

**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 November 14, 2016**

**Revision 2 dated November 16, 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 ~ November 14, 2016**

*9:30 a.m. Manchester Elementary School Playground Grand Opening  
Manchester, Maryland  
Commissioner Wantz*

*3:30 p.m. Access Carroll Bureau of Prevention, Wellness & Recovery Open House  
Westminster, Maryland  
Commissioners Wantz, Weaver & Howard*

**Tuesday ~ November 15, 2016**

*9:00 a.m. Town Hall Forum: Exploring Homelessness in Carroll County  
Presented by Carroll County Circle of Caring Board  
St. Paul's United Church of Christ ~ Westminster, Maryland  
Commissioner Wantz*

*9:00 a.m. West Middle Veterans Day Breakfast & Ceremony  
Westminster, Maryland  
Commissioner Frazier*

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

*11:00 a.m. 2016 Veteran's Day Program  
North Carroll Senior Center ~ Hampstead, Maryland  
Commissioners Wantz, Weaver & Rothschild*

**Tuesday ~ November 15, 2016 (Continued)**

- 1:00 p.m. *Carroll County Farm Museum Holiday Open House  
Westminster, Maryland  
Commissioner Wantz*
- 2:00 p.m. *Town Hall Forum: Exploring Homelessness in Carroll County  
Presented by Carroll County Circle of Caring Board  
St. Paul's United Church of Christ ~ Westminster, Maryland  
Commissioner Frazier*
- 5:00 p.m. *Carroll County Farm Museum Holiday Open House  
Westminster, Maryland  
Commissioners Weaver, Frazier, Howard & Rothschild*

**Wednesday ~ November 16, 2016**

- 7:15 a.m. *BWI Partnership Signature Breakfast  
Westminster, Maryland  
Commissioner Howard*
- 6:00 p.m. *Carroll Community College Board Meeting/Dinner  
Westminster, Maryland  
Commissioner Frazier*
- 7:00 p.m. *Heart of the Civil War Heritage Area Annual Meeting  
Carroll Arts Center ~ Westminster, Maryland  
Commissioner Wantz*

**Thursday ~ November 17, 2016**

- 8:30 a.m. Board of County Commissioners Closed Administrative Session
- 10:00 a.m. **Board of County Commissioners Open Session**  
County Office Building ~ Room 311

*Positively Carroll*

## **Thursday ~ November 17, 2016 (Continued)**

### **Item 1**

Public Comment on this item

Discussion/Decision

Request Approval to Accept Grant Award from  
Governor's Office of Crime Control & Prevention for  
FY 2016 Edward J. Byrne Memorial Justice Assistant Grant  
[Carroll County Circuit Court/Adult Drug Court](#)

Carroll County Circuit Court ~ Judge J. Barry Hughes  
Department of Management & Budget ~ Mr. Ted Zaleski

### **Item 2**

Public Hearing

Public Comment will be taken during the Public Hearing  
Community Development Block Grant

[ARC of Carroll County](#)

Renovation Project Status

Department of Citizen Services ~ Ms. Christine Kay

Department of Management & Budget ~ Mr. Ted Zaleski

### **Item 3**

Organization Highlights

ARC of Carroll County ~ Mr. Don Rowe

### **Item 4**

Organization Highlights

Department of Social Services ~ Mr. Frank Valenti

### **Item 5**

Organization Highlights

Family & Children's Services ~ Ms. Kelley Rainey

### **Item 6**

Organization Highlights

Board of Elections ~ Ms. Katharine Berry

### **Item 7**

Organization Highlights

Rape Crisis Intervention Service ~ Ms. Janie Kispert

### **Item 8**

Organization Highlights

Flying Colors of Success ~ Mr. Mike Hardesty

### **Public Comment**

**Thursday ~ November 17, 2016 (Continued)**

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

**Item 9**

Public Comment on this item  
Fiber Update  
Dr. Robert Wack ~ City of Westminster

**Item 10**

Public Comment on this item  
Briefing/Discussion  
[Landfill Long-Term Plan](#)  
Department of Public Works ~ Mr. Jeff Castonguay

**Item 11**

Public Comment on this item  
Briefing/Discussion  
[Credit Card Use at Northern Landfill](#)  
Department of Public Works ~ Mr. Jeff Castonguay

**Item 12**

Public Comment on this item  
Briefing/Discussion/Decision  
[Bid Approval ~ ~ Northern Landfill Cells 1&2](#)  
Capping and Hodges Slope Cap  
Department of Public Works ~ Mr. Jeff Castonguay  
Bureau of Purchasing ~ Mr. Mike Myers

