

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

Notice of Commissioner Meetings & Agenda for the Week of August 22, 2016 **Revision 1 dated August 23, 2016**

Please Note: This weekly notice and agenda is subject to change. Please call 410-386-2043 to confirm a meeting you plan to attend. All meetings, unless otherwise noted, will be held at the Carroll County Office Building, Room 311. All or part of a meeting may be conducted in closed session.

- *Indicates Outside Activities*

Monday ~ August 22, 2016

Tuesday ~ August 23, 2016

*8:00 a.m. Carroll County Chamber Breakfast with Commissioner Frazier
Westminster, Maryland
Commissioners Wantz, Weaver, Frazier & Howard*

Wednesday ~ August 24, 2016

4:00 p.m. Combined Education Committee Meeting
County Office Building ~ Reagan Room
Commissioners Howard & Weaver

Thursday ~ August 25, 2016

10:00 a.m. Board of County Commissioners Open Session
9:00 a.m. County Office Building

Positively Carroll

Thursday ~ August 25, 2016 (Continued)

Item 1

Public Comment on this item
Briefing/Discussion/Decision
Request Approval to Submit the
[Section Eight Management Assessment](#)
Program (SEMAP) Certification
Department of Citizen Services ~ Ms. Christine Kay

Item 2

Public Comment on this item
Briefing/Discussion/Decision
[Request Approval for the Rental Allowance Program](#)
(RAP) Application
Department of Citizen Services ~ Ms. Christine Kay

Item 3

Public Comment on this item
Discussion/Decision
Submission of Grant Award
[FFY 2016 Family Self Sufficiency](#)
Department of Citizen Services ~ Ms. Christine Kay
Department of Management & Budget ~ Mr. Ted Zaleski

Item 4

Public Comment on this item
Briefing/Discussion/Decision
Request Approval for the Acceptance of the
[Senior Inclusion Program](#)
Development Disabilities 2017 ISS Grant Award
Department of Citizen Services ~ Ms. Christine Kay
Department of Management & Budget ~ Mr. Ted Zaleski

Item 5

Public Comment on this item
Briefing/Discussion/Decision
Request Approval for the Money Follows the Person
[\(MFP\) Grant Application Submission](#)
Department of Citizen Services ~ Ms. Christine Kay
Department of Management & Budget ~ Mr. Ted Zaleski

Item 6

Public Comment on this item
Discussion/Decision
[10-Year Solid Waste Plan](#)
Department of Public Works ~ Mr. Jeff Castonguay

Item 7

Public Comment on this item
Briefing/Discussion/Decision
Request Approval to Proceed to Public Hearing

[Evening Transit Pilot Program](#)

Department of Public Works ~ Mr. Jeff Castonguay

Item 8

Public Comment on this item

Briefing/Discussion/Possible Decision

[Request Approval to Purchase Easement](#)

Cole Property

Department of Public Works ~ Mr. Jeff Castonguay

Item 9

~~Public Comment on this item~~

~~Additional Discussion/Decision~~

~~Briefing/Discussion on 7/7/16 & 7/21/16~~

~~Public Hearing on 8/11/16~~

~~Consideration of Adoption~~

~~Zoning Text Amendments ~ Medical Cannabis~~

~~Department of Planning ~ Mr. Phil Hager~~

Item 10

Public Comment on this item

Briefing/Discussion

[Update: Closed School Building](#)

Maintenance Costs

Department of Public Works ~ Mr. Jeff Castonguay

Department of Recreation & Parks ~ Mr. Jeff Degitz

Department of Technology Services ~ Mr. Mark Ripper

Item 11

Public Comment on this item

Briefing/Update

Human Resource and Payroll Software Project Update

Department of the Comptroller ~ Mr. Robert Burk

Department of Human Resources ~ Ms. Kim Frock

Public Comment

Approval/Adoption of Minutes

Administrative Session ~ Open

Thursday ~ August 25, 2016 (Continued)

Public Comment

Approval/Adoption of Minutes

Administrative Session ~ Open

Closed – Administrative

~~Items 6&13~~

~~Maryland Association of Counties Director's Report~~

~~Department of Technology Services – Mr. Mark Ripper~~

~~7:00 p.m. – Joint Board of County Commissioners/Municipalities Meeting~~

~~County Office Building – Reagan Room~~

Friday ~ August 26, 2016

*10:00 a.m. Baltimore Metropolitan Council Board of Directors Meeting
Baltimore, Maryland
Commissioner Howard*

