

Board of County Commissioners

Doug Howard, *President*
Richard S. Rothschild, *Vice President*
David H. Roush, *Secretary*
Robin Bartlett Frazier
Haven N. Shoemaker, Jr.



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

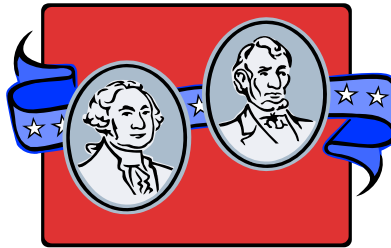
Agenda for the Week of February 20, 2012

Revision 3 dated February 22, 2012

Please Note: This weekly agenda is subject to change. Please call 410-386-2043 to confirm a meeting you plan to attend. All meetings will be held at the Carroll County Office Building Room 311. (Unless otherwise noted)

- *Indicates Outside Activities*

Monday ~ February 20, 2012



County Offices Closed in observance of President's Day

Tuesday ~ February 21, 2012

9:00 a.m. Planning & Zoning Commission Meeting
County Office Building ~ Room 003
Commissioners Rothschild & Frazier

6:30 p.m. *Questions & Answers with Commissioner Shoemaker*
North Carroll Branch Public Library ~ Greenmount, Maryland
Commissioner Shoemaker

Wednesday ~ February 22, 2012

10:00 a.m. *Maryland Association of Counties Legislative Committee Meeting*
Annapolis, Maryland
Commissioners Rothschild & Frazier

1:00 p.m. *Carroll County Board of Education Meeting*
Westminster, Maryland
Commissioner Howard

Thursday ~ February 23, 2012

8:00 a.m. Economic Development Commission Meeting
County Office Building ~ Room 105
Commissioners Howard, Roush & Frazier

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

Public Comment

Approval/Adoption of Minutes ~ December, 2011

Department of Management & Budget Update
Mr. Ted Zaleski, Director ~ Dept of Mgmt & Budget

Department of Citizen Services Update
Ms. Jolene Sullivan, Director ~ Dept of Citizen Service

[FY2012 Senior Inclusion Program Developmental Disabilities](#)
Administration Family and Individual Support Services and
Day Habilitation License Approval Request
Department of Citizen Services ~ Ms. Jolene Sullivan

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

Public Comment

Department of Public Works Update
Mr. Tom Rio, Director ~ Dept of Public Works

Department of Land Use, Planning & Development Update
Mr. Phil Hager, Director ~ Dept of Land Use, Planning & Development

[Adoption of Amendments to Chapter 71](#)
Adequate Public Facilities & Concurrency Management
Department of Land Use, Planning & Development ~ Mr. Phil Hager

Thursday ~ February 23, 2012 (Continued)

[Bid Approval ~ Geophysical Services](#)

Department of Land Use, Planning & Development ~ Mr. Phil Hager
Bureau of Purchasing ~ Mr. Richard Shelton

[Request Approval of Application to the Chesapeake Bay Trust](#)

Watershed Assistance Grant Program to Fund Projects for
Tuckers Branch, Middle Run and the Gillis Falls Watersheds
Department of Land Use, Planning & Development ~ Mr. Phil Hager
Department of Management & Budget ~ Mr. Ted Zaleski

Request Approval of Application to the State Highway Administration
[Transportation Enhancement Program](#) to Fund the
Stormwater Management Facility at Route 91 and Congoleum Drive
Department of Land Use, Planning & Development ~ Mr. Phil Hager
Department of Management & Budget ~ Mr. Ted Zaleski

Department of the County Attorney Update
Mr. Tim Burke, County Attorney

Board of County Commissioners Administrative Time

Closed ~ Personnel

*7:00 p.m. Charles Carroll Elementary Report Presentation
Westminster, Maryland
Commissioners Howard, Frazier, & Shoemaker*

Friday ~ February 24, 2012

*11:00 a.m. Mt. Airy Branch Carroll County Library Story Time and Tour
Mt. Airy, Maryland
Commissioner Rothschild*

Saturday ~ February 25, 2012

*9:00 a.m. Hampstead Community Expo
North Carroll High School ~ Hampstead, MD
Commissioner Shoemaker*

Saturday ~ February 25, 2012 (Continued)

9:00 a.m. *“A Bird’s Eye View” with Commission Robin Frazier
Taneytown Branch Carroll County Public Library
Taneytown, Maryland
Commissioner Frazier*

