

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

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Westminster, Maryland 21157
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MD Relay ~ 7-1-1/800-735-2258

Notice of Commissioner Meetings & Agenda for the Week of March 21, 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 ~ March 21, 2016

Tuesday ~ March 22, 2016

9:00 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

Item 1

Presentation ~ Recommended Budget to
Commissioners
Department of Management & Budget ~ Mr. Ted Zaleski

Item 2

Public Comment on this item
Decision/Request for Signature
Briefings on March 3 and March 8, 2016
[Annual Consolidated Transportation Priority Letter](#)
Department of Planning ~ Mr. Phil Hager

Public Comment

Tuesday ~ March 22, 2016 (Continued)

6:30 p.m. *Black-Eyed Susan Celebration*
Eldersburg Branch Library ~ Eldersburg, Maryland
Commissioner Howard

Wednesday ~ March 23, 2016

8:00 a.m. *District 5 Business Council Meeting*
Salerno's Restaurant ~ Eldersburg, Maryland
Commissioner Howard

12:30 p.m. *Recreation & Parks Advisory Board Luncheon/Meeting*
Hashawha Environmental Center ~ Westminster, Maryland
Commissioners Wantz & Weaver

Thursday ~ March 24, 2016

9:00 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

Item 1

Presentation ~ Recommended Budget to Commissioners
Department of Management & Budget ~ Mr. Ted Zaleski

Public Comment

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

Item 2

Public Comment on this item
Briefing/Discussion/Decision
Request Approval to Submit Grant Application to
Admin. Office of the Courts
[Office of Problem Solving Court for Adult Drug Court](#)
Carroll County Circuit Court ~ Judge J. Barry Hughes
Department of Management & Budget ~ Mr. Ted Zaleski

Thursday ~ March 24, 2016 (Continued)

Item 3

Public Comment on this item
Briefing/Discussion/Decision
Request Approval to Submit Grant Application to
Admin. Office of the Courts
[Mediation and Conflict Resolution Office](#) for
Adult Drug Court
Carroll County Circuit Court ~ Judge J. Barry Hughes
Department of Management & Budget ~ Mr. Ted Zaleski

Item 4

Public Comment on this item
Briefing/Discussion/Decision
Request Approval to Submit Grant Application
[Conflict Resolution Project Grant](#)
Carroll County Circuit Court ~ Mr. J. Barry Hughes, Administrative Judge
Department of Management & Budget ~ Mr. Ted Zaleski

Item 5

Public Comment on this item
Briefing/Discussion/Decision
Request Acceptance of Grant Award
[Money Follows the Person ~ Bridge Subsidy Program](#)
Department of Citizen Services ~ Ms. Christine Kay
Department of Management & Budget ~ Mr. Ted Zaleski

Item 6

Public Comment on this item
Discussion/Decision
Briefing on March 3, 2016
[Workforce Development Grant Award](#)
Department of Citizen Services ~ Ms. Christine Kay
Department of Management & Budget ~ Mr. Ted Zaleski

Item 7

Public Comment on this item
Discussion/Decision
Briefing on January 21, 2016
Request Approval to Proceed to Public Hearing
Amendment to Chapter 31
[Environmental Advisory Council to Remove Tree Commission](#)
Department of Land & Resource Management ~ Mr. Tom Devilbiss

Thursday ~ March 24, 2016 (Continued)

Item 8

Public Comment on this item

Briefing/Discussion/Decision

[Grant Application ~ Non-Point Source Pollution Reduction](#)

in Municipal Areas of Carroll County

Department of Land & Resource Management ~ Mr. Tom Devilbiss

Item 9

Public Comment on this item

Briefing/Discussion

[Transportation Advisory Council Update](#)

Department of Public Works ~ Mr. Jeff Topper

Public Comment

Approval/Adoption of Minutes

Administrative Session ~ Open

Closed ~ Land Acquisition

Friday ~ March 25, 2016

County Offices Closed in Observance of Good Friday

Saturday ~ March 26, 2016

Sunday ~ March 27, 2016

8:05 a.m. "The Commissioners' Report" – WTTR
Commissioner Frazier

****Upcoming Budget Sessions****

3/29/16, 3/31/16, 4/5/16 & 4/7/16 *Agency Meetings with the Commissioners*

4/12/16, 4/14/16, 4/19/16,
4/21/16 & 4/26/16 *Commissioners' Budget Deliberations*