Saturday ~ August 27, 2016

Sunday ~ August 28, 2016

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

**** Upcoming Events****

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

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Department of Planning

Briefing Paper

August 25, 2016

Open Session

Issue:

Consideration of Adoption of Zoning Text Amendment – Medical Cannabis

Background:

On August 11th, the BCC conducted a Public Hearing to accept testimony in support and/or opposition to a proposed zoning text amendment dealing with Medical Cannabis. The Hearing was conducted in conformance with the Land Use Article, Maryland Annotated Code and the Code of Public Local Laws of Carroll County, following public notice as prescribed by the Code. After providing ample opportunity for participation, the Commissioners formally closed the Hearing and agreed to keep the public record open for a period of not less than ten (10) days.

The ten (10) day period having expired, it is now appropriate for the Board to consider disposition of this legislation. Following deliberations, the Board may wish to adopt the zoning text amendment in the format in which it was advertised. This would be accomplished by consideration of a motion similar to the one below.

Alternatively, the Board may wish to consider amending the zoning text amendment. This would be accomplished by having the staff recommended motion moved and seconded and then having a motion to amend with the specific language to be added, deleted or substituted cited in that motion. The motion to amend will need a second and an affirmative vote. The Commissioners could then consider the main motion, as amended.

Staff Recommended Motion:

I move that the Board adopt the proposed legislation amending Chapter 158 of the Code of Public Local Laws of Carroll County dealing with Medical Cannabis.

Attendees:

Philip R. Hager, Director, Department of Planning
Tim Burke, Esq, County Attorney

**DEPARTMENT OF CITIZEN SERVICES
BUREAU OF HOUSING AND COMMUNITY DEVELOPMENT
STAFF TIME WITH BOARD OF COUNTY COMMISSIONERS
August 25, 2016**

Issue:

Consideration of the annual Section 8 Management Assessment Program (SEMAP) report to be submitted to the Department of Housing and Urban Development (HUD).

Background:

HUD requires all local Public Housing Agencies to submit data that HUD then uses to rate the agency's performance based on at least fourteen indicators. HUD evaluates a combination of factors including self-assessment by the local housing agency as part of the SEMAP report as well as information gathered from reports submitted electronically throughout the year. The Carroll County Bureau of Housing and Community Development has prepared the report for FY2016.

Staff Recommended Motion:

I move that the Board of Commissioners approve the submission of the SEMAP report.

Attending:

Christine Kay, Citizen Services
Danielle Yates, Citizen Services

GRANT BRIEFING

8/25/2016

Rental Allowance Program Application Award

Department: Citizen Services
Granting Agency: MD Department of Housing and Community Development (MD DHCD)
Grant: Rental Allowance Program (RAP)
Due Date: September 6, 2017

Background: The Maryland Department of Housing and Community Development (DHCD) is offering an application and award for \$40,000 to operate the Rental Allowance Program (RAP) in FY17. The Bureau of Housing and Community Development and Human Services Programs of Carroll County have jointly operated the program for 22 years. HSP maintains the waiting list, determines eligibility and provides housing counseling to participants. The Bureau of Housing performs housing inspections, reviews and approves rental agreements, secures the RAP housing contract and pays the rent stipend to the landlord. RAP does not require matching funds.

Program: The Rental Allowance Program (RAP) provides a rent stipend and housing counseling for up to one year for approximately ten (10) households that are either low-income homeless families or families at-risk of becoming homeless. RAP funds are an essential component of the continuum of services used to assist the homeless to regain and retain housing.

RAP Rental Stipends		HUD Fair Market Rents	
Household Size	Stipend	# of Bedrooms	Monthly Rent
1-2 people	\$340	1 Bedroom	\$1,001
3-4 people	\$380	2 Bedrooms	\$1,252
5-6 people	\$560	3 Bedrooms	\$1,599

The Department of Citizen Services uses the administrative fees to offset salary costs of existing housing staff performing work for this program including: housing inspections, rental contracts, monthly reports to the state and monthly payments to the participating landlords. Average cost for these services per year is \$2,000.

Proposed FY17 Budget*	
RAP – Rental Stipends	\$38,000
RAP – Admin Fees (Citizen Services)	\$2,000
County Match	0
Total RAP Award	\$40,000

*This grant and proposed dollars are included in the FY 17 budget.