Sunday ~ February 26, 2012

7:00 a.m. *“The Commissioners’ Report” – WTTR
Commissioner Shoemaker*

**** Upcoming Events****

2/28/12 ~ 7:00 p.m. *Solid Waste Forum
Carroll Community College ~ Building K, Room 100
Westminster, Maryland*

3/15/12 ~ 10:00 a.m. *FY 13 Recommended Budget Session*

3/21/12 ~ 8:00 a.m. *Carroll County Department of Economic Development
2012 Outlook Seminar
The Portico of St. John
43 Monroe Street
Westminster, Maryland*

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 Jolene G. Sullivan, The Americans With Disabilities Act Coordinator, 410-386-3600 or 1-888-302-8978, or MD Relay 7-1-1/800-735-2258 or email jsullivan@ccg.carr.org 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 CITIZEN SERVICES

BUREAU OF AGING AND DISABILITIES

Briefing Paper

February, 2012

Project Name: FY 2012 Senior Inclusion Program Developmental Disabilities Administration Family and Individual Support Services and Day Habilitation License.

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

Funding Agency: Maryland Department of Health and Mental Hygiene/ Developmental Disabilities Administration

Deadline: February 29, 2012

Summary: **This document is a yearly, renewal application for the Carroll County Bureau of Aging and Disabilities, Senior Inclusion Program. This renewal application is in compliance with COMAR Regulation 10.22.06.**

This is the third year that the Senior Inclusion Program is operating with two (2) licenses under the Developmental Disabilities Administration. These two (2) licenses are Family and Individual Support Services (FISS) COMAR Regulation 10.22.06 and Day Habilitation COMAR Regulation 10.22.07.

Family and Individual Support Service funding is through a Memorandum of Understanding and the COMAR 10.22.06 Regulation license has been in place since 1992. The Day Habilitation COMAR 10.22.07 Regulation has been in place since 2008 and payment is through a fee payment system per client times their daily attendance. The attendance for each client is recorded daily on the Provider Consumer Information System 2 (PCIS 2) website. The reimbursement rate per client is based on a county provider rate and an individual component determined by the clients' physical health and supervision needs.

History: Since 1987, the Bureau of Aging and Disabilities has received funds through the Maryland Department of Health and Mental Hygiene's Developmental Disabilities Administration, to serve older adults with developmental disabilities.

The Senior Inclusion Program's purpose is to provide diverse structured and non-structured community-based generic services and therapeutic retirement activities for older adults with developmental disabilities. A variety of educational, social, recreational, health and nutrition programs are designed and implemented by five (5) staff. The number of staff has increased from last year due the seven new older adults with developmental disabilities in the program. There are now twenty-two (22) members, and a fiscal increase of \$69,838. Currently, new adults are being referred to the program.

The Senior Inclusion Program collaborates with Change Inc., Target Inc., ARC of Carroll County, Flying Colors of Success, and other agencies. This partnership allows these agencies to refer individuals to us who are looking for a productive retirement program.

The Carroll County Senior Inclusion Program continues to be the only one of its kind in the nation to provide retirement programs for older adults with developmental disabilities, mainstreaming them into a senior center environment.

Funding: The FY2012 FISS award, effective 7/1/11 – 6/30/12: \$23,036.
The FY 2012 Day Habilitation award 7/1/11- 6/30/12: \$214,096 County match: \$40,100. County funds, in the amount of \$6,817 are used towards the ISS grant and \$33,283 towards the Day Habilitation grant. The County match offsets salary and fringe costs.

Recommendation: Request approve the license applications for the Senior Inclusion Program.

Department of Land Use, Planning & Development

Briefing Paper

February 23, 2012

Open Session

Issue:

Adoption of amendments to Chapter 71, *Adequate Public Facilities and Concurrency Management*, as recommended in the FY11 Concurrency Management Report

Background:

During the October 18, 2011 meeting of the Carroll County Planning & Zoning Commission, the Commission approved the Fiscal Year 2011 Concurrency Management Report and voted to forward the report to the Board of County Commissioners.

The Department of Land Use, Planning & Development presented the report to the Board of County Commissioners at the December 8, 2011 meeting. At that meeting, the Commissioners approved the staff request to schedule a public hearing for the proposed amendments to Chapter 71, *Adequate Public Facilities and Concurrency Management*, that are identified in the FY11 Concurrency Management Report.

