

Board of County Commissioners

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



Carroll County Government

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Westminster, Maryland 21157
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MD Relay ~ 7-1-1/800-735-2258

Agenda for the Week of May 23, 2011

Revision 1 dated May 24, 2011

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 ~ May 23, 2011

*9:00 a.m. Taneytown Industry Visit
Taneytown, Maryland
Commissioner Frazier*

*5:30 p.m. Kiwanis Club of Greater Westminster Proclamation Presentation
Taneytown, Maryland
Commissioner Roush*

Tuesday ~ May 24, 2011

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

Public Comment

Adoption of FY12 Operating Budget & Community Investment Plan
Department of Management & Budget ~ Mr. Ted Zaleski

Closed ~ Personnel

*5:00 p.m. Carroll County Career & Technology Center Certificate Ceremony
Westminster, Maryland
Commissioner Frazier*

7:00 p.m. Public Hearing ~ Chapter 197 – Picketing
County Office Building ~ Room 003

Wednesday ~ May 25, 2011

- 2:00 p.m. *Carroll Community College Commencement
Westminster, Maryland
Commissioners Howard, Shoemaker, Rothschild & Roush*
- 3:30 p.m. *The Bureau of Roads Operations Retirement Reception
Westminster, Maryland
Commissioner Frazier*
- 5:00 p.m. *Carroll County Career & Technology Center Certificate Ceremony
Westminster, Maryland
Commissioner Frazier*

Thursday ~ May 26, 2011

8:00 a.m. Economic Development Commission Meeting
County Office Building ~ Room 105
Commissioner Frazier

8:30 a.m. Administrative Session ~ Closed

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

Public Comment

[Presentation of Training Award for Risk Management from LGIT](#)
Department of Management & Budget ~ Mr. Ted Zaleski

[Discussion with Maryland Association of Counties](#)
[Executive Director Michael Sanderson](#)

Proposed Resolution: Manual Amendments to Implement
[Code Changes Adopted in the Economic Relief Plan](#)
Department of Land Use, Planning & Development ~ Mr. Tom Devilbiss
Department of the County Attorney ~ Mr. Tim Burke

[Cellular Tower Update ~ Informational Purposes Only](#)
Department of Land Use, Planning & Development ~ Mr. Tom Devilbiss
Department of the County Attorney ~ Mr. Tim Burke

[Review and Approval of the FY2011 Housing Choice Voucher](#)
Family Self-Sufficiency Program Grant Award
Department of Citizen Services ~ Ms. Jolene Sullivan
Department of Management & Budget ~ Mr. Ted Zaleski

Thursday ~ May 26, 2011 (Continued)

[Bid Approval ~ Supply and Install Wood Gable Pavilion](#)

Department of Citizen Services ~ Ms. Jolene Sullivan
Bureau of Purchasing ~ Mr. Richard Shelton

Master Plan Proposed Guidelines
Board of County Commissioners

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

Public Comment

Master Plan Proposed Guidelines
Board of County Commissioners

5:00 p.m. CHANGE, Inc. Advocate Appreciation Garden Party
Westminster, Maryland
Commissioner Shoemaker

5:00 p.m. Carroll County Career & Technology Center Certificate Ceremony
Westminster, Maryland
Commissioner Frazier

7:15 p.m. Carroll Springs School Certificate Ceremony
Westminster, Maryland
Commissioner Frazier

Friday ~ May 27, 2011

7:00 p.m. Commencement Speech – Christiana Homeschool Academy Graduation
Westminster, Maryland
Commissioner Howard

Saturday ~ May 28, 2011

Sunday ~ May 29, 2011

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

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

May 13, 2011

MEMORANDUM TO: The Board of County Commissioners of Carroll County

FROM: Timothy C. Burke, Acting County Attorney

RE: Proposed amendments to Chapter 197, Streets and Sidewalks
(Picketing)
PUBLIC HEARING – TUESDAY, MAY 24, 2011 – 7:00 p.m.
Our File No. 12230-0210

ISSUE TO BE DISCUSSED

Public hearing.

BACKGROUND

The Board will consider adopting an ordinance amending Chapter 197, Streets and Sidewalks, of the Code which would a) prohibit picketing, obstructing, hindering, impeding or blocking entry to or exit from funerals, burials, memorial services, or funeral processions; b) requiring groups of ten (10) or more picketers to obtain a permit; and c) prohibit picketing activity within 1,000' of a funeral, burial, memorial service, or funeral procession.

I will be prepared to run the public hearing in accordance with our usual practice.

REQUESTED ACTION

Conduct the public hearing.

Encl.

c: Steven D. Powell, Chief of Staff
Cindy Parr, Director, Department of Administrative Services
Thomas J. Rio, Director, Department of Public Works
Scott R. Campbell, Administrator, Office of Public Safety Support Services
Bruce H. Lockard, Chief, Bureau of Roads Operations
Kenneth L. Tregoning, Sheriff, Carroll County Sheriff's Office
(without enclosures)

**OFFICE OF RISK MANAGEMENT
DEPARTMENT OF MANAGEMENT AND BUDGET
Training Award Briefing Paper
5/26/11**

Project Name: 2011 Local Government Insurance Trust (LGIT) Training Award

Department: Management and Budget – Office of Risk Management

Funding Agency: Local Government Insurance Trust (LGIT)

Summary:

The Local Government Insurance Trust provides insurance coverage, training and loss control services to local government members. Currently, LGIT insures the County for General Liability, Property, Auto Liability, Law Enforcement Liability and Public Official Liability. As a member of LGIT, Carroll County is also eligible to apply for one training award each fiscal year.

