

## Board of County Commissioners

Stephen A. Wantz, *President*  
Ed Rothstein, *Vice President*  
C. Richard Weaver, *2<sup>nd</sup> Vice President*  
C. Eric Bouchat  
Dennis E. Frazier



## 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 May 13, 2019**

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 ~ May 13, 2019**

- 12:00 p.m. *Maryland Opioid Operational Command Center Director Steve Schuh  
Visit to Carroll County Health Department Luncheon ~ Westminster, Maryland  
Commissioners Wantz & Frazier*
- 12:30 p.m. *Bureau of Aging & Disabilities Community Meeting  
South Carroll Senior Center ~ Eldersburg, Maryland  
Commissioner Rothstein*
- 3:00 p.m. *Transit Advisory Council Meeting  
County Office Building ~ Room 105  
Commissioner Frazier*
- 7:00 p.m. *Carroll County FY20 Proposed Budget Public Hearing  
Carroll Community College ~ Westminster, Maryland  
Commissioners Wantz, Rothstein, Weaver, Bouchat & Frazier*

#### **Tuesday ~ May 14, 2019**

- 9:00 a.m. *Carroll County Employee Recognition Program  
Carroll County Agriculture Center ~ Westminster, Maryland  
Commissioners Wantz, Rothstein, Weaver, Bouchat & Frazier*
- 11:00 a.m. *Carroll County Employee Appreciation Day  
Carroll County Agriculture Center ~ Westminster, Maryland  
Commissioners Wantz, Rothstein, Weaver, Bouchat & Frazier*
- 7:00 p.m. *Carroll County Ag Center Board Meeting  
Westminster, Maryland  
Commissioner Wantz*

**Wednesday ~ May 15, 2019**

- 7:30 a.m. *Carroll County Public Safety Awards Program  
Martin's ~ Westminster, Maryland  
Commissioners Wantz & Rothstein*
- 4:00 p.m. *Carroll County Board of Education FY20 Budget Work Session  
Westminster, Maryland  
Commissioner Weaver*
- 5:45 p.m. *Maryland Association of Counties Corporate Partner Cruise  
Annapolis, Maryland  
Commissioner Wantz*
- 6:00 p.m. *Carroll Community College Board Meeting/Dinner  
Westminster, Maryland  
Commissioner Frazier*
- 6:30 p.m. *Career & Tech Center Annual Career Connections Partnership Banquet  
Westminster, Maryland  
Commissioner Bouchat*

**Thursday ~ May 16, 2019**

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

*Priority Carroll*

**Item 1**

Public Comment on this item  
Briefing/Discussion/Decision  
Request Approval to Submit the  
Senior Citizen Activities Center Operating Fund  
[\(SCOF\) Program Grant \(Non-Competitive\)](#)  
Department of Citizen Services ~ Ms. Christine Kay

**Item 2**

Public Comment on this item  
Briefing/Discussion/Decision  
Request Approval to Submit the  
Senior Citizen Activities Center Operating Fund  
[\(SCOF\) Program Grant \(Competitive\)](#)  
Department of Citizen Services ~ Ms. Christine Kay

**Thursday ~ May 16, 2019 (Continued)**

**Item 3**

Public Comment on this item  
Briefing/Discussion/Decision  
Request Approval to Purchase 31 Replacement Desktop  
[Computers for Primary Emergency Operations Center](#)  
Department of Public Safety ~ Mr. Scott Campbell

**Item 4**

Public Comment on this item  
Briefing/Discussion/Decision  
Request Approval to Apply & Accept Grant Award  
[2019-2020 Hazardous Materials Emergency Preparedness](#)  
(HMEP) Grant  
Department of Public Safety ~ Mr. Scott Campbell

**Item 5**

Public Comment on this item  
Briefing/Discussion/Decision  
[Request for Additional Funding](#) Associated with  
the fiber move on MacBeth Way/Main Street  
Department of Technology Services ~ Mr. Mark Ripper

**Item 6**

Public Comment on this item  
Briefing/Discussion/Decision  
[Hotel Rental Tax Distribution Policy](#)  
Department of Economic Development ~ Mr. Jack Lyburn