4/28/16 *Proposed Budget News Conference* *10:00a .m.*

Community Budget Meetings

4/28/16 *(Westminster) County Office Bldg.-Reagan Room* *7:00 p.m.*

5/2/16 *Eldersburg Branch Library* *7:00 p.m.*

5/3/16 *Mt. Airy Branch Library* *7:00 p.m.*

5/9/16 *Taneytown Branch Library* *7:00 p.m.*

5/10/16 *North Carroll Branch Library* *7:00 p.m.*

Budget Public Hearing

5/12/16 *Scott Center ~ Carroll Community College* *7:00 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
a great place to live, a great place to work, a great place to play

Department of Planning

Briefing Paper

March 22, 2016

Open Session

Issue:

2016 Consolidated Transportation Plan Priority Letter

Background:

The Carroll County Department of Planning annually submits a letter to the Maryland Department of Transportation listing the key County transportation priorities for inclusion into the State's Consolidated Transportation Program for FY 2017-2022. These projects include capacity enhancing infrastructure, main street revitalization, bicycle and pedestrian trails and County transit needs. Attached is the priority letter for review and discussion by the Board of County Commissioners. This version contains the revisions suggested at the March 8th discussion.

Action:

Request for Signature.

Attendees:

Philip R. Hager, Director, Department of Planning
Mary Lane, Transportation/Comprehensive Planner

DECISION TO ACCEPT GRANT APPLICATION BRIEFING

3/24/16

Program Title: FY17 Carroll County Adult Drug Court (CCADC)
Grant Title/Funder: Discretionary Grant/MD Office of Problem Solving Courts (OPSC)
Grant Period: 7/1/16 to 6/30/17
Department/Agency: Circuit Court
Due Date: 3/31/16

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 SAO position. If funding is not awarded for this position, county funding is expected to continue.

FY17 Application Budget

	OPSC Grant Request	County Cash Match
Salary and Benefits – Coordinator , Case Manager, SAO Part Time Sr. Asst. State’s Attorney (Existing Staff)	\$197,623	
Salary and Benefits – Part-time Case Manager (New Staff)	\$19,879	
Administrative Costs - Part-time Case Manager (New Staff)		\$1,215.00*
Administrative costs/Supplies	\$290	\$3,530.00*
Drug Testing Supplies/Alcohol Monitoring	\$46,088	
Participant Services – Housing, Transit, Driver Education	\$26,825	
Staff Training and Travel	\$14,634	
Total Grant Request	\$305,339	
Total Program Cost		\$310,084

*Not an eligible grant expense

Staff Recommended Motion:

I move that the Board of Commissioners approves the application for submission of the FY 2017 Discretionary Grant.

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

GRANT APPLICATION BRIEFING

3/24/16

Program Title: FY 2017 Mediation and Conflict Resolution Office (MACRO)

Grant Title/Funder: Conflict Resolution Projects Grant Program/Administrative Office of the Courts

Grant Period: July 1, 2016 – June 30, 2017

Department/Agency: Circuit Court/Adult Drug Court

Due Date: 4/4/16

Background: 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.

Program: 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.

Impact: 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.

Budget

Grant Request – Training	\$1,200.00
County Cash Match	\$0.00
Total Match	\$0.00
Total Program	\$1,200.00

Staff Recommended Motion:

I move that the Board of Commissioners approves the application for submission of the FY 2017 Conflict Resolution Projects Grant Program.

Attending:

Dena Black, Adult Drug Court, 410-386-2851

Debby Standiford, Grants Office, 410-386-2212

GRANT APPLICATION BRIEFING

3/24/16

Program Title: Alternative Dispute Resolution (ADR) Program Enhancement and Training

Grant Title/Funder: FY17 Conflict Resolution Grant/Administrative Office of the Courts

Grant Period: 7/1/2016 to 6/30/2017

Department/Agency: Circuit Court/Family Law Administration

Due Date: 4/1/16

Background: 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

Program: 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 mediation 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**

FY17 Budget

Grant Request	\$36,229
County Cash Match	\$0.00
Total Program	\$36,229

Staff Recommended Motion: I move that the Board of Commissioners approves the Submission of the FY17 Conflict Resolution Grant for the Family Law Administration.

Attending:

Powel Welliver, Family Law Administration, 410-386-2401

Debby Standiford, Grants Office, 410-386-2212

GRANT AWARD BRIEFING

3/24/16

Program Title: Money Follows the Person Bridge Subsidy Program

Funder: MD Department of Health and Mental Hygiene, MD Department of Disabilities and MD Department of Housing and Community Development

Grant Period: 4/1/2016 – 3/30/2019

Department/Agency: Citizen Services/Housing

Due Date: 4/1/16

Background: 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 ½ to 3 years.

Program: 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.

