



Board of Carroll County Commissioners

County Office Building
Westminster, MD 21157
www.ccgovernment.carr.org

Open Session

~ Minutes ~

Admin

Thursday, March 24, 2016

1:30 PM

County Office Building Rm 311

I. Call to Order

| Attendee Name | Organization | Title | Status | Arrived |
|--------------------|---------------------------------------|----------------|---------|---------|
| Stephen Wantz | Board of Carroll County Commissioners | President | Present | |
| Richard Weaver | Board of Carroll County Commissioners | Vice-President | Present | |
| Dennis Frazier | Board of Carroll County Commissioners | Secretary | Present | |
| Richard Rothschild | Board of Carroll County Commissioners | Commissioner | Absent | |
| Doug Howard | Board of Carroll County Commissioners | Commissioner | Present | |

II. Public Comment ~ Item No. III

None

III. Briefing/Discussion/Decision ~ Request Approval to Submit Grant Application to Administrative Office of the Courts - Office of Problem Solving Court for Adult Drug Court

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 three (323) individuals with one hundred and thirty nine (139) participants successfully completing the program and fifty one (51) 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. The FY17 application is also requesting funding for a new part-time position of case manager in the Circuit Court for the work of the Drug Court. The application assumes the new position will be fully grant funded. If the funding is not granted, the Board has no obligation to fund this position. The application is also requesting funding to offset part of an existing State's Attorney's Office position. If funding is not awarded for this position, county funding is expected to continue.

- Motion To:** approve the application for submission of the FY 2017 Discretionary Grant

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| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Dennis Frazier, Secretary |
| SECONDER: | Richard Weaver, Vice-President |
| AYES: | Stephen Wantz, Richard Weaver, Dennis Frazier, Doug Howard |
| ABSENT: | Richard Rothschild |

IV. Public Comment ~ Item No. V

None

V. Briefing/Discussion/Decision ~ Request Approval to Submit Grant Application to Admin. Office of the Courts Mediation and Conflict Resolution Office for Adult Drug Court

The Conflict Resolution Project grant's purpose is for benefiting the courts and citizens of Maryland with the goal of increasing efficiency in the courts, expanding access to justice and preventing conflicts from escalating into violence or litigation. Grant funds will provide a 3 day training to improve the Carroll County Adult Drug Court participants ability to resolve conflict by learning how to be more effective in dealing with conflict with family and friends, how to keep relationships strong, and how to speak effectively for their own needs during conflict.

- Motion To:** approve the application for submission of the FY 2017 Conflict Resolution Projects Grant Program

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| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Richard Weaver, Vice-President |
| SECONDER: | Dennis Frazier, Secretary |
| AYES: | Stephen Wantz, Richard Weaver, Dennis Frazier, Doug Howard |
| ABSENT: | Richard Rothschild |

VI. Public Comment ~ Item No. VII

None

VII. Briefing/Discussion/Decision ~ Request Approval to Submit Grant Application Conflict Resolution Project Grant

The Family Law Administration assists the Courts, litigants, and attorneys to handle domestic matters relating to families and children in the Court system. The services include referrals to other agencies, self-help information, both legal and non-legal, free limited legal assistance at the Family Advice Clinic, mediation and visitation services coordination, assistance in domestic violence or emergency evaluation matters, and case tracking and management. This Department was created within the Circuit Court to ensure that court cases are handled in a way that achieves the best results possible for each family involved in the Court system. The goal of FY17 Conflict Resolution Grants is to benefit the courts and citizens of Maryland by increasing efficiency in the courts, expanding access to justice and preventing conflicts from escalating into violence or litigation. If awarded, the grant will improve and grow the impact and use of meditation and Alternative Dispute Resolution (ADR) for the Carroll County Circuit Court through three specific projects.

- Advanced Training for Guardianship Mediation: a state-wide training will be held in Carroll County to expand implementation of mediation in guardianship cases
- Limited Scope Representation Project: will provide limited assistance from an attorney to

- review mediation agreements for self-represented parties.
- Staff development and professional memberships for Family Law staff

1. **Motion To:** approve the Submission of the FY17 Conflict Resolution Grant application for the Family Law Administration

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| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Richard Weaver, Vice-President |
| SECONDER: | Dennis Frazier, Secretary |
| AYES: | Stephen Wantz, Richard Weaver, Dennis Frazier, Doug Howard |
| ABSENT: | Richard Rothschild |

VIII. Public Comment ~ Item No. IX

None

IX. Briefing/Discussion/Decision ~ Request Acceptance of Grant Award Money Follows the Person - Bridge Subsidy Program

People with disabilities, who are ready to transition from long-term or institutional care to independent living, are unable to access subsidized housing in a timely manner. Currently the waiting period for a Housing Choice Voucher in Carroll County is approximately 2 1/2 to 3 years. The Bridge Subsidy program will provide temporary rental assistance to qualified, disabled clients until they receive a Housing Choice Voucher from Carroll County. Those in the program will be able to move from institutional or long term care into independent living more quickly with the 'bridge' subsidy. Those qualified to access the program will have the supports in place to successfully transition to independent living. In Carroll County, the program will serve 5 persons with disabilities; the state's goal is to serve 89 persons across the state.