**Public Comment**

Administrative Session ~ Open

**Item 7**

[Board of County Commissioners sitting as Board of Health](#)  
Carroll County Health Department ~ Mr. Ed Singer

**Friday ~ May 17, 2019**

- 10:00 a.m.     *13<sup>th</sup> Annual Fallen Heroes Memorial Service*  
*Sykesville, Maryland*  
*Commissioner Wantz*
- 4:30 p.m.     *Carroll Community College Student Leadership Banquet*  
*Westminster, Maryland*  
*Commissioner Frazier*

**Saturday ~ May 18, 2019**

- 8:00 a.m.     *15<sup>th</sup> Carroll County Volunteer Emergency Services Association Breakfast*  
*Manchester, Maryland*  
*Commissioner Wantz*
- 9:00 a.m.     *“Say Nope to Dope” 4<sup>th</sup> Annual Walk*  
*Westminster, Maryland*  
*Commissioners Bouchat & Frazier*
- 9:00 a.m.     *15<sup>th</sup> Carroll County Volunteer Emergency Services Association Convention*  
*Lineboro, Maryland*  
*Commissioners Wantz & Bouchat*
- 11:00 A.M.    *Atlantic Blue Ribbon Cutting Ceremony*  
*Westminster, Maryland*  
*Commissioners Weaver & Frazier*

**Sunday ~ May 19, 2019**

- 7:05 a.m.     *“The Commissioners’ Report” – WTTR*  
*Commissioner Rothstein*
- 1:00 p.m.     *Eagle Scout Courts of Honor*  
*Union Bridge, Maryland*  
*Commissioner Frazier*

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**

**Department of Citizen Services  
Bureau of Aging and Disabilities  
Briefing Paper  
May 16, 2019**

**Issue:** Non-Competitive-FY20 Senior Citizens Activities Center Operating Fund Grant (SCOF)

**Discussion/Decision:**

**Application Due Date: May 17, 2019**

**Background:** The Maryland Department of Aging administers the Senior Citizen Activities Center Operating Fund (SCOF) Program which can be utilized to support the following areas: New, innovative senior center programs; Existing, successful senior center programs; or Critical operating needs. The Bureau of Aging & Disabilities has identified an innovative program that will address a critical need within the senior & community centers.

The Bureau of Aging & Disabilities conducts annual nutritional risk assessments for each Senior & Community Center member as part of the nutrition program. Through those assessments, 147 older adults have been identified as being at high malnutrition risk. Through this grant, the Bureau of Aging & Disabilities would offer the following resources to those identified as high nutritional risk:

- Individual nutritional consultation with a Registered Dietician
- A targeted care plan developed by the Registered Dietician and member to address their nutritional risk
- Periodic telephonic support from the Registered Dietician to assess/encourage follow-through with the individual's care plan

**Budget for SCOF Non-Competitive Grant for Registered Dietician**

	<b>Project Funding</b>
Registered Dietician- \$45/Hour x 274 hours/grant year	\$12,330.00
Supplies	\$34.69
County Cash Match	\$0
<b>SCOF Funding Total</b>	<b>\$12,364.69</b>

**Action:** Discussion/Decision

**Staff Recommended Motion:** I move that the Board of Commissioners approve the Senior Citizens Activities Center Operating Fund Grant application and accept the award.

**Attending:**

Christine Kay, Director, Citizen Services

Celene E. Steckel, Bureau Chief, Aging & Disabilities

Patty Whitson, Community Services Supervisor, Aging & Disabilities

Debby Standiford, Grants Office

**Department of Citizen Services  
Bureau of Aging and Disabilities  
Briefing Paper  
May 16, 2019**

**Issue: Competitive:** FY20 Senior Citizens Activities Center Operating Fund Grant (SCOF)

**Discussion/Decision:**

**Application Due Date: May 17, 2019**

**Background:** The Human Services Article §10-513 through §10-516 of the Annotated Code of Maryland established the Senior Citizen Activities Center Operating Fund (SCOF) under the administration of the Maryland Department of Aging. MDOA has identified that \$100,000 will be distributed statewide based on a competitive process. Carroll County’s FY20 competitive, new, innovative program application would request resources to hire a consultant to work with local primary care providers enrolled in the Maryland Primary Care Provider Program to develop a referral/reimbursement system with the Bureau of Aging & Disabilities. The system would include direct provider referrals to the Nutrition Counseling Program, Chronic Disease Self-Management/other evidence based programs as well as connections to community resources offered through the Senior & Community Centers/BOAD.

