



Board of Carroll County Commissioners

County Office Building
Westminster, MD 21157

Open Session

www.ccgovernment.carr.org

~ Minutes ~

Admin

Thursday, July 14, 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	Present	
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	Absent	

II. Invocation ~ Commissioner Wantz

III. Positively Carroll

IV. Public Comment ~ Item No. V

None

V. Briefing ~ FY2017 Open Space Allocation to Municipalities

Since 1977, the County has had an agreement with the municipalities to allocate 25% of its annual Program Open Space apportionment to the towns for municipal park projects. For FY 2017, their allocation is \$143,124. Each year, the municipalities recommend how these funds will be spent and their recommendation is included below. Towns participate in the funding cycle on a rotating basis with 4 towns each year. The following municipal projects have been reviewed by the Department of Recreation and Parks and will be included in the County's Program Open Space Annual Program for 2017 along with County projects utilizing Program Open Space funding.

Fiscal Year 2017 Proposals from Municipalities for the Program Open Space Funding

Municipality	Park	POS Funds
Hampstead	Memorial Park Skate Park Upgrade	\$35,781.00
Manchester	Christmas Tree Park - Field D Lighting	\$35,781.00
Mt. Airy	Wildwood Park Pathway Pavement	\$35,781.00
Sykesville	Millard Cooper Park & Jones Park Improvements	\$35,781.00
	Total	\$143,124.00

VI. Public Comment ~ Item No. VII

None

VII. Briefing/Discussion/Decision ~ Bid Approval MacBeth Water Looping & Walking Trail

The Bureau of Utilities and Department of Recreation & Parks in cooperation with the Bureau of Purchasing recommends award for the above project to Thomas, Bennett & Hunter (Westminster, MD) in the amount of \$405,000. The work includes upgrading water lines and installing a walking trail and pedestrian bridges.

Number of Bids: 1

Vendors & Bid Results:

1. Thomas, Bennett & Hunter \$405,000

- 1. Motion To:** approve the award of bid for MacBeth Water Looping & Walking Trail to Thomas, Bennett & Hunter in the amount of \$405,000

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

VIII. Public Comment ~ Item No. IX

None

IX. Briefing/Discussion/Decision ~ Request Approval of Capital Budget Transfer for Mayeski Park Request

The Board of County Commissioners included \$90,000 in the approved capital budget for fiscal year 2017 to reclaim and pave the Mayeski Park Entrance Road Overlay at an estimated cost of \$180,000 with the understanding that the remaining balance would be contributed by the Board of Education or other partners. Since this road is shared by the Board of Education as a means to provide access to South Carroll High School stadium events and student parking, the Board of Education is committed to funding one half of the recommended bid award amount to the project with the fund transfer to occur later this summer. Bids were received and the lowest responsible bidder submitted an amount of \$99,135. To facilitate the acceptance of this bid which will allow the project to move forward, we are requesting a transfer of \$10,000 from Recreation and Parks Unallocated to the Mayeski Park Road Overlay project, a reduction of \$50,000 in Program Open Space funding and the inclusion of \$50,000 funding from the Board of Education.

- 1. Motion To:** approve the transfer of \$10,000 from Recreation and Parks Unallocated to the Mayeski Park Road Overlay project, with a reduction of \$50,000 in Program Open Space funding and the inclusion of \$50,000 funding from the Board of Education

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

X. Public Comment ~ Item No. XI

None

XI. Briefing/Discussion/Decision ~ Request Approval of Capital Budget Transfer for Westminster Community Trail Commerce Center Request

In March of 2016, a briefing was shared with the Board of County Commissioners regarding a planned extension of the Westminster Community Pond walking trail to the Carroll County Commerce Center with a future extension planned to the adjacent Sullivan Heights community. Bids have been received for construction of the first section and the lowest responsible bidder submitted an amount of \$37,900. In order to be able to move forward with the bid award and to begin the planning/design for the second phase, The Department of Recreation and Parks is requesting a transfer of \$40,000 in Impact Fees from the Route 27 Westminster Community Trail project to the Westminster Community Trail Commerce Center project.

- Motion To:** approve the transfer of \$40,000 in Impact Fees from the Route 27 Westminster Community Trail project to the Westminster Community Trail Commerce Center project

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

XII. Public Comment ~ Item No. XIII

None

XIII. Briefing/Discussion/Decision ~ Bid Approval ~ Asphalt Paving ~ Mayeski Park & Westminster GTrail Commerce Center

The Bureau of Purchasing in cooperation with the Department of Recreation & Parks solicited bids from qualified contractors to provide all labor, equipment and materials to provide asphalt paving and or re-paving at the following County Parks; Mayeski Park and the Westminster Community Pond (Westminster Trails Phase I). The Department of Recreation & Parks in cooperation with the Bureau of Purchasing recommends award for the reclamation and paving of the Mayeski Park Entrance Road to be awarded to C.J. Miller, LLC in the amount of \$99,135.00. Award recommendation for the Westminster Trails Phase I be made to M.T. Laney Company, in the amount of \$37,900.00.