1. **Motion To:** accept the Money Follows the Person Bridge Subsidy Grant Award

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| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Stephen Wantz, President |
| SECONDER: | Richard Weaver, Vice-President |
| AYES: | Stephen Wantz, Richard Weaver, Dennis Frazier, Doug Howard |
| ABSENT: | Richard Rothschild |

X. Public Comment ~ Item No. XI

None

XI. Discussion/Decision ~ Workforce Development Grant Award (Briefing on March 3, 2016)

The State has awarded funding to support job training for recipients of Supplemental Nutritional Assistance Program (SNAP) benefits. Starting January 1, 2016, some recipients of SNAP, identified as Able Bodied Adults Without Dependents (ABAWD) are required to work, attend school or attend job training in order to continue to qualify for benefits. The Carroll County Department of Social Services has identified a need for intensive job training services in Carroll County for the most vulnerable of the individuals identified as ABAWDs who do not have a high school diploma or previous work experience. Human Services Programs will provide services to 50-65 SNAP beneficiaries, identified as ABAWDs, through its workforce development program, Opportunity Works. The goals of the training include identifying job barriers, participating in volunteer services activities, identifying job

openings, and developing interview and resume skills. Participants will receive 20 hours of training and workforce development activities each week. HSP's Opportunity Works Program has been very successful serving 111 individuals in FY15. Of those served, 73% resolved at least two barriers to employment and 63% maintained or increased employment income.

1. **Motion To:** accept the ABAWD Workforce Development Grant Award for the Department of Citizen Services and Human Services Programs, Inc.

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| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Dennis Frazier, Secretary |
| SECONDER: | Doug Howard, Commissioner |
| AYES: | Stephen Wantz, Richard Weaver, Dennis Frazier, Doug Howard |
| ABSENT: | Richard Rothschild |

XII. Public Comment ~ Item No. XIII

Comments were received from two (2) county citizens regarding the Tree Commission.

XIII. Discussion/Decision ~ Request Approval to Proceed to Public Hearing (Briefing on January 21, 2016) Amendment to Chapter 31 Environmental Advisory Council (EAC) to Remove Tree Commission

When the EAC was first created, the EAC was tasked with fulfilling the role as the County's Tree Commission in addition to its other responsibilities. At that time, disputes related to various issues regarding trees on County or private property were brought before the EAC to resolve in its role as the Tree Commission. However, this responsibility and reference in the Code have since become obsolete. The Carroll County Forestry Board now is recognized in the Forest Conservation Manual as the review and approval agency on tree-related issues, such as approval to harvest forest in an easement area. Therefore, the removal of the Tree Commission from Chapter 31, Environmental Advisory Council is recommended. The EAC will initiate and shepherd the change through the process to amend the Code. This concept was discussed with the Board at the joint meeting with the EAC on January 21, 2016, and included in the EAC's 2016 Work Plan. This is really related to county operations and grounds maintenance which is the responsibility of the EAC.

Prior to sending this change to public hearing, the Commissioners decided to hold off on scheduling a hearing in order to obtain additional information on what the legislative intent was for the Tree Commission when it was established. Also, to outline the role of Mr. Tom Robertson and have staff report back to the Board.

XIV. Public Comment ~ Item No. XV

None

XV. Briefing/Discussion/Decision ~ Grant Application ~ Non Point Source Pollution Reduction in Municipal Areas of Carroll County

The Department of Land and Resource Management, Bureau of Resource Management (BRM), is seeking \$3,950,000.00 from the Department of Natural Resources Chesapeake & Atlantic Coastal Bays Trust Fund Cost-Effective Non-Point Source Pollution Reduction grant program to implement stormwater management practices within the Municipal Areas of Carroll County. The BRM has been working closely with the municipalities to tailor a plan that would implement the most cost effective practices to enhance water quality in Carroll County. Ultimately, these projects will achieve improved stormwater control at eight (8)

sites, while helping Carroll County meet certain requirements of the National Pollutant Discharge Elimination System (NPDES) permit. Chesapeake & Atlantic Coastal Bays Trust Fund; Cost-Effective Non-Point Source Pollution Reduction Grant.