3 Year Program Budget

Rental Subsidies*	\$142,200
Administrative Fee*	\$14,250
Grant Award*	\$156,450
County Cash Match	0

* Estimated –will be based on the # served and the household size

Staff Recommended Motion: I move that the Board of Commissioners accepts the Money Follows the Person Bridge Subsidy Grant Award

Attending:

Christine Kay, Citizen Services, 410-386-3600

Loretta Greenwell, Bureau of Housing, 410-386-3600

Debby Standiford, Grants Office, 410-386-2212

GRANT AWARD ACCEPTANCE

3/24/16

Program Title: HSP Workforce Development Program

Funder: MD Department of Human Resources

Grant Period: Upon Award – 9/30/16

Department/Agency: Department of Citizen Services

Due Date: ASAP

Background: 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.

Program: 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.

Budget

Grant Award– HSP's Opportunity Works Program	\$33,860
HSP Match	\$6,204
County Cash Match	0
Total Program	\$40,064

Staff Recommended Motion: I move that the Board of Commissioners accepts the ABAWD Workforce Development Grant Award for Citizen Services and Human Services Programs.

Attending:

Christine Kay, Director, Citizen Services

Angela Gustus, Executive Director, HSP

Debby Standiford, Grants Office

Environmental Advisory Council

Briefing Paper

March 24, 2016

Open Session

Issue:

Amendment to Chapter 31 Environmental Advisory Council to Remove Tree Commission

Background:

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.

Action:

Discussion/Decision - Request approval to proceed with scheduling a public hearing.

Staff-Recommended Motion:

That the Board of Commissioners directs the EAC and staff to proceed with scheduling a public hearing on the proposed amendment to Chapter 31, which would remove the Tree Commission from the EAC's responsibilities.

Attendees:

Tom Devilbiss, Department of Land & Resource Management
Brenda Dinne, Department of Land & Resource Management
Environmental Advisory Council Members

GRANT APPLICATION BRIEFING
March 24, 2016

Program Title: Non-Point Source Pollution Reduction in Municipal Areas of Carroll County

Funder: Department of Natural Resources; Chesapeake & Coastal Service

Grant Period: July 1, 2016 thru July 1, 2019

Department/Agency: Department of Land and Resource Management, Bureau of Resource Management

Due Date: March 31, 2016

Background: 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.

Program: Chesapeake & Atlantic Coastal Bays Trust Fund; Cost-Effective Non-Point Source Pollution Reduction Grant

Jurisdiction	Project	Project Cost	Grant Request	County Match
Manchester	Whispering Valley	\$ 807,958.00	\$ 375,000.00	\$ 432,958.00
Hampstead	Small Crossings	\$ 639,710.00	\$ 300,000.00	\$ 339,710.00
Taneytown	Roberts Mill	\$ 2,183,313.00	\$ 1,000,000.00	\$ 1,183,313.00
Union Bridge	Locust Wetland	\$ 234,313.00	\$ 100,000.00	\$ 134,313.00
New Windsor	Blue Ridge Manor	\$ 539,313.00	\$ 250,000.00	\$ 289,313.00
Westminster	Langdon Property	\$ 1,888,843.00	\$ 900,000.00	\$ 988,843.00
Mount Airy	Merridale Gardens	\$ 919,028.00	\$ 425,000.00	\$ 494,028.00
Sykesville	Shannon Hawk	\$ 1,255,813.00	\$ 600,000.00	\$ 655,813.00
		\$ 8,468,291.00	\$ 3,950,000.00	\$ 4,518,291.00

Project Cost includes Design, Construction, Administrative Grant Costs, and Equipment
Grant request is for 50% of construction costs

Staff-Recommended Motion:

That the Board of Commissioners approves the submission of the grant application to the Department of Natural Resources for the Chesapeake and Atlantic Coastal Bays Trust Funds Grant.

Motion _____

Second _____

Approved _____

Disapproved _____

Attending:

Tom Devilbiss, Director; Land and Resource Management

Gale Engles, Bureau Chief; Bureau of Resource Management

Chris Heyn, Watershed Restoration Specialist; Bureau of Resource Management



**Department of Public Works
Public Transit**

**Jeff Topper, Deputy Director
2035**

Ext.

Briefing: Transit 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 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 is here today to provide an update on the Transit Summit and the Transit Advisory Council's activities.

cc: Jeff Topper, Deputy Director, Department of Public Works
Jodi Glock, Transportation Grants Coordinator
Barbara Rodgers, Chair of the Transit Advisory Council
Tammy Black, Co-Chair of the Transit Advisory Council