Number of Bids: 3
Vendors & Bid

Results:	Mayeski Park		
	1. C.J. Miller, LLC	Hampstead, MD	\$ 99,135.00
	2. M.T. Laney Company, Inc.	Eldersburg, MD	\$162,914.00
	3. Thomas, Bennett & Hunter	Westminster, MD	No Bid
	Westminster Trails Phase I		
	1. M.T. Laney Company, Inc.	Eldersburg, MD	\$37,900.00
	2. C.J. Miller, LLC	Hampstead, MD	\$45,480.00
	3. Thomas, Bennett & Hunter	Westminster, MD	\$45,750.00

- 1. Motion To:** approve the award of bid for the Asphalt Paving ~ Mayeski Park to C.J. Miller, LLC in the amount of \$99,135.00 and Westminster Trails, Phase I to M.T. Laney Company, Inc. in the amount of \$37,900.00

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

XIV. Public Comment ~ Item No. XV

None

XV. Briefing/Discussion/Decision ~ Bid Approval - Asphalt Paving - Cape Horn Park and Krimgold Park

The Bureau of Purchasing in cooperation with the Department of Recreation and Parks solicited bids from qualified contractors to provide all labor, equipment and materials to provide asphalt paving and or re-paving at the following County Parks; Cape Horn and Krimgold Park. The Department of Recreation and Parks in cooperation with the Bureau of Purchasing recommends award for the Cape Horn Park Trail Resurfacing to be awarded to M.T. Laney Company, Inc. in the amount of \$35,900.00. Award recommendation for Krimgold Park Trail be made to C.J. Miller, LLC, in the amount of \$73,964.00.

Number of Bids: 3

Vendors & Bid Results:	Cape Horn Park		
	1. M.T. Laney Company, Inc.	Eldersburg, MD	\$35,900.00
	2. Thomas, Bennett & Hunter	Westminster, MD	No Bid
	3. C.J. Miller, LLC	Hampstead, MD	No Bid
	Krimgold Park		
	1. C.J. Miller, LLC	Hampstead, MD	\$73,964.00
	2. M.T. Laney Company, Inc.	Eldersburg, MD	\$92,000.00
	3. Thomas, Bennett & Hunter	Westminster, MD	\$97,950.00

- 1. Motion To:** approve the award of bid for the Cape Horn Park to M.T. Laney Company, Inc. in the amount of \$35,900.00 and Krimgold Park to C.J. Miller, LLC in the amount of \$73,964.00

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

XVI. Public Comment ~ Item No. XVII

None

XVII. Discussion/Decision ~ Request Acceptance of Adventure Diversion Program Grant on behalf of the Local Management Board

The Carroll County Local Management Board (CCLMB) is requesting acceptance of Federal Title II Formula Grant (JJAC - Juvenile Justice Advisory Committee) award for the Adventure Diversion Program (ADP). This formula grant is federal U.S. Department of Justice Program funding that is passed through to the Governor's Office of Crime Control and Prevention. The Local Management Board has been the grant applicant for ADP since the program started in Carroll County in 2007. ADP is a partnership between Carroll County Youth Service Bureau, Carroll County Department of Juvenile Services, Carroll County Local Management Board and the Boy Scouts of America.

ADP is a mandatory supervised program that provides 12 to 20 hours per week of experiential learning, conflict resolution and pro-social skill development, blended with outdoor activities. The purpose of ADP is two-fold: to hold youth accountable for violating the law, and to improve skills and experiences that will change behaviors and prevent them from violating the law in the future.

- 1. Motion To:** accept the grant award of FY2017 Federal Title II Formula Grant for the Adventure Diversion Program in the amount of \$22,312.00

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

XVIII. Public Comment ~ Item No. XIX

None

XIX. Briefing/Discussion/Possible Decision ~ Request Approval of Family Unification Vouchers and Family Self Sufficiency Coordinator - Youth Demonstration Project

One of HUD's national goals is to end homelessness among youth by 2020. Youth in foster care are at much higher risk for becoming homeless; a national study showed 1/3 of youth aging out of foster care have at least one episode of homelessness by age 26. In order to address this problem, HUD is proposing that Public Housing Agency (PHA) participate in a demonstration project that combines the resources of Family Unification Program (FUP) Housing Vouchers and the Family Self Sufficiency (FSS) Program. The Carroll County PHA

has consulted with the Carroll County Department of Social Services and there are enough youth in the County for the program to be utilized.