Staff Recommended Motion:

I move that the Board of Commissioners accept the FY 17 Rental Assistance (RAP) Grant Award.

Attending:

Christine Kay, Citizen Services

Danielle Yates, Housing and Community Development

Angela Gustus, Human Services Program



Department of Public Works

Dusty Hilbert, Bureau Chief
Ext. 2035

Discussion/Decision on 8/25/2016

Purpose: Adoption - 10-Year Solid Waste Management Plan

Discussion: The Code of Maryland Regulations requires that Counties adopt a Solid Waste Management Plan (Plan) for a ten year period.

Carroll County has sufficient waste disposal capacity for the projected 10 year term. The ongoing recycling operations are projected to continue meeting current requirements. The proposed Plan's goals and objectives are unchanged from the current operating Plan.

The County may amend the Plan at any time in the future.

MDE reviewed the initial draft and affirmed it satisfies COMAR regulations.

The Carroll County Planning and Zoning Commission certified the draft Plan is consistent with the Carroll County Master Plan.

A Public Hearing was held August 4, 2016. No comments were received.

Upon Board adoption of the Plan, it will be submitted to MDE for final approval.

Desired Action: Adoption of the 2017 – 2026 Plan by the Board of Commissioners.

Staff Recommended Motion: I move that the Board of Commissioners repeal in its entirety the current Ten Year Solid Waste Management Plan and replace it with the new Ten Year Solid Waste Management Plan for the period of 2017 through 2026.

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

Carroll County School Building Plan
Briefing Paper
8/25/16

Issues:

Update on transfer of North Carroll High School and Charles Carroll Elementary to Carroll County Government in October 2016.

Background:

The Carroll County Board of Education voted in December 2015 to close three schools — North Carroll High, New Windsor Middle and Charles Carroll Elementary — before the 2016-17 school year.

Carroll County Public Schools will retain control of New Windsor Middle School. Carroll County Government is poised to take responsibility for the North Carroll High School and Charles Carroll Elementary buildings in October, 2016.

Background information, issues and cost estimates are updated on both buildings including variable uses and options for the Board's review and discussion. Presentation includes:

- Background Information
- Security Issues and Costs
- Facility Uses
- Maintenance Costs
- Special Considerations

Action Requested:

Briefing only

Attending:

Jeff Castonguay, Director ~ Department of Public Works
Mark Ripper, Director ~ Department of Technology Services
Jeff Degitz, Director ~ Department of Recreation & Parks
Scott Moser, Deputy Director ~ Department of Public Works

Department of the Comptroller
Briefing Paper – Stafftime
August 25, 2016

Briefing/Discussion: Human Resource and Payroll Software Project Update.

Background: On January 14, 2016, concurrence was held and a contract was awarded to IntelliTime Systems Corporation for the workforce management (scheduling, time and attendance, leave management) portion of this project. The implementation phase of this piece is currently underway. In addition, development and testing of the Vista HRMS system continues in preparation of future phases of the project.

We are here today to update the Board on the project's current status, the timeline and to answer any questions and identify the next steps in the project.

Heather Plank, Project Manager
Department of the Comptroller

Robert M. Burk, Comptroller
Department of the Comptroller

Cc: Kimberly Frock, Director
Department of Human Resources



Department of Public Works
Public Transit

Jeff Topper, Deputy Director

Ext. 2035

Briefing / Discussion

Subject: Carroll Transit Systems (CTS) Pilot Program for evening subscription transit services

Background: We are seeking your approval to advertise a public hearing for an expansion of transit service to include a six month Evening Subscription Service Pilot Program to operate in the Westminster area. The proposed evening service would operate Monday through Friday from 5:00 pm with the last pickup at 8:00 pm, enabling the safe and timely return of vehicle and driver to the Transit Building no later than 9:00 pm. The service area is contained within a five mile radius of the Westminster Library on Main Street. This program will operate using the existing demand response fare structure.

This demand response pilot program will require one (1) on-call manager, one (1) dispatcher on site and three (3) drivers to serve the preregistered and scheduled clients. Vehicles will be selected from the existing fleet based on the nature of the requests. If the trip can be provided with a vehicle smaller than a bus, the route will be served with a minivan or sedan. If a client uses a mobility device or requests the use of a lift to board and alight, a lift equipped vehicle will be used. This service will be scheduled on a first-come, first-served basis.