**Item 13**

Public Comment on this item  
Briefing/Discussion/Decision  
[Bid Approval ~ Purchase of Water Meters](#)  
Department of Public Works ~ Mr. Jeff Castonguay  
Bureau of Purchasing ~ Mr. Mike Myers

**Item 14**

Organization Highlights  
Soil Conservation District. ~ Mr. Ed Null

**Item 15**

Public Comment on this item  
Briefing/Discussion/Possible Decision  
Request Approval to Participate in  
[Youth Reach MD](#) (Homeless Count)  
Department of Citizen Services ~ Ms. Christine Kay

**Thursday ~ November 17, 2016 (Continued)**

**Item 16**

Public Comment on this item

Briefing/Discussion/Decision

[Acceptance of the FY17 Rural Legacy Grant Agreement](#)

Department of Land & Resource Management ~ Mr. Tom Devilbiss

**Public Comment**

Approval/Adoption of Minutes

Administrative Session ~ Open

Closed ~ Land Acquisition

*4:00 p.m. Carroll County Chamber of Commerce/Human Services Programs  
Gingerbread Village Festival Kick-Off ~ Town Mall of Westminster, MD  
Commissioners Wantz, Weaver & Frazier*

*4:30 p.m. Economic Alliance of Greater Baltimore Annual Meeting  
Baltimore, Maryland  
Commissioner Howard*

*6:00 p.m. Special Board of Education Board Meeting  
Westminster, Maryland  
Commissioner Rothschild*

**Friday ~ November 18, 2016**

**Saturday ~ November 19, 2016**

**Sunday ~ November 20, 2016**

8:05 a.m. “The Commissioners’ Report” – WTTR  
Commissioner Weaver

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**  
**11/17/16**

**Program Title:** Carroll County Adult Drug Court Staff Training and Travel

**Grant Title/Funder:** FY16 Edward J. Byrne Memorial Justice Assistance Grant (BJAG)/Governor's Office of Crime Control & Prevention (GOCCP)

**Grant Period:** 10/1/16 – 7/31/17

**Department/Agency:** Circuit Court

**Due Date:** ASAP

The Carroll County Adult Drug Court (CCADC), a court-operated program under the direction of the Carroll County Circuit Court, is a coordinated effort to identify adult non-violent substance abusing offenders who live in Carroll County and place them under strict court monitoring and community supervision, coupled with effective substance abuse treatment and referrals to supportive services. Participants in CCADC typically have a significant number of arrests related to their addiction, multiple criminal cases, periods of unsuccessful supervision, lengthy periods of incarceration and multiple failures at substance abuse treatment.

Since April 2007, the CCADC has accepted three hundred and twenty eight (328) individuals with one hundred and forty eight (148) participants successfully completing the program and fifty two (52) current participants. Those who successfully complete the 13 month program, as well as the current participants, significantly reduce their substance use, time of incarceration and further involvement in the criminal justice system.

Grant funding has covered the vast majority of the cost of the CCADC since its inception. The CCADC has also successfully applied for federal grant funds and used community fundraising to cover program costs. This award will fund 4 staff to attend the National Association of Drug Court Professionals Annual Conference at the Gaylord National Resort & Convention Center July 9-12, 2017 in National Harbor, MD. Attendance of this conference is important to keep abreast of the topics relevant to Drug Court programs such as roles of incentives and sanctions and legal and ethical issues.

**Award Budget**

	<b>GOCCP Grant Award</b>	<b>County Cash Match</b>
Staff Training and Travel	\$6,750	\$0
<b>Total Grant Award</b>	\$6,750	
<b>Total Program Cost</b>		<b>\$6,750</b>

**Staff Recommended Motion:**

I move that the Board of Commissioners approve the FY16 Edward J. Byrne Memorial Justice Assistance Grant award.

Attending:  
Judge Fred Hecker, Circuit Court  
Dena Black, Circuit Court, 410-386-2851  
Debby Standiford, Grants Office, 410-386-2212

**Briefing Paper - Public Hearing**  
**Community Development Block Grant (CDBG)**  
**The Arc of Carroll County**  
**11/17/16**

**Project:** Community Development Block Grant - The Arc of Carroll County Renovations

**Department:** Grants Office/Citizen Services

**Funding Agency:** U. S. Department of Housing and Urban Development (HUD) passed through the Maryland Department of Housing and Community Development (MD DHCD)

**Maryland and Community Development Block Grant (CDBG) Funds**

Each year, the State of Maryland offers non-entitlement jurisdictions, such as Carroll County, an opportunity to apply for CDBG funding. The CDBG program is designed to assist governments with neighborhood revitalization, housing opportunities, economic development and improved public facilities and services with priority given to projects that will benefit low and moderate income persons. In SFY16, MD DHCD was allocated a total of \$7,019,706 in CDBG funding, and awarded the Board of Carroll County Commissioners \$532,900 to support the renovation of The Arc of Carroll County's Westminster facility.