The Carroll County PHA currently holds 25 FUP Housing Vouchers that can be used for youth aging out of foster care; however, currently those vouchers can only be utilized for 18 months. The Demonstration Program would extend the time period the youth could utilize a FUP Housing Voucher to 5 years for those youth that agree to sign a FSS contract. The FSS program assists participants to achieve economic self-sufficiency, and provides supportive services.

The Demonstration Program will not have a fiscal impact on the County, and will report data to HUD to establish whether the program is an effective solution to the problem of homelessness among youth.

1. **Motion To:** approve the grant application to the Family Unification Program (FUP) and Family Self-Sufficiency (FSS) Demonstration Program with the stipulation that the Department of Social Services (DSS) appear before the Board of Commissioners to clearly explain how DSS qualifies the young adults that receive the FUP Youth Vouchers

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

XX. Public Comment ~ Item No. XXI

None

XXI. Discussion/Decision ~ Grant Acceptance - The Effectiveness of Upland Best Management Practice Implementation to Achieve Streambank Regeneration

The Bureau of Resource Management (BRM), Department of Land and Resource Management, applied for a grant from the Chesapeake Bay Trust and the Maryland Department of Natural Resources to monitor the effectiveness of stormwater management practices on stream health and the ability to repair unstable stream banks with installation of a proper BMP. The BRM worked closely with the Center for Watershed Protection (CWP) to establish protocol necessary to prepare recommendations for inclusion of this stream stabilization technique as part of the nutrient credits for the local and Bay Total Maximum Daily Load (TMDL). A proposal from CWP was submitted as part of the application for the grant for performing the monitoring associated with this study. Approval to submit the grant application was requested and received from the Board of County Commissioners on March 8, 2016. Staff is now requesting approval from the Board of County Commissioners to accept this funding from CBT and DNR in the amount of \$175,730.00. The grant fund will be used to offset CWP's monitoring costs associated with the project. This initiative will allow verification of an initiative by Carroll County to increase nutrient reduction credits on existing retrofit projects and on future projects as well to meet requirements of the National Pollutant Discharge Elimination System (NPDES) permit.

1. **Motion To:** approve the grant award of the Chesapeake Bay Trust and the Department of Natural Resources in the amount of \$175,730.00

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

XXII. Public Comment ~ Item No. XXIII

None

XXIII. Discussion/Decision ~ Center for Watershed Protection Research Proposal

In conjunction with the Chesapeake Bay Trust Restoration Research Grant awarded to Carroll County on June 28, 2016 for \$175,730.00, the Center for Watershed Protection (CWP) was a partner on the application of the grant for services relating to monitoring and reporting the results. Monitoring associated with the proposal will establish the effectiveness of stormwater management practices on stream health and the ability to repair unstable stream banks through the installation of proper BMP(s). The CWP will establish a protocol and recommendations necessary for inclusion of this stream regeneration technique as part of approved nutrient credits for local and Bay TMDLs.

- Motion To:** award the contract to the Center for Watershed Protection in the amount of \$175,730.00

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

XXIV. Public Comment ~ Item No. XXV

None

XXV. Briefing/Discussion/Decision ~ Request Approval of FY17 Town/County Agreement - City of Westminster

- Annually, Carroll County Government and the Towns agree to the sharing of funds and participation in planning and other government functions.

- This agreement will provide intergovernmental funding from the County to the City of Westminster in the amount of \$801,439. The FY 17 budget appropriated funding for this action.

- Motion To:** approve the FY 17 Town-County Agreement with the City of Westminster in the amount of \$801,439.00

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

XXVI. Public Comment ~ Item No. XVII

None

XXVII. Briefing ~ 2015 Department of Land Use & Planning Annual Report

The Land Use Article (1-207) of the Annotated Code of Maryland, requires that a Planning Commission "prepare, adopt, and file an annual report with the local legislative body." This report is to contain certain planning and development-related data. The Land Use Article further requires specific data related to measures and indicators (1-208) also be included in the report. In coordination with Carroll's eight (8) municipalities and numerous County departments, background work began on the document in January. The document was adopted by the Carroll County Planning and Zoning Commission at their June 21st meeting and approved by all eight (8) municipal Planning Commissions at their meetings. The document was also forwarded to the Maryland Department of Planning. The Board of Commissioners requested a copy of the Land Use Chapter of the 2014 Master Plan. Ms. Eisenberg directed the Board to page 137 where the Buildable Land Inventory for the Plan was located.

