



Board of Carroll County Commissioners

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

Open Session

~ Minutes ~

Admin

Thursday, August 25, 2016

9:00 AM

County Office Building Rm 311

I. Call to Order

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

II. Invocation ~ Commissioner Weaver

III. Positively Carroll

IV. Public Comment ~ Item No. V

None

V. Briefing/Discussion/Decision ~ Request Approval to Submit the Section Eight Management Assessment Program (SEMAP) Certification

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.

- Motion To:** approve the submission of the SEMAP report

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

VI. Public Comment ~ Item No. VII

None

VII. Briefing/Discussion/Decision ~ Request Approval for the Rental Allowance Program (RAP) Application

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 (HSP) 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 Rental Allowance Program housing contract and pays the rent stipend to the landlord. RAP does not require matching funds. The Rental Allowance Program 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.

1. **Motion To:** accept the FY17 Rental Assistance Program (RAP) Grant Award in the amount of \$40,000.00

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

VIII. Public Comment ~ Item No. IX

None

IX. Discussion/Decision ~ Submission of Grant Award FFY 2016 Family Self Sufficiency

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 the Business and Employment Resource Center (BERC), Carroll Community College, Department of Social Services (DSS), Carroll County Youth Services Bureau (CCYSB) (referrals), Human Services Program (HSP), Legal Aid Bureau (referrals), Maryland Volunteer Lawyers Service (referrals), Get Connected (referrals), PNC Bank, Access Carroll (referrals), Health Department (referrals), Potomac Management, Division of Rehabilitation Services (DORS) (referrals), Shepherd's Staff (referrals), North East Social Action Program (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.

1. **Motion To:** accept the FFY 2016 Family-Self Sufficiency Grant Award in the amount of \$68,360.00

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

X. Public Comment ~ Item No. XI

None

XI. Briefing/Discussion/Decision ~ Request Approval for the Acceptance of the Senior Inclusion Program Development Disabilities 2017 ISS Grant Award in the amount of \$10,722.00

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 FY2017. 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.

- Motion To:** accept the FY 2017 Senior Inclusion Program, Development Disabilities ISS Grant award in the amount of \$11,413.00

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

XII. Public Comment ~ Item No. XIII

None

XIII. Briefing/Discussion/Decision ~ Request Approval for the Money Follows the Person (MFP) Grant Application Submission

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.

- Motion To:** approve the grant application for submission of the FY 2017 Money Follows the Person in the amount of \$11,413.00

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

XIV. Public Comment ~ Item No. XV

None

XV. Discussion/Decision ~ 10 -Year Solid Waste Plan

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.

- 1. Motion To:** 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

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

XVI. Public Comment ~ Item No. XVII

None

XVII. Briefing/Discussion/Decision ~ Request Approval to Proceed to Public Hearing Evening Transit Pilot Program

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.

- Motion To:** direct staff to proceed to public hearing on the six-month Carroll Transit Pilot Program

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

XVIII. Public Comment ~ Item No. XIX

None

XIX. Briefing/Discussion/Possible Decision ~ Request Approval to Purchase Easement Cole Property

The Hampstead Waste Water Treatment Plant Influent Sewer project is a planned effort that relieves aging infrastructure through the south end of Hampstead, Maryland. 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 Maryland Rte. 30 at Houcksville Road in Hampstead, Maryland, 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 \$70,000.00.

- Motion To:** exercise an Option to Purchase the 20' perpetual utility easement on the Thomas E. Cole property in the amount of \$70,000

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

XX. Public Comment ~ Item No. XXI

Three citizens commented on Charles Carroll Elementary School.

XXI. Briefing/Discussion ~ Update: Closed School Building Maintenance Costs

The Carroll County Board of Education voted in December 2015 to close three schools - North Carroll High School, New Windsor Middle School and Charles Carroll Elementary School - 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 were updated on both buildings including variable uses and options for the Board's review and discussion. Presentation included:

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

XXII. Public Comment ~ Item No. XXIII

None

XXIII. Briefing/Update ~ Human Resource and Payroll Software Project Update

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. Staff updated the Board on the project's current status, the timeline and identified the next steps in the project.

XXIV. Public Comment

Citizen comment(s): One citizen comment was received regarding the use of North Carroll High School

XXV. Approval/Adoption of Minutes

1. Thursday, August 04, 2016

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

2. Thursday, August 04, 2016

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

XXVI. Administrative Session ~ Open

The following issues were discussed:

1. Review of draft public agenda for the weeks of August 29, 2016 and September 5, 2016.

2. Signing of Documents.

XXVII. Land Acquisition - Closed (August 11, 2016 PM)

Upon motion of Commissioner Rothschild, second by Commissioner Wantz, the Board (Commissioner Wantz, Commissioner Weaver, Commissioner Frazier, Commissioner Rothschild, and Commissioner Howard) voted unanimously to meet in closed session in accordance with the Annotated Code of Maryland, General Provisions Article, Subsection 3-305(b)(3), on Thursday, August 11, 2016 at 3:00 P.M. to discuss a land acquisition matter. Staff was directed to obtain appraisals for park land.

XXVIII. Adjourn ~ 11:39 AM

1. **Motion To:** adjourn

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