**The Arc Carroll County - CDBG Project Status/Performance**

The Arc has worked in Carroll County since 1955 to help special needs clients reach their potential and to lead fulfilling lives. Each day the Arc serves more than 700 special needs adults and students as well as their families and caregivers.

Arc's 36,000 square foot facility was completely renovated with the Grand Reopening on 10/19/16. Some highlights of the project include:

- Project was completed on time and within budget projections.
- Building renovations were completed October 14<sup>th</sup>, 2016 – a little less than one year after the project began. During construction the agency remained open for all clients/programs.
- Total costs for the project were:
  - \$3,484,840 for building renovations and related costs
  - \$220,000 for furniture
  - \$87,000 for parking lot paving.
- Grand Reopening celebration was attended by over 175 people and was a great success.
- Clients, families and staff members report greater ability to provide a higher level of personal care to individuals with significant care needs.
- Decrease in incidents/accidents/behavioral incidents at facility as a result of wider hallways, more personal space and no curbs.
- 6 groups have arranged to use training room space.
- 7 individuals have toured facilities, who are interested in The Arc providing adult services.

**Staff Recommended Motion:** I move that the Board of Commissioners close the public hearing and leave the record open for 10 days.

Christine Kay, Citizen Services, 410-386-3600  
Don Rowe, The Arc, 410-876-2500  
Debby Standiford, Grants Office 410-386-2212

# **Carroll County Department of Public Works Briefing Paper Briefing & Discussion November 17, 2016**

**Issue:** Landfill Long Term Plan - Update

**Background:** The Bureau of Solid Waste must effectively implement an integrated system of solid waste management and recycling that allows sufficient flexibility to react to changes in regulations, technology and market conditions.

The Bureau of Solid Waste made presentations on November 19, 2015 and February 18, 2016 to the Commissioners to outline the short term plan to landfill additional waste in order to develop fund reserves and cover the new costs of recycling.

Improved waste compaction will be achieved with replacement of the old landfill compactor in FY 17. The increased waste density will allow more waste to be landfilled in the short term without significantly affecting the long term life of the landfill. The tonnage is increased from 15,000 tons to 40,000 tons per year for a three to five year window.

This plan, approved by the Board, maintains a long life for Northern Landfill provided future years, beyond the limited window, remain at limited use.

**Desired Action:** The update today provides information should the Board want to set a definite limit on the window in which 40,000 tons per year will be landfilled.

**Staff Recommended Motion:** No action needed; briefing and discussion only.

**Attending:** Jeff Castonguay, Director, Department of Public Works  
Dusty Hilbert, Chief, Bureau of Solid Waste



**Carroll County Department of Public Works  
Briefing Paper  
Briefing & Discussion  
November 17, 2016**

**Issue:** Credit Card Use at Northern Landfill

**Background:** The Bureau of Solid Waste must effectively balance convenient services and efficient use of funds.

The Bureau has previously discussed during the budget process the possible use of credit cards. The initial setup costs as well as ongoing charges will be outlined for discussion.

**Desired Action:** Information is provided for consideration of bank card charges and convenience of a proposed system in the coming fiscal year budget.

**Staff Recommended Motion:** No action needed; briefing and discussion only.

**Attending:** Jeff Castonguay, Director, Department of Public Works  
Dusty Hilbert, Chief, Bureau of Solid Waste

DATE: November 10, 2016  
 TO: The Carroll County Board of Commissioners  
 RE: Northern Landfill Cells 1&2 Capping and Hodges Slope Cap  
 60-F-3-16/17

**Executive Summary:**

The Bureau of Purchasing in cooperation with the Department of Public Works (Bureau of Solid Waste) requests your approval to award the contract for the capping of cells 1 & 2 at the Northern Landfill as well as associated work and the capping of the slope at the Hodges Landfill and associated work to Ryan Incorporated Central in the amount of \$4,149,494.50. The County bid this project and received six (6) bids. This cost is within the project budget and no additional funds are necessary.

**Number of Bids: 6**

- |                              |                |
|------------------------------|----------------|
| 1. Ryan Incorporated Central | \$4,149,494.50 |
| 2. Kinsley Construction      | \$4,343,783.00 |
| 3. Sargent Corporation       | \$4,426,680.00 |
| 4. Pleasant Construction     | \$5,464,247.00 |
| 5. Dixie Construction        | \$5,640,475.00 |
| 6. CJ Miller                 | \$5,789,050.00 |

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

Your concurrence today will authorize the Bureau of Purchasing to move forward with the award and obtain a legally sufficient contract document for signing by Mr. Jeff Castonguay, Director, Department of Public Works.

