

## 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 December 12, 2016** **Revision 1 dated December 12, 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 ~ December 12, 2016**

5:00 p.m.      **Christmas Tree Lighting Ceremony**  
**Front of County Office Building**  
**Commissioners Wantz, Weaver, Frazier, Howard & Rothschild**



#### **Tuesday ~ December 13, 2016**

8:30 a.m.      *Habitat for Humanity House Dedication Ceremony*  
*Westminster, Maryland*  
*Commissioners Wantz & Frazier*

7:00 p.m.      *Carroll County Ag Center Board Meeting*  
*Westminster, Maryland*  
*Commissioner Wantz*

#### **Wednesday ~ December 14, 2016**

11:30 a.m.      *Taneytown Senior Center 2016 Holiday Meal*  
*Taneytown, Maryland*  
*Commissioner Wantz*

2:00 p.m.      *Board of Education Closed Session*  
*Westminster, Maryland*  
*Commissioner Rothschild*

**Wednesday ~ December 14, 2016 (Continued)**

- 3:00 p.m. *Carroll County Chamber of Commerce Holiday Event  
Antrim ~ Taneytown, Maryland  
Commissioners Wantz, Weaver, Frazier, Howard & Rothschild*
- 4:00 p.m. *Board of Education Board Meeting  
Westminster, Maryland  
Commissioner Rothschild*

**Thursday ~ December 15, 2016**

- 8:00 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 County*

**Item 1**

Election of Board of County Commissioners Officers

**Item 2**

Public Comment on this item  
Briefing/Discussion/Decision  
Request Approval for Transfer of Funds from  
[Court House Annex Project to Orphans Court Project](#)  
Department of Public Works ~ Mr. Jeff Castonguay  
Department of Management & Budget ~ Mr. Ted Zaleski

**Item 3**

Public Comment on this item  
Briefing/Discussion/Decision  
[Request Approval of Transit Advisory Council Bylaws Revisions](#)  
Department of Public Works ~ Mr. Jeff Castonguay

**Item 4**

Public Comment on this item  
Discussion/Decision  
Request Approval to Proceed to Public Hearing  
[Westminster Water & Sewer Plan Amendments](#)  
Department of Planning ~ Mr. Phil Hager

## **Thursday ~ December 15, 2016 (Continued)**

### **Item 5**

Public Comment on this item

Discussion/Decision

[Hampstead Annexation](#)

Department of Planning ~ Mr. Phil Hager

### **Item 6**

Public Comment on this item

Briefing/Discussion/Possible Decision

Request Approval to Renew the Human Services

[Programs Workforce Development ABAWD](#)

Program Grant

Department of Citizen Services ~ Ms. Christine Kay

Department of Management & Budget ~ Mr. Ted Zaleski

### **Item 7**

Public Comment on this item

Briefing/Discussion/Decision

[Request Approval for the Senior Inclusion Program](#)

Application Licensure Renewal for

April 1, 2017 – March 31, 2018 for the

Department of Health & Mental Hygiene's

Developmental Disabilities Administration Funding

Department of Citizen Services ~ Ms. Christine Kay

Department of Management & Budget ~ Mr. Ted Zaleski

### **Item 8**

Public Comment on this item

Discussion/Decision

[Point-In-Time Count Innovation Grant](#)

Department of Citizen Services ~ Ms. Christine Kay

Department of Management & Budget ~ Mr. Ted Zaleski

### **Item 9**

Public Comment on this item

Discussion/Decision

Request Approval of Grant Acceptance

Transportation Alternatives Program Grant Award for

[the Langdon Stormwater Management Facility](#)

Department of Land & Resource Management ~ Mr. Tom Devilbiss

Department of Management & Budget ~ Mr. Ted Zaleski

**Thursday ~ December 15, 2016 (Continued)**

**Item 10**

Public Comment on this item  
Continued Discussion/Decision  
Request Approval to Proceed to Public Hearing  
Chapter 36 ~ Personnel Policies  
Department of Human Resources ~ Ms. Kim Frock

**Public Comment**

Approval/Adoption of Minutes

Administrative Session ~ Open

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

**Item 11**

Additional Briefing/Discussion/Decision  
Closed School Building ~ Maintenance Costs  
Board of County Commissioners

**Item 12**

Discussion ~ Goals & Objectives  
Board of County Commissioners

**Public Comment**

**Friday ~ December 16, 2016**

*11:00 a.m. North Carroll Senior Center 2016 Holiday Meal*  
*Hampstead, Maryland*  
*Commissioners Wantz & Weaver*

