

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 September 26, 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 ~ September 26, 2016

Tuesday ~ September 27, 2016

*8:00 a.m. Carroll County Chamber Breakfast with Commissioner Weaver
Finksburg Branch Library ~ Finksburg, Maryland
Commissioners Wantz, Weaver, Frazier, Howard & Rothschild*

*10:00 a.m. Cabinet Meeting
New Windsor Library Headquarters ~ New Windsor, Maryland
Commissioners Wantz, Weaver, Frazier, Howard & Rothschild*

*7:00 p.m. North Carroll Opioid Response Discussion
Hampstead Town Hall ~ Hampstead, Maryland
Commissioner Wantz*

Wednesday ~ September 28, 2016

*4:00 p.m. Carroll County Public Schools Work Session
Westminster, Maryland
Commissioner Rothschild*

Thursday ~ September 29, 2016

10:00 a.m. Board of County Commissioners Open Session
County Office Building ~ Room 311

Positively Carroll

Item 1

Public Comment on this item
Briefing/Discussion/Decision
Exercise the Option to Purchase and Sign a Resolution
for an Agricultural Conservation Easement on the
[Empty Cupboard Farm LC property](#)
Department of Land & Resource Management ~ Mr. Tom Devilbiss

Item 2

Public Comment on this item
Briefing/Discussion/Decision
Exercise the Option to Purchase and Sign a Resolution
for an Agricultural Conservation Easement on the
[Leahy/Bauerlein property](#)
Department of Land & Resource Management ~ Mr. Tom Devilbiss

Item 3

Public Comment on this item
Briefing/Discussion/Decision
Exercise the Option to Purchase and Sign a Resolution
for an Agricultural Conservation Easement on the
[Esther M. Pierce, Etal property](#)
Department of Land & Resource Management ~ Mr. Tom Devilbiss

Item 4

Public Comment on this item
Briefing/Discussion/Decision
Exercise the Option to Purchase and Sign a Resolution
for an Agricultural Conservation Easement on the
[John and Jeanne Sussman property](#)
Department of Land & Resource Management ~ Mr. Tom Devilbiss

Item 5

Public Comment on this item
Briefing/Discussion/Decision
Exercise the Option to Purchase and Sign a Resolution
for an Agricultural Conservation Easement on the
[John Sussman, Jane Sussman, and Christopher Gilligan property](#)
Department of Land & Resource Management ~ Mr. Tom Devilbiss

Thursday ~ September 29, 2016 (Continued)

Item 6

Public Comment on this item
Briefing/Discussion/Possible Decision
[Request Approval for SFY17 Point-In-Time \(PIT\)](#)
Innovation Fund Grant Application Submittal
to Maryland Department of Housing & Community Development
Department of Citizen Services ~ Ms. Christine Kay
Department of Management & Budget ~ Mr. Ted Zaleski

Item 7

Public Comment on this item
Briefing/Discussion/Possible Decision
Request Approval for Grant Application Submission
[2016-2017 Medicare Improvements of Patients](#) and
Providers (MIPPA) to Maryland Department of Aging
Department of Citizen Services ~ Ms. Christine Kay
Department of Management & Budget ~Mr. Ted Zaleski

Item 8

Discussion ~ Public Hearing
Public Comment will be taken during the Public Hearing
[Spring 2016 Amendments](#)
Carroll County Water & Sewer Master Plan
Department of Planning ~ Mr. Phil Hager
Department of the County Attorney ~ Mr. Tim Burke

Item 9

Public Comment on this item
Briefing/Discussion/Possible Decision
[Request Approval/Signature of Mid-Maryland Workforce](#)
Development Board Strategic Plan PY2016 – PY2020
and Plan Assurances document
Department of Economic Development ~ Mr. Jack Lyburn

Item 10

Public Comment on this item
Briefing/Discussion
[Carroll County Farm Museum Update](#)
Department of Economic Development ~ Mr. Jack Lyburn

Item 10

Public Comment on this item

[Briefing ~ Purchasing Process](#)

Department of the Comptroller ~ Mr. Robert Burk

Public Comment

Approval/Adoption of Minutes

Administrative Session ~ Open

Closed Administrative Session following Open Session

*6:30 p.m. State Highway Administration/Md. Dept of Transportation Meeting
Hampstead Fire Hall ~ Hampstead, Maryland
Commissioners Wantz & Weaver*

Friday ~ September 30, 2016

2:00 p.m. Maryland Department of Transportation Pre-Tour Meeting
County Office Building ~ Reagan Room
Commissioners Wantz, Frazier & Rothschild