The public hearing was conducted on February 9, 2012. One citizen commented via email. The Commissioners elected to continue the comment period for ten days. At the conclusion of the comment period, all comments received and a comment summary will be appended to this briefing paper.

The proposed amendments add detached and attached accessory dwellings to the list of uses that Chapter 71 does not apply to. The proposed amendments also include using a 24-month period for review of fire and EMS late and no responses, and minor changes to the required contents of the yearly concurrency management report.

Action:

Adopt amendments.

Attendees:

Phil Hager, Director, Department of Land Use, Planning & Development
Tom Devilbiss, Deputy Director, Department of Land Use, Planning & Development
Clay Black, Chief, Bureau of Development Review
Kim Brandt, Development Review & Concurrency Manager, Bureau of Development Review

DATE: February 9, 2012
 TO: The Carroll County Board of Commissioners
 RE: Geophysical Services - 55-F-1-11/12

EXECUTIVE SUMMARY:

The Bureau of Purchasing solicited proposals from qualified firms to perform surface geophysical services to include field data collection, data management and interpretation as well as reporting at the project site described herein. Carroll County Government is undertaking a water supply development project in the Union Mills watershed area. This area is drained by the Big Pipe Creek, which flows west, southwest through the northern portion of Carroll County and empties to the Monocacy River in Frederick County. The first phase of this project will be to assess groundwater resources in the watershed. To that end, Carroll County Government is undertaking a groundwater exploration effort to identify and drill optimum locations based on non-intrusive hydrogeologic techniques including surface geophysics. The overall goal of the surface geophysical survey is to identify favorable locations for groundwater exploration. To achieve this goal, the geophysical survey must identify subsurface geologic structures, geologic contacts, as well as hydrogeologic features, cavities, fractures, and/or other discontinuities which may indicate the existence of favorable subsurface conditions for water supply development.

The Bureau of Purchasing in cooperation with the Department of Land Use and Development received proposals for the above project. An evaluation committee three (3) members was formed to conduct technical and financial review of the proposals submitted. The Committee evaluated all proposals based on criteria detailed in the proposal. Once this was completed, the committee members come to consensus and recommend the best value proposal for the work required. The final overall ranking denotes the order of selection. The highest ranked firm for this project is Golder Associates. This expenditure is within the project budget and no additional funds will be needed.

Number of Bids: 12	1.	Arm Group Inc.	Hershey, PA
	2.	Dawood	Grantville, PA
	3.	EA Engineering, Science and Technology Inc.	Sparks, MD
	4.	Enviroscan, Inc.	Lancaster, PA
	5.	Geo-Tech	Abingdon, MD
	6.	Global Geophysics	Monroe, WA
	7.	Golder Associates	Richmond, VA

AWARDED

8.	Groundwater Sciences Corp	Harrisburg, PA
9.	Quantum Geophysics	Phoenixville, PA
10.	Skelly and Loy	Pittsburg, PA
11.	Tetra Tech Geo	Sterling, VA
12.	Zivkovic	Greeley, CO

Received Budget Approval: X Yes Comments: _____
Debarment & suspension check completed and this business is in good standing: X Approved
Business is in good standing with the Maryland Department of Assessment and Taxation: X Approved
Business is in good standing with Carroll County Collections Office: Approved X N/A

Your concurrence today will authorize the Bureau of Purchasing to move forward with the award and obtain a legally sufficient contract document for signing by the Director of Land Use and Development, Tom Devilbiss.

 Bureau of Purchasing Date

 Board of Commissioners Date

Commissioner Frazier: Motion 2nd All in Favor Denied
 Commissioner Shoemaker: Motion 2nd All in Favor Denied
 Commissioner Roush: Motion 2nd All in Favor Denied
 Commissioner Rothschild: Motion 2nd All in Favor Denied
 Commissioner Howard: Motion 2nd All in Favor Denied

Comments: _____

Action Taken: Accepted Denied Other: _____

**Department of Land Use, Planning, and Development
Bureau of Resource Management**

**Chesapeake Bay Trust Watershed Assistance Grant Program
Tuckers Branch, Middle Run, and Gillis Falls Watershed Characterization
Briefing Paper
February 23, 2012**

Issue:

Application to the Chesapeake Bay Trust (CBT) for funding through the Watershed Assistance Grant Program. Funding is being requested to develop a watershed assessments for the Tuckers Branch, Middle Run, and the Gillis Falls Watersheds located in the South Branch of the Patapsco.