The State of Maryland has entered into a Total Cost of Care All-Payer Model contract with the Federal Government that is designed to coordinate care for patients across both hospital and non-hospital settings, improve health outcomes, and constrain the growth of health care costs in Maryland. A key element of the model is the development of the Maryland Primary Care Program (MDPCP). MDPCP is a voluntary program open to all qualifying Maryland primary care providers that provides funding and support for the delivery of advanced primary care throughout the state. The MDPCP supports the overall health care transformation process and allows primary care providers to play an increased role in prevention, management of chronic disease, and preventing unnecessary hospital utilization. (MD Dept. of Health) Bureau of Aging & Disabilities programming and services are a resource for providers engaged in the MDPCP

The competitive application complements the application for the non-competitive SCOF grant by developing a source of revenue that could assist with the sustainability of the proposed services of the Registered Dietician. The provider partnerships, once developed, would also allow for expansion to develop the reimbursable model/provider referral system surrounding evidence based health and wellness programming already occurring throughout the centers. The model would target the Social Determinants of Health (SDOH) and market the current services that the Centers/BOAD offers that directly address those needs.

**Budget SCOF-(Competitive)**

Consultant-15-20 hours per week/grant year	\$40,000
County Cash Match	\$0
<b>Total Program Costs</b>	<b>\$40,000</b>

**Staff Recommended Motion:**

I move that the Board of Commissioners approve the application for the FY20 Senior Citizens Activities Center Operating Fund Grant (Competitive Application) and accept award.

**Attending:**

Christine Kay, Citizen Services  
Celene Steckel, Bureau of Aging and Disabilities  
Patty Whitson, Bureau of Aging and Disabilities  
Debby Standiford, Grants Office

**Department of Public Safety**  
**Briefing Paper**  
**May 16, 2019**  
**Open Session**

**Issue:**

Replacement of desktop computers in the Primary Emergency Operations Center

**Background:**

The Primary Emergency Operations Center (PEOC) is currently furnished with 31 individual desktop computers, one for each designated function/discipline used to staff and operate the Center. The existing computers are aged and in need of upgrade. Using \$35,584.28 of available grant funds for which this proposed purchase is an eligible use, the proposal is to purchase 31 new, state-of-the-art computers, to include the required accessories and operating software, in order to accomplish the necessary upgrade. No additional monies are required from the County.

**Action:**

Discussion/Possible Decision

**Staff-Recommended Motion:**

*“I move that the Board of Commissioners approve the proposed purchase of 31 computers, accessories, and operating software in the amount of \$35,584.28.”*

**Attendees:**

Scott Campbell, Director, Department of Public Safety  
Valerie Hawkins, Manager, Department of Public Safety, Emergency Management  
Caren Jagoda, Grants Analyst, Management and Budget

**Department of Public Safety**  
**Briefing Paper**  
**May 16, 2019**  
**Open Session**

**Issue:**

2019-2020 Hazardous Materials Emergency Preparedness (HMEP) Grant Application

**Background:**

HMEP grant funds, provided by the U.S Department of Transportation Pipeline and Hazardous Material Safety Administration and administered by the Maryland Emergency Management Agency (MEMA), are used to increase state and local effectiveness in safely and efficiently handling hazardous materials incidents, enhance implementation of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA), as well as encourage a comprehensive approach to emergency training and planning.

The application requests \$9,800 for training initiatives in cooperation and coordination with the Carroll County Volunteer Emergency Services Association (CCVESA) Hazardous Materials Response Team. The proposed project has a performance period of October 1, 2019 - September 30, 2020. The application requires a 25% match of the grant request, or \$2,450. The match will be provided through previously budgeted funds as an in-kind contribution.

