ~ Mr. Phil Hager

Item 12

Public Comment on this item

Briefing/Discussion

[Computer-Aided Dispatch \(CAD\)](#)

Renewal of Software Support Services Agreement

Department of Public Safety ~ Mr. Scott Campbell

Department of Technology Services ~ Mr. Mark Ripper

Item 13

Update

- BWI Partnership
- Ft. Meade Alliance

Board of County Commissioners

Public Comment

Approval/Adoption of Minutes

Administrative Session ~ Open

Closed Administrative Session immediately following Open Session

Friday ~ July 22, 2016

Saturday ~ July 23, 2016

Sunday ~ July 24, 2016

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

*1:00 p.m. Union Mills Homestead Ice Cream Sundae Social
Westminster, Maryland
Commissioner Howard*

**** Upcoming Events****

8/25/16 Joint Commissioners/Municipalities Meeting 7:00 p.m.

9/15/16 Joint Commissioners/Delegation Meeting 2:00 p.m.

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 AWARD BRIEFING

7/21/16

Grant Title: FFY 2017 and FFY18 Child Support Enforcement Administration (CSEA) Cooperative Reimbursement Agreements

Grant Funder: U.S. Department of Health and Human Services (HHS) passed through the Maryland Department of Human Resources (DHR)

Grant Period: 10/1/16 – 9/30/18

Department/Agency: Carroll County Circuit Court

Due Date: 8/15/16

Background: The Child Support Enforcement Administration's Cooperative Reimbursement Agreement is offered by the U.S. Department of Health and Human Services (HHS) and passed through the Maryland Department of Human Resources (DHR). The Magistrate's Office of the Circuit Court for Carroll County works with the Carroll County Department of Social Services and the Carroll County Sheriff's Office to provide the child support enforcement services required by HHS.

The agreement will fund the portion of salaries and benefits dedicated to child support efforts for the Program Assistant/Judicial Assistant, two Bailiffs and Circuit Court operating expenses.

Impact: The Circuit Court Magistrate's office presides over cases to establish paternity, establish and modify child support, establish arrearages and arrearage payments that have been filed by the Bureau of Support Enforcement's (BOSE) counsel and provide services to any parent/guardian/custodian approved for those services. From July 1, 2015 through June 30, 2016, the Magistrate heard approximately 57 cases per month, in which hearings were held or agreements were placed on the record in compliance with the Circuit Court time standards established by the Carroll County Differentiated Case Management (DCM) plan.

CSEA Budgets

	FFY2017	FFY2018
Maximum Amount to be paid by DHR/HHS	\$24,539	\$24,981
County Cash Contribution	\$11,600	\$11,869
County Indirect Costs	\$3,299	\$3,299
Total Program Costs	\$39,438	\$40,149

Staff Recommended Motion: I move that the Board of Commissioners approve the FFY 2017 and 2018 CSEA Cooperative Reimbursement Agreements for the Circuit Court

Attending:

Magistrate Kathryn Brewer Poole, Circuit Court

Debby Standiford, Grants Office

GRANT AWARD BRIEFING
7/21/16

Program Title: FFY 2017 – FFY19 Child Support Enforcement Administration
Cooperative Reimbursement Agreement

Grant Title/Funder: U.S. Department of Health and Human Services (HHS) passed through the
Maryland Department of Human Resources (DHR)

Grant Period: 10/1/16 – 9/30/19

Department/Agency: Carroll County Sheriff's Office

Due Date: 8/5/16

Background: The Sheriff's Office has completed the Child Support Enforcement Administration, Cooperative Reimbursement Agreement for FFY 2017 – FFY19. The agreement is offered by the U.S. Department of Health and Human Services (HHS) and passed through the Maryland Department of Human Resources (DHR). The office works with the Circuit Court and the local Department of Social Services to provide the child support enforcement services required by HHS. The Sheriff's Office is mandated by law to locate absent parents and serve them with complaints to establish or increase child support. In addition, the Sheriff's Office serves warrants, writs, body attachments, and criminal bench warrants to delinquent parents.