*4:30 p.m. Carroll County State's Attorney's Office Christmas Party*  
*Westminster, Maryland*  
*Commissioners Wantz, Weaver, Frazier, Howard & Rothschild*

**Saturday ~ December 17, 2016**

6:30 p.m.      *Town of Hampstead Annual Holiday Dinner  
Hampstead, Maryland  
Commissioner Weaver*

7:00 p.m.      *Eagle Scout Court of Honor Ceremony  
Wesley United Methodist Church ~ Hampstead, Maryland  
Commissioner Weaver*

**Sunday ~ December 18, 2016**

8:05 a.m.      “The Commissioners’ Report” – WTTR  
Commissioner Wantz

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 Public Works**  
**Briefing Paper**

**Issue:**

Request Approval for Transfer of Funds from Court House Annex Project to Orphans Court Project

**Background:**

In an Order dated January 16, 2014, Judge Michael M. Galloway ordered the State's Attorney's Office to vacate the Courthouse Annex on or before June 30, 2014. On May 21, 2014, Mr. Steven Powell, on behalf of the Carroll County Board of Commissioners, requested a one-year extension. Judge Galloway refused to extend the deadline unless he received a firm commitment to relocate the State's Attorney's Office on or before October 31, 2015. In a letter dated May 27, 2014, the Commissioners advised Judge Galloway of their commitment to complete the relocation by October 31, 2015. Judge Galloway received a letter dated February 12, 2015, from Mr. Doug Howard, President, Commissioners of Carroll County, updating him on the progress the Commissioners had made in the relocation of the State's Attorney's Office. The spaces being considered at that time were: "some portion of the Winchester Exchange, some portion of the Distillery Building, or other potential rental spaces in the area." Mr. Howard also mentioned that County staff was working closely with the Carroll County Public Schools in the possible relocation of their administrative offices and that a staff briefing was scheduled for February 24, 2015, where the entire Board would review the options to date. During a meeting with Commissioner Howard on May 1, 2015, Commissioner Howard advised Judge Galloway that the Board of Education would like the summer of 2016 to move out of the Winchester Building into a building at the airport that formerly housed General Dynamics. He said the County was preparing to execute a three-year lease for the General Dynamics' property. He said that at the end of the lease the Board would be moving to a vacated County school. Commissioner Howard estimated that the State's Attorney's Office would be out of the Annex by October, 2016. Judge Galloway asked that Commissioner Howard provide him with a copy of the lease. Judge Galloway suggested that they meet again in early to mid-December, 2015 and at that time he would do another Order extending the time within which the State's Attorney's Office must vacate the Annex. Judge Galloway met with Commissioner Howard and Timothy Burke, Esq. on December 1, 2015. No lease had been executed and no Order was signed extending the time for the State's Attorney's Office move.

Judge Hughes met with Commissioner Wantz and Roberta Windham on April 25, 2016. He was advised that the members of the Board of Education were not sure if they wanted to move to New Windsor School. They wanted to wait to see what other schools close next year and perhaps pick one of those schools. He was also told the security expenses for the State Attorney's Office move to the Winchester Building would be substantial.

A meeting was scheduled for September 20, 2016, with Commissioner Wantz, Robert Windham, Esq., Paul Zimmerman, Esq., and the three Orphans' Court Judges: Judge Dorothy V. Utz, Judge Catherine E. Reese, and Judge John Carbaugh regarding moving the Orphans' Court hearings to Courtroom 6 and moving the Judges' Chambers to the library near Courtroom 6. The Orphans' Court Judges graciously agreed with the plan to allow the Circuit Court to renovate the Orphans' Court area and move its Assignment and Drug Court Offices into that area temporarily pending the State's Attorney's Office move from the Annex.

The current Assignment office is located along the Clerk's Office corridor on the second floor of the Annex. There are four Assignment Officers: two civil and two criminal. The Assignment office is not large enough to accommodate four desks that sit apart. As a result, the four desks are pushed up against one another, creating a less than optimal situation for four people who are making phone calls all day to schedule hearings. Once vacated, the current Assignment office will be used for storage, freeing up attorney-client conference rooms for their original intended use, i.e., meetings and pre-trial conferences held every Friday.

The two Drug Court employees are housed in offices located in the rear of Courtrooms 2 and 4 that were formerly used for attorney-client conference rooms. The office located at the rear of Courtroom 4 will be used by the Protection Order Advocacy and Representation Project (PROARP) which had been using offices located within the Family Law Administration offices in the Courthouse Annex. The relocation of PROARP will end the conflict created by PROARP sharing offices with Family Law.