Saturday ~ October 1, 2016

*10:00 a.m. Mayberry 10th Anniversary Fall Festival
Mayberry First Church of God ~ Westminster, Maryland
Commissioner Wantz*

Sunday ~ October 2, 2016

9:05 a.m. “The Commissioners’ Report” – WTTR
Commissioner Howard

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 Land and Resource Management
Agricultural Land Preservation Program
Briefing Paper
September 29, 2016
Open Session**

Issue:

Consideration to exercise an Option to Purchase an Agricultural Conservation Easement via an Installment Purchase Agreement (IPA) on the Empty Cupboard Farm, L.C. property, Baumgardner Road, Westminster, MD 21158, District 1.

Background:

A 139.77 acre farm property owned by Empty Cupboard Farm, L.C. on Baumgardner Road, Westminster, MD 21158 was approved for the purchase of an agricultural conservation easement by the Carroll County Agricultural Land Preservation Advisory Board on September 10, 2015. Subsequently, the Board of County Commissioners granted preliminary approval on November 5, 2015. Notice of Intent to purchase a Conservation Easement on the property has been duly advertised.

The Option signed by the owners provides 120 days for the Commissioners to exercise the Option thereby converting it to a Contract of Sale. The property owners requested to be compensated through an Installment Purchase Agreement and agreed to the purchase price of \$295,930.80, which represents 40% of Fair Market Value. Twice-annual interest payments will be committed at 5% for 20 years.

The agreement requires a Resolution by the County Commissioners. Staff is recommending exercising this option. In preparation for settlement, it is now requested that the Board of Commissioners sign the Resolution.

Action: Discussion/Decision

To exercise an Option to Purchase and to sign a Resolution for an Agricultural Conservation Easement on the Empty Cupboard Farm, L.C. property.

Staff-Recommended Motion:

I move that the Board of Commissioners exercises an Option to Purchase and sign a Resolution for an Agricultural Conservation Easement on the Empty Cupboard Farm, L.C. property.

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

Department of Land and Resource Management
Agricultural Land Preservation Program
Briefing Paper
September 29, 2016
Open Session

Issue:

Consideration to exercise an Option to Purchase an Agricultural Conservation Easement via an Installment Purchase Agreement (IPA) on the J. Brooks Leahy, Trustee under the last will and testament of Edward E. Bauerlein property, Snyderburg Road, Hampstead, MD 21074, District 2.

Background:

A 110 acre farm property owned by J. Brooks Leahy, Trustee under the last will and testament of Edward E. Bauerlein at Snyderburg Road, Hampstead, MD 21074 was approved for the purchase of an agricultural conservation easement by the Carroll County Agricultural Land Preservation Advisory Board on June 3, 2014. Subsequently, the Board of County Commissioners granted preliminary approval on June 12, 2014. Notice of Intent to purchase a Conservation Easement on the property has been duly advertised.

The Option signed by the owners provides 120 days for the Commissioners to exercise the Option thereby converting it to a Contract of Sale. The property owners requested to be compensated through an Installment Purchase Agreement and agreed to the purchase price of \$327,840.00, which represents 40% of Fair Market Value. Twice-annual interest payments will be committed at 5% for 20 years.

The agreement requires a Resolution by the County Commissioners. Staff is recommending exercising this option. In preparation for settlement, it is now requested that the Board of Commissioners sign the Resolution.

Action: Discussion/Decision

To exercise an Option to Purchase and to sign a Resolution for an Agricultural Conservation Easement on the J. Brooks Leahy, Trustee under the last will and testament of Edward E. Bauerlein property.

Staff-Recommended Motion:

I move that the Board of Commissioners exercises an Option to Purchase and sign a Resolution for an Agricultural Conservation Easement on the J. Brooks Leahy, Trustee under the last will and testament of Edward E. Bauerlein property.

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

**Department of Land and Resource Management
Agricultural Land Preservation Program
Briefing Paper
September 29, 2016
Open Session**

Issue:

Consideration to exercise an Option to Purchase an Agricultural Conservation Easement via an Installment Purchase Agreement (IPA) on the Esther M. Pierce Etal property, 4200 Water Tank Road, Manchester, MD 21102, District 1.

Background:

A 111.8 acre farm property owned by Esther M. Pierce Etal at 4200 Water Tank Road, Manchester, MD 21102 was approved for the purchase of an agricultural conservation easement by the Carroll County Agricultural Land Preservation Advisory Board on September 10, 2015. Subsequently, the Board of County Commissioners granted preliminary approval on November 5, 2015. Notice of Intent to purchase a Conservation Easement on the property has been duly advertised.