The total cost of this six-month pilot program is estimated to be about \$54,000. Fare revenue from this program is estimated to be between \$3,600 and \$13,500. With a State grant of \$17,985, the total estimated County contribution should be between \$22,000 and \$31,935, not including preventive maintenance costs.

During the six month pilot the program, County staff will monitor program performance using Federal and State established performance measures, the impact on resources and, if successful, develop a sustainable plan to keep the service beyond the pilot period. The Board of County Commissioners will be briefed regularly on the pilot program and this information will be compiled to make recommendations regarding future evening service.

Staff Recommended Motion: I move that the Board of Commissioners approve staff to advertise and move forward with a Public Hearing on the six-month pilot program.

Attending: Anita Farinetti, Executive Director, Ride With Us
Jeff Topper, Deputy Director, Department of Public Works

Department of Public Works
Briefing paper
Briefing/Discussion/Possible Decision
8/25/2016

Issue:

Exercise Option to Purchase a 20' Perpetual Utility Easement on the Thomas E. Cole property, 4505 Black Rock Road, Hampstead, Md. 21074.

Background:

The Hampstead Waste Water Treatment Plant Influent Sewer project is a planned effort that relieves aging infrastructure through the south end of Hampstead, Md. Additionally, it channels the gravity flow to the upper headworks of the treatment plant which is more economical and efficient. The proposed sewer alignment crosses Md. Rte. 30 at Houcksville Road in Hampstead, Md., heads east on Route 88/Lower Beckleysville Road and turns south through the Cole property, ending at the head works of the treatment plant. The perpetual easement through the Cole property is necessary to follow the alignment path determined by our design engineers. On July 29th 2016, as part of the Hampstead Waste Water Influent Sewer Project, the Bureau of Utilities and Thomas E. Cole jointly signed a contract to purchase a 20' utility easement consisting of .871 acres of land. The purchase price of the agreement is Seventy Thousand Dollars and Zero Cents (\$70,000.00).

Action:

Briefing/Discussion/Possible Decision—Staff is requesting approval to exercise the easement contract.

Staff-Recommended Motion:

I move that the Board of Commissioners exercise an Option to Purchase the 20' perpetual utility easement on the Thomas E. Cole property.

Attending:

Jeff Castonguay, Director, Department of Public Works
Jeffrey Topper, Deputy Director, Department of Public Works
Gary Dye, Bureau Chief, Bureau of Utilities

Grant Award Briefing Paper
8/25/16

Program Title: FFY 2016 Family Self-Sufficiency Program
Grant Title/Funder: Family Self-Sufficiency Program/Department of Housing and Urban Development (HUD)
Grant Period: 1/1/17 – 12/31/17
Department/Agency: Citizen Services/Bureau of Housing
Due Date: ASAP

Background: The Family Self-Sufficiency Program (FSS) was established within the Carroll County Bureau of Housing in 1996. This voluntary Program is designed to assist residents, who are receiving Section 8 rental assistance, to become more economically self-sufficient by providing supportive services. Partnerships with BEREC, Carroll Community College, DSS, CCYSB (referrals), HSP, Legal Aid Bureau (referrals), Maryland Volunteer Lawyers Service (referrals), Get Connected (referrals), PNC Bank, Access Carroll (referrals), Health Department (referrals), Potomac Management, DORS (referrals), Shepherd’s Staff (referrals), NESAP (referrals), Vehicles for Change (refer participant to HSP and/or DSS), Maryland Mortgage Program (give interested participants information packet), REMAX and other programs are utilized to meet the participant’s specific needs in the supportive process.

In the target period of the grant, there were **33** families under a FSS contract with 23 having a positive balance in their escrow account. When they complete their contract, participants are encouraged to use their escrow accounts for activities that enhance their self-sufficiency including, but not limited to purchasing reliable transportation, paying off debt such as student loans, or putting a down payment on a home. The core principle of the Family Self-Sufficiency Program is for the participant to be in a better economic position upon graduation, thereby, receiving less of a rental subsidy and saving taxpayer dollars.

Issue: The County was awarded the full amount requested in the application.

FSS Award Budget

	Expenses	Source of Funds
FSS Coordinator Salary & Benefits	\$39,980 (Salary) \$29,380 (Benefits) \$68,360 (Total)	
HUD FSS Grant Award		\$54,078
HUD Local Admin. Fees		\$14,282
County Match		0
Total		\$68,360

Recommendation: I move that the Board of Commissioners accept the FFY 2016 Family-Self Sufficiency Grant Award.