1. **Motion To:** approve the submission of a grant application to the Department of Natural Resources for the Chesapeake and Atlantic Coastal Bays Trust Funds Cost-Effective Non Point Source Pollution Reduction in Municipal Areas of Carroll County

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| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Doug Howard, Commissioner |
| SECONDER: | Richard Weaver, Vice-President |
| AYES: | Stephen Wantz, Richard Weaver, Dennis Frazier, Doug Howard |
| ABSENT: | Richard Rothschild |

XVI. Public Comment ~ Item No. XVII

None

XVII. Briefing/Discussion ~ Transportation Advisory Council Update

On August 20, 2015, the Transit Advisory Committee became an official Council, recognized by the Board of County Commissioners with the mission "to advocate for and advise in the implementation of the Carroll County Transportation Development Plan." On September 25, 2015, Carroll County held a Transit Summit at the Carroll Community College, open to the public. The comments collected at the Transit Summit have been reviewed by the Transit Advisory Council to provide guidance on public transit in Carroll County. In addition to the Executive Committee, the Transit Advisory Council has formed three subcommittees to provide more focus to concerns touched on at the summit. The three subcommittees include the Transit Development Plan (TDP) Review group, a Rider Experience group, and a Marketing group. These subcommittees were formed with Transit Advisory Council volunteers.

- The Marketing group, Chaired by Denise Beaver of Economic Development has created a Marketing Plan to increase TrailBlazer awareness in the community.
- The Rider Experience group has been issued passes to ride and will begin traveling the TrailBlazers to prepare a report on their traveling experience.
- Transit Development Plan Review group Chaired by Tammy Black has been provided copies of the 2013 approved TDP to have a better understanding of the Plan and how it can support transit improvement efforts.

The Transit Advisory Council provided an update on the Transit Summit and the Transit Advisory Council's activities.

XVIII. Public Comment

Citizen comment(s): No citizen comments were received.

XIX. Approval/Adoption of Minutes

1. **Tuesday, March 01, 2016**

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| RESULT: | ACCEPTED [UNANIMOUS] |
| MOVER: | Doug Howard, Commissioner |
| SECONDER: | Dennis Frazier, Secretary |
| AYES: | Stephen Wantz, Richard Weaver, Dennis Frazier, Doug Howard |
| ABSENT: | Richard Rothschild |

2. Thursday, March 03, 2016

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| RESULT: | ACCEPTED [UNANIMOUS] |
| MOVER: | Doug Howard, Commissioner |
| SECONDER: | Dennis Frazier, Secretary |
| AYES: | Stephen Wantz, Richard Weaver, Dennis Frazier, Doug Howard |
| ABSENT: | Richard Rothschild |

3. Tuesday, March 08, 2016

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| RESULT: | ACCEPTED [UNANIMOUS] |
| MOVER: | Doug Howard, Commissioner |
| SECONDER: | Richard Weaver, Vice-President |
| AYES: | Stephen Wantz, Richard Weaver, Dennis Frazier, Doug Howard |
| ABSENT: | Richard Rothschild |

4. Thursday, March 17, 2016

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| RESULT: | ACCEPTED [3 TO 0] |
| MOVER: | Richard Weaver, Vice-President |
| SECONDER: | Dennis Frazier, Secretary |
| AYES: | Stephen Wantz, Richard Weaver, Dennis Frazier |
| ABSTAIN: | Doug Howard |
| ABSENT: | Richard Rothschild |

XX. Administrative Session ~ Open

The following issues were discussed:

1. Review of draft public agendas for the weeks of March 28, 2016 and April 4, 2016
2. Signing of Documents

XXI. Land Acquisition ~ CLOSED

Upon motion of Commissioner Howard, second by Commissioner Frazier, the Board (Commissioners Wantz, Weaver, Frazier, and Howard), voted unanimously to meet in closed session in accordance with the Annotated Code of Maryland, State Government Article, Subsection 3-305(b)(3), Thursday, March 24, 2016 at 3:30 P.M. with Roberta Windham, County Administrator; Tim Burke, County Attorney; Tom Devilbiss, Director, Department of Land and Resource Management; Gale Engles, Chief, Bureau of Land and Resource Management; Deborah Bowers, Manager, and J. P. Smith, Preservation Specialist, Agricultural Land Preservation Program, to discuss possible acquisition of property for stormwater pond and; two (2) additions to Agriculture Preservation easements.

1. **Motion To:** close for Land Acquisition

RESULT: **ADOPTED [UNANIMOUS]**
MOVER: Doug Howard, Commissioner
SECONDER: Richard Weaver, Vice-President
AYES: Stephen Wantz, Richard Weaver, Dennis Frazier, Doug Howard
ABSENT: Richard Rothschild

XXII. Adjourn ~ 2:34 PM

1. Motion To: adjourn

RESULT: **ADOPTED [UNANIMOUS]**
MOVER: Richard Weaver, Vice-President
SECONDER: Doug Howard, Commissioner
AYES: Stephen Wantz, Richard Weaver, Dennis Frazier, Doug Howard
ABSENT: Richard Rothschild