The Option signed by the owners provides 120 days for the Commissioners to exercise the Option thereby converting it to a Contract of Sale. The property owners requested to be compensated through an Installment Purchase Agreement and agreed to the purchase price of \$301,143.64, which represents 40% of Fair Market Value. Twice-annual interest payments will be committed at 5% for 20 years.

The agreement requires a Resolution by the County Commissioners. Staff is recommending exercising this option. In preparation for settlement, it is now requested that the Board of Commissioners sign the Resolution.

Action: Discussion/Decision

To exercise an Option to Purchase and to sign a Resolution for an Agricultural Conservation Easement on the Esther M. Pierce Etal property.

Staff-Recommended Motion:

I move that the Board of Commissioners exercises an Option to Purchase and sign a Resolution for an Agricultural Conservation Easement on the Esther M. Pierce Etal property.

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

Department of Land and Resource Management
Agricultural Land Preservation Program
Briefing Paper
September 29, 2016
Open Session

Issue:

Consideration to exercise an Option to Purchase an Agricultural Conservation Easement via an Installment Purchase Agreement (IPA) on the Virginia M. Hook L/E, John N. Sussman, and Jeanne L. Sussman property, 3046 Old Washington Road, Westminster, MD 21157, District 4.

Background:

A 117.96 acre farm property owned by Virginia M. Hook L/E, John N. Sussman, and Jeanne L. Sussman at 3046 Old Washington Road, Westminster, MD 21157 was approved for the purchase of an agricultural conservation easement by the Carroll County Agricultural Land Preservation Advisory Board on September 10, 2015. Subsequently, the Board of County Commissioners granted preliminary approval on November 5, 2015. Notice of Intent to purchase a Conservation Easement on the property has been duly advertised.

The Option signed by the owners provides 120 days for the Commissioners to exercise the Option thereby converting it to a Contract of Sale. The property owners requested to be compensated through an Installment Purchase Agreement and agreed to the purchase price of \$310, 950.17, which represents 40% of Fair Market Value. Twice-annual interest payments will be committed at 5% for 20 years.

The agreement requires a Resolution by the County Commissioners. Staff is recommending exercising this option. In preparation for settlement, it is now requested that the Board of Commissioners sign the Resolution.

Action: Discussion/Decision

To exercise an Option to Purchase and to sign a Resolution for an Agricultural Conservation Easement on the Virginia M. Hook L/E, John N. Sussman, and Jeanne L. Sussman property.

Staff-Recommended Motion:

I move that the Board of Commissioners exercises an Option to Purchase and sign a Resolution for an Agricultural Conservation Easement on the Virginia M. Hook L/E, John N. Sussman, and Jeanne L. Sussman property.

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

Department of Land and Resource Management
Agricultural Land Preservation Program
Briefing Paper
September 29, 2016
Open Session

Issue:

Consideration to exercise an Option to Purchase an Agricultural Conservation Easement via an Installment Purchase Agreement (IPA) on the John N. Sussman, Jane Elizabeth Sussman, and Christopher Ryan Gilligan property, 3072 Nicodemus Road, Westminster, MD 21157, District 2.

Background:

A 61.72 acre farm property owned by John N. Sussman, Jane Elizabeth Sussman, and Christopher Ryan Gilligan at 3072 Nicodemus Road, Westminster, MD 21157 was approved for the purchase of an agricultural conservation easement by the Carroll County Agricultural Land Preservation Advisory Board on January 13, 2016. Subsequently, the Board of County Commissioners granted preliminary approval on March 24, 2016. Notice of Intent to purchase a Conservation Easement on the property has been duly advertised.

The Option signed by the owners provides 120 days for the Commissioners to exercise the Option thereby converting it to a Contract of Sale. The property owners requested to be compensated through an Installment Purchase Agreement and agreed to the purchase price of \$178,060.36, which represents 40% of Fair Market Value. Twice-annual interest payments will be committed at 5% for 20 years.

The agreement requires a Resolution by the County Commissioners. Staff is recommending exercising this option. In preparation for settlement, it is now requested that the Board of Commissioners sign the Resolution.

Action: Discussion/Decision

To exercise an Option to Purchase and to sign a Resolution for an Agricultural Conservation Easement on the John N. Sussman, Jane Elizabeth Sussman, and Christopher Ryan Gilligan property.