**Staff Recommended Motion:**

I move that the Board of Commissioners award the contract for the capping and associated work at Northern Landfill and Hodges Landfill to Ryan Incorporated Central in the amount of \$4,149,494.50.

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

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

Commissioner Frazier:	<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 Wantz:	<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: November 4, 2016

TO: The Carroll County Board of Commissioners

RE: Purchase of Water Meters

EXECUTIVE SUMMARY:

The County maintains approximately 8500 residential meters. The typical lifespan is approximately 20 years and many meters are at or nearing the end of their life. Meters stop reading water when they get to the end of the typical lifespan and the new meters will more accurately record water usage.

In 2013 personnel from the Department of Public Works and four (4) other county agencies met and evaluated options as to the most cost effective means available for the replacement of the County's aging and obsolete meters to newer and more accurate technology. Sensus Technologies, the current provider, has compatible equipment, accessories and replacement parts for our existing water meter system. This has been found to be the most cost efficient venue available. The purchase of the new meters allows Carroll County to employ more advanced technology and insure compatibility within the entire system. The Board approved the acquisition as a sole source. Department of Public Works/Bureau of Utilities is also seeking your approval of the purchase of the remaining balance of water meters for FY17 and as budgeted for the future planned meter purchases within this concurrence.

The Department of Public Works/ Bureau of Utilities requests your concurrence to purchase an additional (1,950) 3/4-inch meters, (50) 1-inch meters and related accessories in the amount of \$514,892.00 as budgeted in FY17.

**Staff Recommended Motion:**

I move that the Board of Commissioners concur with the issuance of a purchase order to LB Water in the amount of \$514,892.00 for water meters, and allow DPW to proceed with meter purchases in subsequent years according to the plan without seeking further concurrence.

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:  Approved X N/A

\_\_\_\_\_  
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: _____				

CM/mm

Cc: File

**Department of Citizen Services**  
**Briefing Paper**  
**Youth Reach MD**

**Background:** Youth REACH MD is a demonstration project to obtain accurate, detailed information on the number, characteristics and needs of unaccompanied homeless youth in Maryland. It is undertaken with an ultimate goal of supporting Maryland to end and prevent homelessness for youth and young adults.

A General Assembly bill, passed in 2014, authorized the project. It is overseen by the Maryland Department of Housing and Community Development and directed by the University Of Maryland School Of Social Work Institute for Innovation and Implementation.

Six of Maryland's 16 Continuums of Care (CoC's) participated in the first count, which was undertaken in September-October 2015. Drawing on their experiences, a second count is being planned for March-April 2017. After hearing a presentation on Youth REACH MD, the Circle of Caring for Carroll County was asked to participate in the second count. Members of the Circle took a vote on November 8, 2016 and all were in favor of participating.

**Staff Recommended Motion:** I move that the Board of Commissioners approve the participation in the Youth REACH MD count in March-April 2017.

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**Department of Land and Resource Management  
Agricultural Land Preservation Program  
Staff Time Briefing Paper  
Open Session  
November 17, 2016**

**Issue:**

**Fiscal Year 2017 Rural Legacy Grant Agreement for the Little Pipe Creek Rural Legacy Area and the Upper Patapsco Rural Legacy Area.**

**Background:**

Carroll County submitted a Fiscal Year 2017 grant application to the Maryland Department of Natural Resources (DNR) for the Little Pipe Creek Rural Legacy Area and the Upper Patapsco Rural Legacy Area to preserve agricultural, natural and cultural resources through the acquisition of conservation easements. Grant funds were awarded to the County in the amount of \$1,192,878.00. The County has a number of eligible properties within the County's two Rural Legacy areas. A grant agreement was prepared by DNR staff and has been reviewed and signed for legal sufficiency by Timothy Burke, County Attorney. The Grant Agreement will also require the signature of Roberta Windham, County Administrator.

**Action:            Briefing/Discussion/Decision**

**It is requested that the Board of County Commissioners accept the Fiscal Year 2017 Rural Legacy Grant Agreement for the Little Pipe Creek Rural Legacy Area and the Upper Patapsco Rural Legacy Area and authorize the County Administrator to sign the Agreement on the Commissioners' behalf.**

**Staff-Recommended Motion:**

*I move that the Board of Commissioners accept the Fiscal Year 2017 Rural Legacy Grant Agreement for the Little Pipe Creek Rural Legacy Area and the Upper Patapsco Rural Legacy Area and authorize the County Administrator to sign the Agreement on the Commissioners' behalf.*

**Attendees:**

Tom Devilbiss, Director, Department of Land and Resource Management  
Deborah Bowers, Program Manager, Agricultural Land Preservation Program  
J. P. Smith, Jr., Preservation Specialist, Agricultural Land Preservation Program