**Proposed Budget**

Grant Request (Federal)	\$ 9,800
County Match (In-Kind)	\$ 2,450
<b>Total Project</b>	<b>\$ 12,250</b>

**Action:**

Discussion/Possible Decision

**Staff-Recommended Motion:**

*“I move that the Board of Commissioners approve the 2019-2020 Hazardous Materials Emergency Preparedness (HMEP) Grant Application to MEMA, as well as acceptance of these grant funds, if awarded”*

**Attendees:**

Scott Campbell, Director, Department of Public Safety  
Valerie Hawkins, Manager, Department of Public Safety, Emergency Management  
Caren Jagoda, Grants Analyst, Management and Budget



**Department of Technology Services**  
**Briefing Paper**  
**May 16, 2019**  
**Open Session**

**Issue:**

Request for authorization to spend up to an additional \$30,000 for the use of a Rock Adder (Macbeth Way/Main St. Eldersburg)

**Discussion/Decision:**

**Request**

On March 14, 2019 the Department of Technology Services requested your approval to move fiber along Route 32 from Macbeth Way to Main Street, Sykesville. The amount was \$106,250.

The contractor has hit 500 feet of rock and we need additional funding to bring in a rock adder at the cost of \$60 per foot. The additional cost is \$30,000. The money is in the Transport/State Projects Fund (8629).

**Details**

1. Length of Conduit – Approximately 4,700 feet.
2. Length of Fiber – Approximately 5,350 feet.

**Motion**

I move that the Board of Commissioners authorize the contracting of a Rock Adder at \$60 per foot for a maximum of \$30,000.

I move the Board of County Commissioners approve a budget transfer \$30,000 from the Transportation/State Projects (8629) to MD 32 Widening (8804).

## **Office of Tourism**

### **Briefing Paper**

**May 16, 2019**

### **Open Session**

**Issue: Tourism Funds**

**Discussion/Decision: Approval**

#### **Background:**

The County Delegation submitted a bill requesting the imposition of a 5% Hotel Rental Tax during the 2004/2005 legislative session (H.B. 864). The Bill subsequently became law during the 2004/2005 session and is codified in the Local Government (L-G) Article, 20-416. These funds are currently used for salaries, advertising promoting the County and Municipalities, and sponsorships for some events. The staff would like to expand the use of these funds to include, among other things, assisting with capital projects of County owned or supported tourist attractions. A draft policy has been established for this purpose.

#### **Staff-Recommended Motion:**

I move that the Board of Commissioners approve the policy for the usage of Tourism funds.

#### **Attendees:**

Jack Lyburn, Director, Economic Development

Carroll County Health Department  
Briefing Paper  
May 14, 2019  
Open Session

**Issue:**

**Briefing/Discussion/Decision – Request the Commissioners sit as a Board of Health and approve an exception to Health Board Resolution 5 (HB-5) to allow the installation of an individual on-site sewage disposal system for 89 Liberty Street in Westminster due to financial hardship of connecting the property to public sewerage.**

**Background:** The owner of a residence at 89 Liberty Street wants to replace his on-site system in order to sell the house. The house is in an area that is planned for service by public sewerage. HB-5 prohibits permits for private systems in areas where public sewerage facilities are available. HB-5 also allows for exceptions for hardship cases. The property owner obtained estimates of the cost to connect to public sewerage and the total estimated cost is \$66,135.50. This cost is substantially higher than the routine cost of connecting a property to public sewerage. City of Westminster staff have stated that they prefer that the property owner be allowed to install a private system and the Health Department is recommending that the Board of Health grant this hardship exception.

**Staff Recommended Motion:** *I move that the Carroll County Board of Health grant a hardship exemption to Health Board Resolution 5 to allow the property owner of 89 Liberty Street in Westminster to pursue a permit to install an individual on-site sewage disposal system.*

Attendees: Ed Singer, Health Officer  
Leigh Broderick, Environmental Health Director, CCHD