Staff-Recommended Motion:

I move that the Board of Commissioners exercises an Option to Purchase and sign a Resolution for an Agricultural Conservation Easement on the John N. Sussman, Jane Elizabeth Sussman, and Christopher Ryan Gilligan property.

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

APPLICATION BRIEFING
September 29, 2016

Program Title: FY17 Point-in-Time Count Innovation Grant
Funder: MD Department of Housing and Community Development
Department/Agency: Citizen Services/Bureau of Housing
Due Date: September 30, 2016

Background:

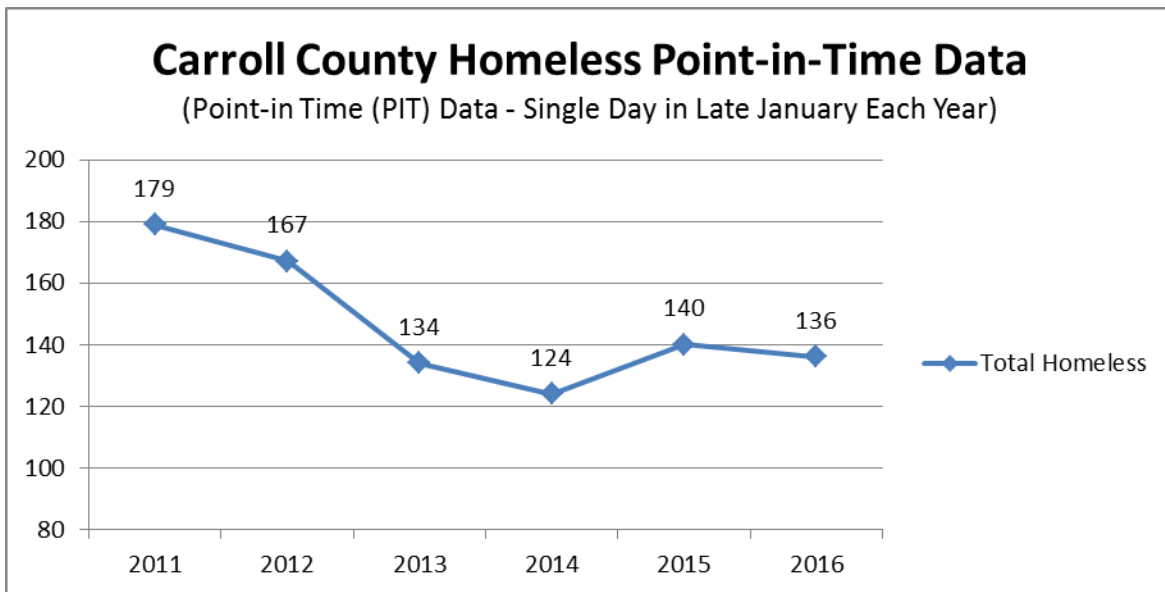
Each year, the Circle of Caring Homelessness Board, in collaboration with its partner agencies and volunteers, conducts a one day count of homeless in Carroll County. The count includes homeless in shelters as well as on the street and is reported to both the Federal Government and State of Maryland. The count meets Federal grant requirements and contributes to a snapshot of homelessness in our county and state.

Program:

This year there is a special emphasis on reaching both veterans and youth (18-24) who are homeless on the day of the count. The count will take place on January 25, 2017. A snow date is planned for the following Monday, January 30. Last year's count was carried out by 57 volunteers and included 22 service sites like the Department of Social Services, Carroll Hospital Center and BEREC. All sheltered homeless will also be counted including those in HSP's 4 emergency shelters, Safe Haven, and transitional housing as well as Family and Children's DV Shelter. If awarded, the grant will fund supplies, training costs, survey materials and care packages for those that participate in the count.

Grant Budget

Grant Request	\$3,801
County Cash Match	0
Total Program	\$3,801



Staff Recommended Motion: I move that the Board of Commissioners approve the grant application for the FY17 Point-in-Time Count Innovation Fund

Attending:
Christine Kay, Citizen Services
Danielle Yates, Citizen Services
Debby Standiford, Grants

BRIEFING PAPER
September 29, 2016

Program Title: Medicare Improvements for Patients & Providers Act Grant (MIPPA)

Funder: Maryland Department of Aging

Grant Period: September 30, 2016 – September 29, 2017

Department/Agency: Citizen Services/Bureau of Aging and Disabilities

Summary: The Administration for Community Living awarded Medicare Improvements for Patients and Providers Act (MIPPA) funding to Maryland Department of Aging for FY2017. These monies will be allocated to local Area Agencies on Aging to enhance efforts to intensify outreach activities and promote enrollment of Medicare beneficiaries in the Low-income Subsidy/Extra Help program, Medicare Savings Programs, Medicare Part D Prescription Drug Plans, Medicare Advantage Plans and the Maryland Senior Prescription Drug Assistance Program. The process for grant application and grant acceptance with Maryland Department of Aging has changed and therefore, Area Agencies on Aging are no longer required to provide a signature to indicate acceptance of a grant award. Submission of this grant application signifies acceptance of the grant award.