Attending:
Christine Kay, Director, Citizen Services
Danielle Yates, Bureau Chief, Housing and Community Connections
Debby Standiford, Grants Office

**Grant Application/Award Briefing Paper
Bureau of Aging and Disabilities**

Project Name: FY 2017 Senior Inclusion Program Developmental Disabilities Administration Individual Support Services Grant

Department Submitting: Bureau of Aging and Disabilities

Funding Agency: Maryland Department of Health and Mental Hygiene

Deadline: June 24, 2016

Summary: The Developmental Disabilities Administration (DDA), an agency of the Maryland Department of Health and Mental Hygiene (DHMH), is accepting applications for the Senior Inclusion Program (SIP) Developmental Disabilities Administration Individual Support Services (ISS) Grant FY 2017. The Senior Inclusion Program (SIP) is a nationally recognized program that incorporates older adults with developmental disabilities into a traditional senior center setting.

The Bureau of Aging and Disabilities has received this grant from the DHMH since 1987. Carroll's program was the first senior center in Maryland to offer therapeutic, recreational, educational, and leisure activities including meals, transportation, community excursions, and life skills training to seniors with developmental disabilities. The SIP ISS Grant provides funding for one (1) of the twenty-six (26) older adults in the program. The program is operated by one (1) Program Coordinator, one (1) Instruction & Events Coordinator, four (4) full time Program Aides and one (2) part-time Program Aides. In addition to the cost of salary and benefits, program expenses include transportation, food and client activities.

Beginning in FY2009 the Bureau of Aging and Disabilities began the process of moving clients from the SIP ISS Program into the SIP Day Habilitation Program. The Day Habilitation funding gives the SIP Program the ability to expand and provide services to twenty-five (25) people. The Day Habilitation program reimburses the county based on the attendance and individual needs of each client. The Bureau of Aging and Disabilities no longer accepts clients under the "old" ISS Program; however, one (1) of the twenty-six (26) clients was not eligible for the Day Habilitation funding and remains under the SIP ISS program.

FY2017 Senior Inclusion Program Budget	
Senior Inclusion Program ISS Grant	\$10,722
County required match	0
Total Program	\$10,722

Staff Recommended Motion: I move that the Board of Commissioners accept the FY 2017 Senior Inclusion Program, Development Disabilities ISS Grant award.

Danielle Yates, Bureau Chief, Housing and Community Connections, 410-386-3629
Celene E. Steckel, Bureau Chief, Aging and Disabilities, 410-386-3819
Debbie Standiford, Grants Office, 410-386-2212

BRIEFING PAPER
September 25, 2016

Program Title: Money Follows the Person Options Counseling Grant Application

Funder: Maryland Department of Aging/Maryland Department of Health & Mental Hygiene

Amendment Coverage Period: July 1, 2016 – June 30, 2017

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

Summary: The purpose of the Money Follows the Person (MFP) grant is to continue the MFP project in Carroll County. The program provides information to institutionalized individuals about available services and programs that may assist them with moving to a community setting. Individuals living in nursing homes or other institutional settings, who want to explore the option to return to the community, will be referred for Options Counseling. Options Counseling includes program education and application assistance. The protocol includes a requirement for partnerships and formal agreements between local Area Agencies on Aging and their local Center for Independent Living.

Impact: MFP Options Counseling provides individuals with accurate and complete information about Maryland Medicaid programs including Home and Community-Based Services Waiver programs and other programs such as the Community First Choice Program. Many individuals referred for MFP Options Counseling are eligible to apply for the Community Options (CO) Waiver. The CO Waiver enables individuals to move to a community setting or assisted living facility to receive services.

FY16 MFP Options Counseling Budget (projected)

Options Counseling – 83 units @ \$125 per unit		\$10,375
Administrative Reimbursement – 80 units at \$12.50 per unit		\$1,037
Total Projected Allocation		\$11,413

Matching funds: No County match required

Staff Recommended Motion: I move that the Board of Commissioners approves the application for submission of the FY 2017 Money Follows the Person Grant.

Attending:

Celene Steckel, Bureau Chief, Aging and Disabilities 410-386-3819

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

Debby Standiford, Grants Office, 410-386-2212