The relocation of the Assignment Office and Drug Court employees is viewed by all concerned as a temporary solution to last for no more than 3-4 years. When the State's Attorney's Office moves from the Annex, the Orphans' Court space will revert to its intended use, and its Chambers will be able to accommodate the three Orphans' Court Judges in the three small offices that will be created for our Drug Court employees.

The Courts is requesting a transfer of \$130,000 from Courthouse Annex Project (account 8589) to the Orphan's Court Renovation Project.

**Desired Action:**

Briefing/Discussion/Decision

**Staff recommended Motion:**

I move that the Board of County Commissioners approve project scope and transfer of funds.

**Attendees:**

Judge Hughes

Jeffrey D. Castonguay, Director, Department of Public Works

Scott Moser, Deputy Director, Department of Public Works

Ted Zaleski, Director, Management and Budget

**Department of Public Works**  
**Transit Advisory Council**  
Discussion / Decision  
December 15, 2016

**Subject:**

Changes to the by-laws of the Transit Advisory Council as well as current priorities of the Council.

**Background:**

On August 20, 2015, the Transit Advisory Committee became an official Council recognized by the Board of County Commissioners. During their first year, the Transit Advisory Council recognized the need to amend their bylaws. The bylaws have been discussed, amended, and approved by the Council and now need Board of County Commissioner approval in order to take effect.

**Staff Recommended Motion:**

I move that the Board of Commissioners approve the bylaws for the Transit Advisory Council as amended and approved by the Council on November 14, 2016.

**Attending:**

Tammy Black, Chair of the Transit Advisory Council  
Jeff Topper, Deputy Director, Department of Public Works



# Department of Planning

## Briefing Paper

December 15, 2016

### Open Session

**Issue:**

Fall 2016 Amendment to the 2014 Water and Sewer Master Plan

**Background:** Staff has briefed the BCC on the nature of the proposed amendments and is seeking authorization to proceed to a public hearing. The purpose of the hearing is to accept public comment regarding the Fall 2016 Amendments to the 2014 Carroll County Water and Sewer Master Plan.

**Action:** Briefing and Authorization to proceed to a Public Hearing.

**Staff Recommended Motion:** I move that the Board authorize this item to proceed to Public Hearing and direct staff to work with all appropriate parties to schedule and advertise this Hearing as required by code.

**Attendees:**

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

# Department of Planning

## Briefing Paper

December 15, 2016

### Open Session

#### Issue:

Hampstead Annexation No. 39- GMS Holdings, LLC.

#### Background:

The Town of Hampstead is currently processing annexation request No. 39- GMS Holdings, LLC. This annexation area consists of one property owned by GMS Holdings, LLC. totaling 1.212 acres. This property is located on the eastern side of Maryland Route 30. The property to be annexed is contiguous to the boundary line of the existing corporate limits for the Town of Hampstead. The annexation area is in the County's **BG-General Business** and has a land use designation in the 2010 Hampstead Community Comprehensive Plan as "**General Business.**" The Town has indicated its intent to place the annexation area in the General Business zoning district. The change in the zoning districts will not increase the density by more than 50%, so a zoning waiver is not required.

A full staff report was presented to the Planning and Zoning Commission on November 30, 2016. Following their review, the Planning and Zoning Commission forwarding this report, with a positive finding, to the Board of County Commissioners for their review and concurrence. A comment letter with the Board's signatures will be sent to the Town. The Board also heard the staff report regarding this annexation on December 1, 2016.

**Action:** Discussion and Approval

**Staff Recommended Motion:** I move that the Board of Commissioners: Approve, Sign and Forward the Comment Letter to the Town of Hampstead regarding annexation No. 39- GMS Holdings, LLC.

#### Attendees:

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

## GRANT APPLICATION BRIEFING

12/15/16

**Program Title:** HSP Workforce Development Program

**Funder:** MD Dept. of Human Resources/Carroll County Dept. of Social Services (CCDSS)

**Grant Period:** 2/1/17 – 10/31/17

**Department/Agency:** Department of Citizen Services passed through to Human Services Programs

**Due Date:** 12/16/16

**Background:** Starting January 1, 2016, recipients of SNAP (Supplemental Nutrition Assistance Program) 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 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:** During the first 6 months of the program, HSP received 39 referrals, enrolled 5 and provided employment training for 4 individuals. 1 participant received their diploma and secured employment.

Continued grant funding will provide HSP the capacity to service up to 50-65 SNAP beneficiaries, identified as ABAWDs, through its workforce development program, Opportunity Works. The goals of the training include: identify job barriers; participate in onsite job training and work experience; identify job openings; and develop interview and resume skills. Participants also receive case management services.