The agreement funds the salaries and benefits of one full time Sheriff's Deputy and one 30 hour per week administrative position, as well as office supplies, training, computer equipment, indirect costs and other operating expenses.

Impact: In FY 16, the Sheriff's Office successfully executed 63% of the Child Support body attachments (warrants), with a total of 96 served. A total of 522 child support court summons were served or 89% of those received. Dual efforts by a diligent deputy and the Most Wanted ads in the newspaper and on local channels have resulted in numerous responses, leading to an increased number of wanted subjects appearing for their child support hearings. An additional outcome of these efforts is that an increased number of people eligible for child support have submitted the required paperwork.

CSEA Budget

	FFY17	FFY18	FFY19
Maximum Amount to be paid by DHR	\$132,415	\$135,266	\$137,860
County Cash Contribution	\$31,176	\$32,908	\$34,482
County Indirect Cost Contribution	\$49,218	\$49,218	\$49,218
Total Program Costs	\$212,809	\$217,392	\$221,560

Staff Recommended Motion: I move that the Board of Commissioners approve the FFY17 through FFY19 CSEA Cooperative Reimbursement Agreement for the Sheriff.

Attending:
Vicky McDonold, Sheriff's Office
Debby Standiford, Grants Office

APPLICATION BRIEFING
7/21/16

Program Title: FY17 Senior Citizens Activities Center Operating Fund Grant

Funder: MD Department of Aging

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

Due Date: July 22, 2016

Background:

Based on local health indicators published by the Partnership for a Healthier Carroll County, Carroll County's Bureau of Aging and Disabilities has identified four priorities for health programming and education at the County's five senior centers:

1. Diabetes
2. Heart Health (including strokes)
3. Cancer (Older adults – breast and colon)
4. Obesity

Program:

If funded, the grant would add a new part-time staff person (24 hours/week) to research, schedule, market and implement both evidenced-based and other health promotion programming to address these four prioritized health areas. The programming will be offered at all five senior centers and is projected to reach 500 new adults. Funding for the programming will be supported by existing federal and state grants as well as community organizations and volunteers.

Budget

Part Time Position (24 hr./week) Salary/Fringe	\$43,886
Training/Laptop/Supplies	\$4,380
County Cash Match	0
Total Program	\$48,266

Staff Recommended Motion:

I move that the Board of Commissioners approves the application to the FY17 Senior Citizens Activities Center Operating Fund Grant

Attending:

Christine Kay, Citizen Services

Celene Steckel, Bureau of Aging and Disabilities

Patty Whitson, Bureau of Aging and Disabilities

Debby Standiford, Grants Office

GRANT AWARD BRIEFING

7/21/16

Program Title: Veterans Services Grant

Funder: Kahlert Foundation passed through
Carroll County Department of Social Services (CCDSS)

Grant Period: 8/1/16 - 6/30/17

Department/Agency: Citizen Services/Veterans Services Program of Carroll County

Due Date: 7/21/16

Program: The Kahlert Foundation has awarded, through the Carroll County Department of Social Services, a grant to provide additional case management and financial resources for Carroll County veterans who are in need. The work will be coordinated through the Veterans Services Program of Carroll County and the Veteran's Advisory Council.

After veterans are screened and their need is verified by the case manager, they will be eligible to receive up to \$300 to assist with housing, emergency needs such as auto repairs, or job training and educational opportunities. The maximum benefit per veteran is capped at \$300 – exceptions to this cap will be reviewed on a case-by-case basis.

On April 14, 2016, the Board of Carroll County Commissioners approved to accept an award from the Kahlert Foundation in the amount of \$55,000. The award has been increased by an additional \$25,000. Therefore, the award is now \$80,000 in total.

Impact: The grant will enable Citizen Services to hire a part time case manager in the Veteran's Services Program and to assist approximately 180 Carroll County veterans with housing, emergencies, and job training.

