



Board of Carroll County Commissioners

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

Open Session

~ Minutes ~

Admin

Thursday, July 21, 2016

10:00 AM

County Office Building Rm 311

I. Call to Order

Attendee Name	Organization	Title	Status	Arrived
Stephen Wantz	Board of Carroll County Commissioners	President	Absent	
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	Present	
Doug Howard	Board of Carroll County Commissioners	Commissioner	Present	

II. Innovocation ~ Commissioner Weaver

III. Positively Carroll

IV. Public Comment ~ Item No. V

None

V. Briefing/Discussion/Decision ~ FY17 and FY18 Child Support Enforcement Agreements - Carroll County Circuit Court

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.

- Motion To:** approve the FFY 2017 (\$39,438) and FY2018 (\$40,149) Child Support Enforcement Agreement Cooperative Reimbursement Agreements for the Circuit Court

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

VI. Public Comment ~ Item No. VII

None

VII. Briefing/Discussion/Decision ~ FY17, FY18 and FY19 Child Support Enforcement Agreements - Carroll County Sheriff's Office

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.

- Motion To:** approve the FFY17 (\$212,809); FFY18 (\$217,392); and FFY19 (\$221,560) Child Support Enforcement Agreement Cooperative Reimbursement Agreement for the Sheriff.

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

VIII. Public Comment ~ Item No. IX

None

IX. Briefing/Discussion/Possible Decision ~ Request Approval of Commission on Aging & Disabilities Bylaws

The purpose of the Commission is to advise the Carroll County Bureau of Aging and Disabilities on all matters relating to development and administration of the area plan and operations conducted thereunder. The Commission on Aging and Disabilities (COAD) reviews their Bylaws annually. Revisions are made and are reviewed and approved by the Board of County Commissioners of Carroll County. The COAD is requesting approval of their revised Bylaws. 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 population served by the COAD. Additionally, the COAD's meeting frequency

changed from monthly to bimonthly. Meetings will now be held in January, March, May, July, September, and November.

1. **Motion To:** approve the Carroll County Commission On Aging and Disabilities revised Bylaws

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

X. Public Comment ~ Item No. XI

None

XI. Briefing/Discussion/Possible Decision ~ Request Approval for Subcommission of Grant Application FY17 Senior Citizen Activities Center Operating Fund Grant Application to the Maryland Department of Aging

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

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.

1. **Motion To:** approve the grant application to the FY17 Senior Citizens Activities Center Operating Fund in the amount of \$48,266.00

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

XII. Public Comment ~ Item No. XIII

None

XIII. Discussion/Decision ~ Request Approval for FY17 Veterans Services Grant Award

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. 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. It was requested that Ms. Kay look into having the Veteran's shuttle to remain in use on Veteran's Day so that it is available to the Veteran's if need be. This will be looked into and be reported back to the Board on what can be done.

- 1. **Motion To:** accept the FY17 Veterans Services Grant Award in the amount of \$80,000

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

XIV. Public Comment ~ Item No. XV

None

XV. Discussion/Decision ~ Request Approval for FY2017 Homeless Services Grant Award

The Maryland Department of Human Resources (DHR) offers funding each year to support homeless programs throughout the state.

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.
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.

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.

- 1. **Motion To:** approve the submission of the FY17 Consolidated Homeless Services Grant Award to the Maryland Department of Human Resources

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

XVI. Public Comment ~ Item No. XXII

None

XVII. Briefing ~ Proposed Amendments to Water and Sewer Master Plan

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 Board of County Commissioners on the nature of the proposed amendments. It was requested to let the record reflect that these are plans obviously and these planned amounts are not in effect until the Board of County Commissioners executes them with a formal agreement with the Town. Language was also inserted into the water portion of this document for Hyde's Quarry. The county has been working on an agreement for Hyde's Quarry for awhile now. No agreements have been made to date on the County's allocation. The language that is being provided lays the groundwork for the future when an agreement is made to make sure that Hyde's Quarry is incorporated into the overall Water and Sewer Plan. A request was made to have Tom Devilbiss, Director, Land and Resource Management to give a briefing on Hyde's Quarry regarding the status to the Board sometime in the near future.

Staff will be scheduling time with the Board of County Commissioners 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.

XVIII. Public Comment ~ Item No. XIX

None

XIX. Discussion/Decision ~ Request Approval to Proceed to Public Hearing - Medical Cannabis

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 and Zoning Commission reviewed and considered 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 asked that the proposal be forwarded to the Board of Commissioners for further action.

The Board of Commissioners will hear public comments at a future public hearing regarding proposed amendments to:

Chapter 158, Zoning, regarding the growing and processing of medical cannabis as a conditional use in the Restricted Industrial ("I-R") and General Industrial ("I-G") zoning districts and the dispensing of the product as an accessory use. The proposed amendments include authorization, new definitions, limits and safeguards for cannabis growing, processing, and dispensing operations.

- 1. Motion To:** authorize staff to proceed to public hearing

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

XX. Public Comment ~ Item No. XXI

None

XXI. Briefing/Discussion ~ Computer-Aided Dispatch (CAD) Renewal of Software Support Services Agreement

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.

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 and all applicable software-related patches, upgrades, and enhancements. The agreement covers a 12-month period, thus requiring renewal, annually. The current agreement expires August 1, 2016. There is no limit as to the number of times this agreement may be renewed. The terms, conditions, coverages and 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.

XXII. Update ~ 1) BWI Partnership; 2) FT. Meade Alliance

The Board of Commissioners has agreed to discuss membership in a number of regional organizations to market Carroll County as an attractive place to live, work, and raise a family. The BWI Partnership advocates for policies and initiatives that benefit and promotes the region and it was felt that Carroll County could benefit from getting involved in both

organizations to tell Carroll County's story and to attract people to settle in Carroll County. The total request would be for \$5,000 with dues for both being \$3,200 and then a small amount left for marketing.

XXIII. Public Comment

Citizen comment(s): no public comments were received.

XXIV. Approval/Adoption of Minutes

1. Thursday, July 14, 2016

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

XXV. Administrative Session ~ Open

The following issues were discussed:

- 1. The review of draft public agendas for the weeks of July 25, 2016 and August 1, 2016
- 2. Discussion of draft letter to Governor Hogan from the Combined Education Committee pertaining to additional one-time funding for Education
- 3. Signing of Documents

- 1. Motion To:** approve forwarding the letter from the Combined Education Committee to Governor Hogan pertaining to additional one-time funding for education

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

XXVI. Adjourn ~ 11:46 AM

- 1. Motion To:** adjourn

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