### Budget

(2/1/17 – 10/31/17)

Grant Request – HSP’s Opportunity Works Program	\$25,711
HSP Match	\$31,178
County Cash Match	0
Total Program	\$56,889

**Staff Recommended Motion:** I move that the Board of Commissioners approve the request to submit the application.

Attending:

Christine Kay, Director, Citizen Services

Angela Gustus, Executive Director, HSP

Debby Standiford, Grants Office

**Department of Citizen Services  
Bureau of Aging and Disabilities  
December 15, 2016**

**Program Title** Carroll County Bureau of Aging & Disabilities, Senior Inclusion Program  
Annual License Renewal

**Funder:** Maryland Department of Health and Mental Hygiene

**Licensure Renewal Period:** April 1, 2017 to March 31, 2018

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

**Summary:** The Developmental Disabilities Administration (DDA), an agency of the Maryland Department of Health and Mental Hygiene (DHMH), is accepting applications for the renewal licensure of the Senior Inclusion Program for Carroll County Government Bureau of Aging & Disabilities.

This document is a yearly renewal application for the Carroll County Bureau of Aging & Disabilities Senior Inclusion Program. Since 1987 the Bureau of Aging & Disabilities has received funding through DHMH with a licensure to serve up to 26 older adults with intellectual and physical disabilities. The program continues to be the only one of its kind in the State to provide an inclusive retirement program in a senior center environment. The Senior Inclusion Program is dedicated to providing opportunities for seniors with intellectual and physical disabilities to personally define their lives and find fulfillment in their retirement years in a fully integrated community setting.

The Senior Inclusion Program partners with Change Inc., Target Inc., ARC of Carroll County, Flying Colors of Success and other agencies. The partnership allows these Carroll County agencies to refer individuals to the program when they are ready to retire from a vocational program or working within the community.

**FY16 Fees Received for services rendered in the Senior Inclusion Program**

Day Habilitation Program Funding (7/01/15-6/30/16)	\$327,255.83	
Individual Support Services Funding (07/01/15-06/30/16)	\$10,671.75	
<b>Total Fees Received</b>		<b>\$337,927.58</b>
Required County Cash Match	\$0	
<b>Total Program</b>	<b>\$337,927.58</b>	

After doing an internal funding study, the Bureau is confident that it can continue to support this program with the current funding stream.

**Staff Recommended Motion:** I move that the Board of Commissioners approve the Senior Inclusion Program application licensure renewal for April 1, 2017 to March 31, 2018.

Christine Kay, Director, Citizen Services, 410-386-3600  
Celene E. Steckel, Bureau Chief, Aging & Disabilities 410-386-3819  
Debby Standiford, Grants Office, 410-386-2212  
Rich Ottone, Program Coordinator Senior Inclusion Program 410-386-3836

**AWARD BRIEFING**  
**December 15, 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:** ASAP

**Background:**

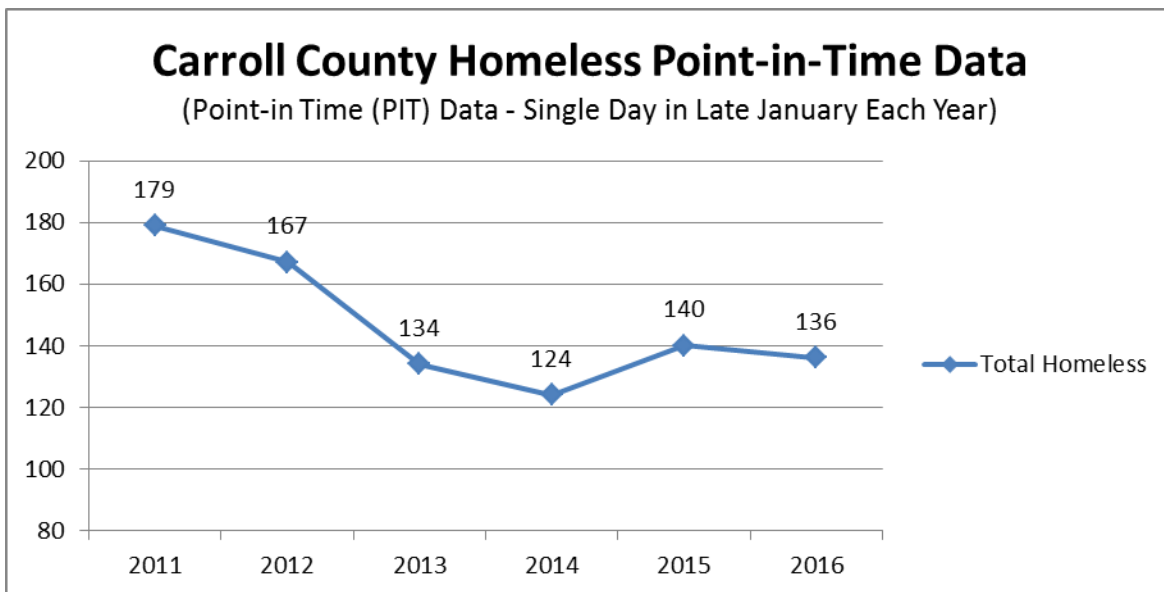
Each year, the Circle of Caring Homelessness Board, in collaboration with its partner agencies and volunteers, conducts a one day count of homeless in Carroll County. The count includes homeless in shelters as well as on the street and is reported to both the Federal Government and State of Maryland.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