Budget	
Part Time Case Manager	\$25,000
Veterans' Fund	\$55,000
Grant Award	\$80,000
County Cash Match	\$0
Total Program	\$80,000

Staff Recommended Motion: I move that the Board of Commissioners accept the Veteran Services Grant Award.

Attending:
Christine Kay, Citizen Services
Gina Valentine, Bureau of Aging and Disabilities
Frank Valenti, CCDSS and Veteran's Advisory Council
Debby Standiford, Grants Office

GRANT AWARD BRIEFING

7/21/16

Program Title: FY17 Consolidated Homeless Grant Application

Grant Title/Funder: MD Department of Human Resources (DHR)

Grant Period: 7/1/16 – 6/30/17

Department/Agency: Citizen Services passed through to Human Services Programs (HSP)

Due Date: ASAP

Background: The MD Department of Human Resources (DHR) offers funding each year to support homeless programs throughout the state. Please see below for a program overview of each award granted for FY 2017.

Grant	Program Overview
Emergency and Transitional Housing (ETHS)	Supports the operation of HSP's 8 bed Men's Shelter; in FY15 this shelter provided 1,970 bed nights to 40 homeless men. 22% of those served exited to permanent housing and 39% exited to transitional housing.
Homeless Prevention Program (HPP)	HSP's robust Homeless Prevention program helped 29 Carroll County households remain in their homes in FY15.
Service Linked Housing (SLH)	Supports the salary of a case manager for clients in HSP's Rental Assistance Program; in FY 15 this program served 16 homeless families (23 adults, 34 children) with rental stipends for up to 12 months. The case manager provides support to transition the clients to permanent housing

As the awardee, the County through the Department of Citizen Services provides fiscal and programmatic oversight for each grant.

Funding has been flat for these grants for many years and remained flat for FY17. As DHR works on the reorganization of their grant programs, they will provide more information on future funding.

FY17 Award Budget – DHR Homeless Grants

Grant	Grant Award	HSP Funding*	Other Funding	Total Programs
ETHS	\$42,444	\$5,192	\$25	\$47,661
HPP	\$11,499	0	\$52,282	\$63,781
SLH	\$17,500	0	0	\$17,500
Total	\$71,443	\$5,192	\$52,307	\$128,942

*HSP funds from county budget allocation

Staff Recommended Motion: I move that the Board of Commissioners accept the FY17 Consolidated Homeless Services Grant Award from MD DHR.

Attending:

Christine Kay, Citizen Services

Danielle Yates, Citizen Services

Angela Gustus, Human Services Program

Debby Standiford, Grants Office

DEPARTMENT OF CITIZEN SERVICES
Commission on Aging and Disabilities (COAD)
Briefing Paper
July 21, 2016

Subject: Carroll County COAD Bylaws

Department/Agency: Department of Citizen Services

Presenters: Christine Cambareri Kay, Director, Carroll County Citizen Services
Celene Steckel, Bureau Chief, Carroll County Bureau of Aging & Disabilities

Purpose: The purpose of the Commission is to advise the Carroll County Bureau of Aging and Disabilities (COAD) on all matters relating to development and administration of the area plan and operations conducted thereunder. The COAD reviews their Bylaws annually. If revisions are made, those revisions will be reviewed and approved by the Board of County Commissioners of Carroll County.

Summary The COAD is requesting approval of their Revised Bylaws (attached). Revision includes: replacing the existing statement of purpose with the COAD's new mission statement, modifying language contained in the bylaws to include the following: all references to senior citizens will be changed to older adults; references to adults with disabilities will be changed to individuals with disabilities and veterans will be added to the to the population served by the COAD. Additionally, with permission from the Commissioners the COAD's meeting frequency would change from monthly to bimonthly. Meetings would be held in January, March, May, July, September, and November.

Recommendation: I move that the Board of Commissioners approve the Carroll County COAD Revised Bylaws.