XXVIII. Public Comment ~ Item No. XXIX

None

XXIX. Discussion/Decision ~ Request Approval to Return Proposal to Planning Commission Potential Zoning Text Amendment - Medical Cannabis

During last week's (7 July 2016) Board of Commissioners' open session, staff briefing the Board on the work that had been performed related to the development of a recommendation for handling land use issues associated with the legalization and licensing of medical cannabis growing, processing and dispensing. Following this briefing, it was the consensus of the Commissioners to request that staff return in one week to obtain further direction. Pursuant to established practices, in instances such as this, the Board typically directs staff to take the draft and return to the Planning Commission in order to have the proposal finalized and then forwarded to the Board in the form of a request for a hearing.

- 1. Motion To:** direct staff to return the proposal to the Planning Commission to have the proposal finalized as a zoning text amendment in preparation for further legislative action

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

XXX. Public Comment ~ Item No. XXXI

None

XXXI. Briefing/Discussion/Possible Decision ~ Loan Request from Manchester Volunteer Fire Department and Adoption of Resolution No. 977-2016 declaring intent to reimburse expenditures with debt proceeds

The County has received an application from Manchester Volunteer Fire Department to borrow money from the County through the low-interest loan program. They have requested to borrow up to \$268,000 to be used for the purchase of a new ambulance, replacing a 2008 unit. The term of the loan will be 10 years. Manchester Volunteer Fire Department has an outstanding existing loan totaling \$170,509.01. All payments have been made on time. The Comptroller is requesting that the Board consider approval of the loan request. Approval will allow the fire company to proceed with the purchase of a new ambulance. Additionally, the Comptroller is requesting the Board adopt Resolution No. 977-2016 declaring the County's intent to reimburse expenditures with debt proceeds. This resolution is to enable the fire company and the County to expend funds with the intention to reimburse with future bond proceeds in an amount of \$268,000 subject to the requirements of tax-exempt debt issuance. Representatives from the Manchester Volunteer Fire Department have been invited to attend.

- 1. Motion To:** approve the loan request of \$268,000 by the Manchester Volunteer Fire Department and adopt Resolution No. 977-2016 declaring the County's intent to reimburse expenditures with debt proceeds

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

XXXII. Public Comment ~ Item No. XXXIII

None

XXXIII. Briefing/Discussion/Possible Decision ~ Loan Request from Lineboro Volunteer Fire Department, Inc. and adoption of Resolution No. 978-2016 declaring intent to reimburse expenditures with debt proceeds

The county has received an application from Lineboro Volunteer Fire Department, Inc. to borrow money from the County through the low-interest loan program. They have requested to borrow up to \$390,000 to be used for the purchase of a large capacity tanker. The term of the loan will be for 15 years. Lineboro Volunteer Fire Department, Inc. has four existing loans totaling \$1,537,817.06. All payments have been made on time. I am

requesting the Board consider approval of the loan request. Approval will allow the fire company to proceed with the purchase of a tanker. Additionally, the Comptroller is requesting the Board adopt Resolution No. 978-2016 declaring the County's intent to reimburse expenditures with debt proceeds. This resolution is to enable the fire company and the County to expend funds with the intention to reimburse with future bond proceeds in an amount of \$390,000 subject to the requirements of tax-exempt debt issuance. Representatives from the Lineboro Volunteer Fire Department, Inc. have been invited to attend.

1. **Motion To:** approve the loan request of \$390,000 by the Lineboro Volunteer Fire Department, Inc. and adopt Resolution No. 978-2016 declaring the County's intent to reimburse expenditures with debt proceeds

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

XXXIV. Public Comment ~ Item No. XXXV

None

XXXV. Briefing/Discussion/Possible Decision ~ Resolution No. 979-2016 declaring the County's official intent to reimburse expenditures with debt proceeds

Following the recent adoption of the fiscal year 2017 budget, Resolution No. 979-2016 is to be approved by the Board of County Commissioners declaring the County's intent to reimburse Community Investment Plan expenditures intended to be funded with debt proceeds. This resolution is necessary to meet the Internal Revenue Code Regulations for tax-exempt bond issuance. The resolution covers the \$28,620,904 of projected bond funding. This does not create an obligation to issue debt.

1. **Motion To:** adopt Resolution No. 979-2016 declaring the County's intent to reimburse expenditures with debt proceeds.

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

XXXVI. Public Comment

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

XXXVII. Approval/Adoption of Minutes

1. Thursday, July 07, 2016

XXXVIII. Administrative Session ~ Open

The following issues were discussed:

1. Review of draft public agendas for the weeks of July 18, 2016 and July 25, 2016
2. Signing of Documents

XXXIX. Adjourn ~ 12:50 PM

1. **Motion To:** adjourn

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