Background:

In response to requirements specified in our National Pollutant Discharge Elimination System (NPDES) permit relating to assessment of water quality within all of the county's watersheds; the Bureau of Resource Management actively looking at ways in which to offset the cost associated with these efforts. Partnerships with neighboring jurisdictions, the local community, the Board of Education, and other governmental entities are steps in the right direction. The Chesapeake Bay Trust (CBT) and the Maryland Department of Natural Resources are soliciting grant applications for their 2011-2012 Watershed Assistance Grant Program. These grants are designed to support watershed planning efforts and the design of watershed restoration projects in Maryland. Planning projects include watershed characterizations, surveys, assessments, action plans, or financing strategies. Local governments are invited to submit requests for watershed planning assistance. The planning efforts are to consist of watershed assessments which would include establishing a baseline of watershed conditions and create a framework for identifying future restoration projects.

The Bureau of Resource Management has prepared an application for the March 9, 2012 deadline to request funding to complete a watershed assessment for Tuckers Branch, Middle Run, and the Gillis Falls Watersheds located in the South Branch of the Patapsco.

Budget:

The county is requesting funding from the Chesapeake Bay Trust to cover the costs associated with hiring a contractor to perform the Stream Corridor Assessment (SCA) in Tuckers Branch, Middle Run, and the Gillis Falls Watersheds. Carroll County Government in-kind match consists of support to complete the SCA process, such as meetings, data management, and property owner permissions. Essentially, Carroll County Government will facilitate the selected contractor being able to complete the field effort. The grant will fund up to \$35,000.

Grant Request:	\$29,000
County Match:	\$0
Grant Total:	\$29,000

Action:

The Department of Land Use, Planning, and Development is requesting approval from the Board of County Commissioners to submit the application to the Chesapeake Bay Trust for this project.

**Chesapeake Bay Trust Watershed Assistance Grant Program
Tuckers Branch, Middle Run, and the Gillis Falls Watersheds Characterization**