Impact: In FY2017, the MIPPA funding will be used to promote enrollment in low-income programs with a special emphasis on rural areas, individuals under 65 with disabilities and individuals aging into Medicare. The Medicare Savings Programs result in improved access to healthcare for eligible, low-income Medicare beneficiaries.

FY17 Medicare Improvements for Patients & Providers Act Grant (MIPPA)

Staffing	\$5,736	
Marketing	\$1,000	
Print/Supplies	\$100	
Other Costs (SHIP training)	\$140	
Total Grant Award		\$6,976
Required County Cash Match	0	
Total Program		\$6,976

Staff Recommended Motion: I move that the Board of Commissioners approve the application and accept award of the FY2017 Medicare Improvements for Patients & Providers Act (MIPPA) Grant.

Attending:

Christine Kay, Director, Citizen Services, 410-386-3600

Celene Steckel, Bureau Chief, 410-386-3800

Gina Valentine, Aging and Disabilities Supervisor, 410-386-3800

Debby Standiford, Grants Office, 410-386-2212

Department of Planning

Briefing Paper

September 29, 2016

Open Session

Issue:

2016 Spring Amendment to the 2014 Water and Sewer Master Plan

Background: The purpose of this hearing is to accept public comment regarding the 2016 Spring Amendments to the 2014 Carroll County Water and Sewer Master Plan.

In compliance with Environment Article § 9-503 of the Annotated Code of Maryland, the hearing was duly advertised in the Carroll County Times on September 15th and September 22nd.

Action: Conduct Public Hearing: accept testimony in support or opposition to the proposed amendments.

Staff Recommended Motion: I move that the Board close this Hearing and keep the record open for a period of not less than ten (10) days prior to considering a motion for adoption.

Attendees:

Philip R. Hager, Director, Department of Planning
Lynda Eisenberg, Chief, Bureau of Comprehensive Planning
Andrea Gerhard, Bureau of Comprehensive Planning



Briefing Paper
Open Session September 29, 2016

Issue: Workforce Innovation and Opportunity Act Mid-Maryland Workforce Development Board Strategic Plan PY2016-PY2020 for Carroll and Howard Counties

Background: The Workforce Innovation & Opportunity Act (WIOA) went into effect July 1, 2015 and the WIOA final regulations were received June 30, 2016. WIOA requires that each Local Workforce Development Board submit a five year local plan to the Department of Labor, Licensing and Regulation in accordance with the federal regulations. The current local plan was extended until December 31, 2016.

The Mid-Maryland Workforce Development Board unanimously approved the Mid-Maryland Workforce Development Board Strategic Plan PY2016-PY2020 for Carroll and Howard Counties on September 9, 2016.

Staff Recommended Motion:

I move that the Board of Commissioners approve and sign the Mid-Maryland Workforce Development Board Strategic Plan PY2016-PY2020 for Carroll and Howard Counties as presented.

Action: Sign plan for submission to Maryland Department of Labor, Licensing and Regulation.

Attendees: Jack Lyburn, Director
Denise Rickell, Business & Employment Resource Center Manager

BRIEFING
September 29, 2016

Program: Carroll County Farm Museum Update

Department/Agency: Carroll County Farm Museum/Office of Tourism

Background: The Farm Museum was not using smart phone, Internet and other technology to its fullest potential in an effort to reach daily visitors as well as clientele who might potentially rent the venue for a wedding.

Program: The Farm Museum has recently adopted two innovative new programs to help engage visitors. Guide By Cell is a cell phone guide service using smart phone technology to inform visitors as they tour the Museum. WeddingWire.com is an Internet service that assists brides in finding their perfect wedding venue.

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

Attending:

Joanne Morvay Weant, Carroll County Farm Museum

Bonnie Staub, Office of Tourism

Briefing Paper
September 29, 2016

The Bureau of Purchasing will present a brief overview of the Purchasing Process, Policies and Procedures and answer any questions regarding procurement for the Carroll County Government.

For informational purposes only- no action is required.