Grant Request	\$3,801
County Cash Match	0
<b>Total Program</b>	<b>\$3,801</b>



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

Attending:

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

# GRANT ACCEPTANCE BRIEFING

December 15, 2016

**Program Title:** Langdon Stormwater Management Facility

**Funder:** Maryland State Highway Administration

**Grant Period:** December 2016 - December 2018

**Department/Agency:** Department of Land and Resource Management; Bureau of Resource Management

**Background:** The Department of Land and Resource Management, Bureau of Resource Management (BRM) is seeking approval to accept a grant award of \$979,941 from the Maryland State Highway Administration (SHA) Transportation Alternatives Program (TAP) to fund the construction of a stormwater management facility in Westminster, Maryland. The proposed facility will treat 203.46 acres of total drainage area, 92.10 of which are impervious, flowing into the Double Pipe Creek watershed. The implementation of this facility will help meet certain requirements to treat impervious surfaces as set forth by the National Pollutant Discharge Elimination System (NPDES) permit, and improve water quality in the Double Pipe Creek and its tributaries, and the Chesapeake Bay. On April 26, 2016, the Board of County Commissioners approved submission of the application to SHA during open session.

**Program:** Transportation Alternatives Program

Funder	Status	Cash Match	Grants
Grant Request (Construction)	Awarded		\$979,941.00
County Cash Match (Land Acquisition)	In-Hand	\$302,922.45	
County Cash Match (Engineering)	In-Hand	\$70,126.00	
DNR – Chesapeake & Atlantic Coastal Bays Trust Fund (Langdon)	Awarded		\$900,000.00
<b>Totals:</b>		\$373,048.45	\$1,879,941.00

**Staff Recommended Motion:**

I move that the Board of Commissioners direct staff to accept the grant award.

Motion \_\_\_\_\_

Second \_\_\_\_\_

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Attending:

Tom Devilbiss, Director, Department of Land and Resource Management

Gale Engles, Bureau Chief, Bureau of Resource Management

Colleen Ensor, Watershed Grants Analyst, Bureau of Resource Management

Debby Standiford, Grants Manager, Department of Management and Budget

# ***DEPARTMENT OF HUMAN RESOURCES***

## ***Briefing Paper***

**December 15, 2016**

### **ISSUE:**

Amendments to Carroll County Code of Public Local Laws and Ordinances Chapter 36 “Personnel Policies”.

### **BACKGROUND:**

On October 6 and 20, 2016, staff presented the three proposed substantive changes to the Carroll County Code of Public Local Laws and Ordinances Chapter 36 “Personnel Policies”. This document as adopted by the Commissioners is to assure the fair and equal treatment of county employees with regard to certain aspects of their employment.

Since the Policy has not been updated since December 2004 the majority of the proposed amendments to Chapter 36 simply clarify and correct obsolete language in the document. The Board of Commissioners received a briefing on the nature of the proposed amendments and outline of the reasons for the suggested changes on October 6 and 20, 2016. The three substantive changes presented to the Board were:

1. an increase in the amount of compensatory time employees are eligible to maintain,
2. the elimination of encumbered leave and advanced sick leave, and
3. limiting leave without pay absences to no more than 30 days in a rolling 12 month period.

Since the briefing on October 20, 2016 an additional change was identified as part of the new payroll – human resources system being deployed. The long standing compensation practice has been to pay employees for the holiday leave in addition to actual hours worked. This proposed change to the Carroll County Code of Public Local Laws and Ordinances Chapter 36 “Personnel Policies” is to clarify how employees are compensated for Holiday Leave when required to report for work.

The purpose of this presentation is to request authorization to proceed to a Public Hearing on the proposed document. The purpose of the hearing is to accept public comment regarding the amendments to Chapter 36 “Personnel Policies”.

**Staff Recommended Motion:** I move that the Board authorize this item to proceed to Public Hearing.

**Attendees:** Kimberly Frock, Director, HR