Motion to approve: _____

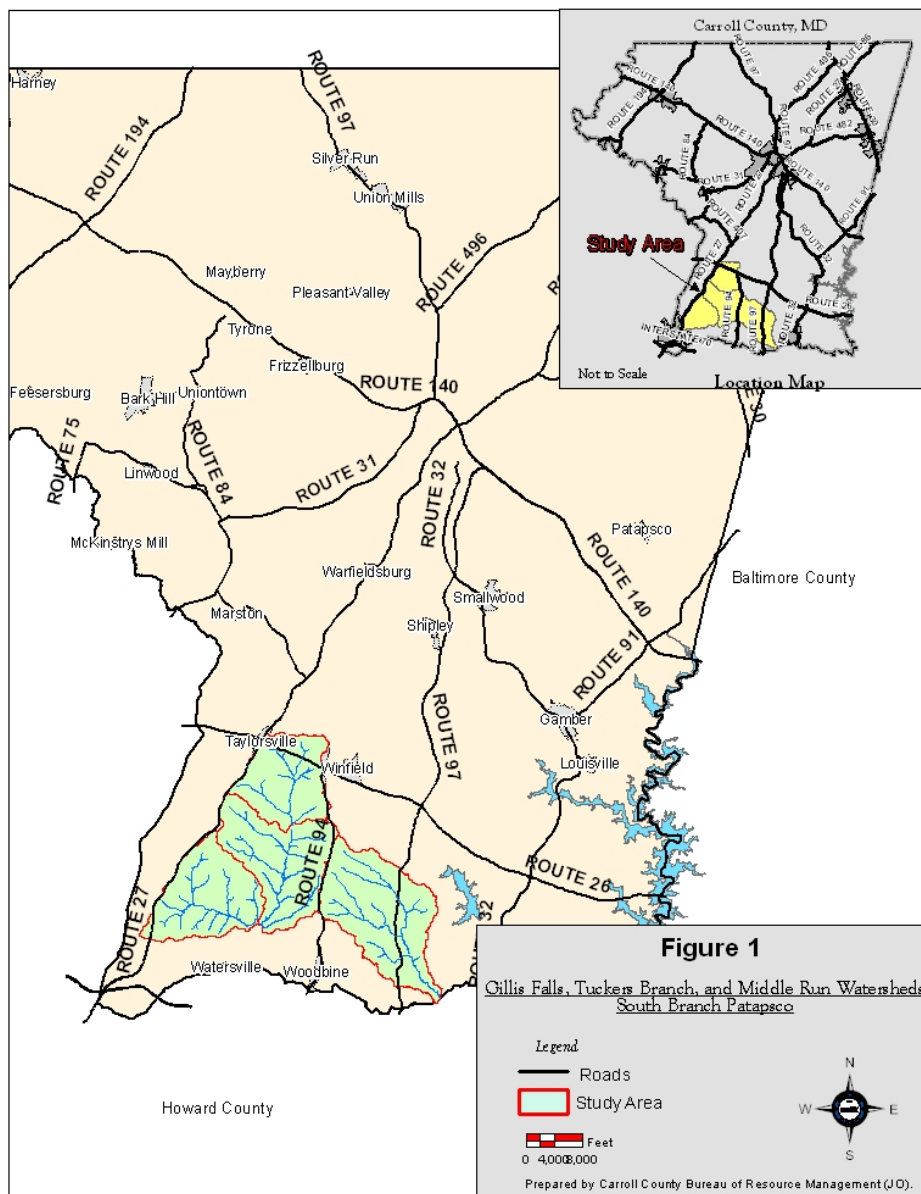
Second _____

Approved: _____

Denied: _____

Signed: _____

Submitted by: Gale Engles
Attending: Gale Engles and Marcia Hoffman



Department of Land Use, Planning and Development
Transportation Enhancement Program
Briefing Paper
February 23, 2012
Open Session

Issue: Application for Transportation Enhancement Program (TEP) funding for the stormwater management facility being constructed at the corner of Route 91 (Emory Road) and Congoleum Drive. Program funds are Federal Highway Administration (FHWA) reimbursement program funds passed through the Maryland State Highway Administration.

Background:

The Bureau of Resource Management, in conjunction with the National Pollution Discharge Elimination System (NPDES) Permit Compliance Program, is currently processing a concept design to enlarge an existing pond owned by the Reese Volunteer Fire Department to address stormwater management regulations. The approximate size of the facility is four (4) acres and will treat over 150 acres of currently untreated drainage area (40 acres of impervious area). The cost estimate for the project is \$1,521,415.85 which includes engineering, construction and a 10% contingency. The pond is being designed to provide water quality management on all impervious areas and channel protection management for the one year storm.

After review of the Program Overview for the Transportation Enhancement Program, it was determined that this project may qualify for funding. If approved, up to 50% of the project could be funded through the Transportation Enhancement Program.

Budget: See attached

Action:

The Bureau of Resource Management is in the process of completing the application for the TEP funding. The Bureau is requesting a letter of support from the Board of County Commissioners as part of the application process.

Motion to approve:

Second:

Approved:

Denied:

Signed:

Submitted by: Gale Engles

Attending: Gale Engles, Marcia Hoffman

February 23, 2012

ACTIVITIES/ITEMS	TOTAL COSTS	TEP FUNDING	CASH MATCH	SOFT MATCH
NON-CONSTRUCTION ACTIVITIES				
Project Development Activities		---	---	
Right-of-Way Acquisitions		---	---	
Design Activities	\$33,211	16,605.50	---	16,605.50
Environmental Studies		---	---	
Advertising & Contracts		---	---	
Equipment/Other Soft Costs		---	---	
Permits		---	---	
Subtotal Non-Construction Items	\$33,211	16,605.50	---	16,605.50
CONSTRUCTION RELATED ACTIVITIES				
Mobilization	\$5,000	\$2,500	\$2,500	
Project Management				
Construction Activities	1,347,913.5 0	673,956.75	673,956.7 5	
(see the TEP Application Instructions for examples of construction related activities)				
Total Construction Related Costs	1,352,913.5 0	676,456.75	676,456.7 5	
Contingencies	135,291.35	67,645.67	67,645.68	
Project Inspections				
Materials Testing				
Construction Management				
Total Contingency, Inspection, Materials Testing, & Management	1,488,204.8 5	744,102.42	744,102.4 3	0.00
TOTALS (PROJECT COSTS, TEP FUNDING AND MATCH)	1,521,415.8 5	760,707.92	744,102.4 3	16,605.50