Motion to approve: _____

Seconded: _____

Approved: _____

Disapproved: _____

cc: Robert Coen, COAD Chair

Department of Planning

Briefing Paper

July 21, 2016

Open Session

Issue:

2016 Spring Amendment to the 2014 Water and Sewer Master Plan

Background:

The Water and Sewer Master Plan is a document that is prepared by the Department of Planning for the purpose of delineating water and sewer service areas, identifying planned projects and calculating water and sewer demand for the County and the eight municipal systems.

The County provides opportunities for amendments twice a year, one in the Spring and one in the Fall, to address changing conditions and circumstances. The proposed amendments for this cycle focus on changes in the town of Mount Airy and the Unincorporated Area Water Supply Chapter of the Master Plan.

The purpose of this presentation is to brief the BCC on the nature of the proposed amendments. Staff will be scheduling time with the BCC to authorize staff to proceed to a public hearing. The purpose of the hearing is to accept public comment regarding the 2016 Spring Amendments to the 2014 Carroll County Water and Sewer Master Plan.

Action: Briefing, no action required.

Attendees:

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

Department of Planning

Briefing Paper

July 21, 2016

Open Session

Issue:

Zoning Text Amendment – Medical Cannabis

Background:

At a prior meeting, the Board of Commissioners unanimously approved a motion directing staff to return a proposal dealing with medical cannabis to the Planning Commission to have the proposal finalized as a zoning text amendment in preparation for further legislative action. At their meeting on July 19, the Planning & Zoning Commission will review and consider endorsement of a legislative proposal designed to implement the recommendations of an ad hoc committee that had devoted several months of study and analysis to issues involving zoning code authorizations, definitions, limits and safeguards for medical cannabis growing, processing and dispensing operations. The Planning Commission may also consider recommending that the proposal be forwarded to the Board of Commissioners for further action.

Pursuant to established practices, in instances such as this, the Board typically reviews the text amendment and considers potential next steps; usually, these next steps take the form of a public hearing to accept testimony in support or opposition to the proposed text amendment. 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 authorize staff to schedule a public hearing on this matter.

Attendees:

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

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SCOTT R. CAMPBELL
DIRECTOR
JACK E. BROWN
EMER. COMM. COORDINATOR.
DOUGLAS W. BROWN
EMER. MGMT. COORDINATOR

Briefing Paper

Thursday, July 21, 2016

- **Background:**

The County's Emergency Communications Center (a.k.a., 9-1-1 Center) operates and maintains a multi-discipline 'Computer Aided Dispatch', or CAD system, in order to determine the assignment and perform the dispatch of both Fire/Rescue/Emergency Medical and Law Enforcement resources.

- **Issue:**

Following the initial purchase of and subsequent augmentations made to the County's CAD system, it has been afforded enhanced support in the form of a 'Software Support Service Agreement' with the CAD vendor (i.e., Public Safety Systems, Inc., or PSSi). This Agreement provides for 24/7/365 technical support, as well as ensures the County receive any & all applicable software-related patches, upgrades, and enhancements. The agreement covers a 12-month period, thus requiring renewal, annually. The current agreement expires August 1st, 2016. There is no limit as to the number of times this agreement may be renewed.

The terms, conditions, coverages & services provided by the proposed Agreement are identical to those afforded by the current agreement. The full cost of the Agreement is \$196,250, of which a specific portion is assigned to resources operated and maintained solely by the Westminster Police Department. Accordingly, as with prior years, the Westminster Police Department has agreed to reimburse the County for the full cost (i.e., \$20,015) incurred by including coverage of their resources in the Agreement; the resulting net cost to the County is \$176,235. Funding to fully cover the County's cost of the Agreement, which constitutes an anticipated 5% increase, year to year, is included in the Approved FY2017 County Operating Budget. As a result, no additional monies will be required in order to execute this Agreement.

- **Requested Action / Staff-Recommended Motion:**

Today's presentation is for briefing & discussion purposes, only. Consequently, no motion is recommended by staff. We will appear before the Board again on Thursday, July 28, 2016, in anticipation of action by the Board.