The Office of Risk Management has received an award from the Local Government Insurance Trust (LGIT) to fund the cost of sending one staff member to a training seminar offered by the Chesapeake Region Safety Council. The week long seminar, Principles of Occupational Safety and Health, is a comprehensive, interactive program that covers terminology, principles and practices. The training will cover topics like accident investigation, safety inspections, accident reports, job safety analysis and OSHA regulations, and will provide training to the office's newest staff member.

The total cost of the seminar is \$2,156 and will be covered by the training award.

Funding:

LGIT	\$2,156
County Match	<u> 0</u>
Total	\$2,156

Recommended Action: Please accept the training program award.

Motion:

Second:

Approved:

Denied:

Signed:

Tim Ailsworth, Executive Director, LGIT, 443-561-1700

Cecilia Devilbiss, Risk Manager, 410-386-2667

May 18, 2011

Department of Land Use, Planning & Development
Briefing Paper
May 26, 2011

Issue:

Consideration of a Resolution – Manual amendments corresponding with recently adopted chapters of the Carroll County Code of Public Local Laws and Ordinances; Chapter 114, Floodplain Management; Chapter 115, Forest Conservation; Chapter 134, Landscape Enhancement of Development; and Chapter 218, Water Resource Management.

Background:

In response to the Board's direction, the Department of Land Use, Planning & Development prepared a series of code changes which were approved by the Board on May 17, 2011. Accompanying these changes were manual changes reflecting the code revisions for Chapters 114, 115, 134, and 218.

Staff presented the manual changes to the Board on April 5, 2011 and to the Planning Commission as well. Public workshops were held on April 25 and May 2, with a public hearing held on May 3, 2011 before the Board of County Commissioners. The public record was then held open for seven (7) days.

Action Requested:

Approval of the Resolution.

Attendees:

Tim Burke, Acting County Attorney
Tom Devilbiss, Acting Director, Department of Land Use, Planning & Development
Gale Engles, Chief, Bureau of Resource Management

Department of Land Use, Planning & Development

Briefing Paper

May 26, 2011

Issue:

Information session on communication towers.

Background:

In response to the processing of several recent communication tower submittals, the Board has requested staff provide an information update on the regulation and the review and approval process for communication towers.

Action Requested:

For information purposes only.

Attendees:

Tom Devilbiss, Acting Director, Department of Land Use, Planning & Development

Tim Burke, Acting County Attorney

Jay Voight, Zoning Administrator

Clay Black, Chief, Bureau of Development Review

Kim Brandt, Development Review and Concurrency Manager, Bureau of Development Review

GRANTS OFFICE
DEPARTMENT OF MANAGEMENT AND BUDGET
Grant Application Briefing Paper
May 26, 2011

Project Name: Housing Choice Voucher Family Self Sufficiency (FSS) Program

Department/Agency Submitting: Citizen Services

Funding Agency: Department of Housing and Urban Development (HUD)

Deadline: June 8, 2011

Summary: The U. S. Department of Housing and Urban Development is accepting requests for FY2011 funding for the Housing Choice Voucher Family Self Sufficiency (FSS) Program. The Department of Citizen Services has operated a FSS program for the past 15 years with HUD funds.

Background: The Family Self-Sufficiency Program (FSS) was established within the Carroll County Bureau of Housing in 1996. The Program is designed to assist residents, who are receiving Section 8 rental assistance, to become more economically self-sufficient by providing supportive services. Partnerships with Human Services Programs, Business and Employment Resource Center, Division of Rehabilitative Services (DORS), Keystone Services, Granite House, Dads Works, Vehicles for Change, Carroll Community College, etc., are an important part of the supportive process.

By means of a thorough assessment, eligible families establish goals and sign a five year contract. Goals may include furthering their education, attending job training, repairing credit problems, or attending housing counseling programs. The case worker refers Participants to services that will help improve their education, job skills, and family life. As their income increases, through improved employment opportunities, their portion of the rent under Section 8 increases. An amount that matches the increased portion is taken out of the Housing Assistance Payment (HAP) account and deposited into an escrow account as an added incentive to complete their contract goals. The escrow amount is disbursed upon completion of the contract and approved by the Program Coordinating Committee (PCC), the local FSS advisory board. The FSS Coordinator is responsible for the composition and oversight of the PCC, according to HUD regulations.

Currently, there are 51 families under a FSS contract and 25 have a positive balance in their escrow account. When they complete their contract, participants are encouraged to use their escrow accounts for activities that enhance their self-sufficiency such as reliable transportation, housing down payments, or paying off student loans.

The FSS Coordinator also administers the Section 8 Housing Choice Voucher Homeownership Program. To date, the program has produced four homeowners.

Program Outcomes

Total Graduates: **62**

- **43 (70%) are no longer receiving a rental subsidy**
- 16 (26%) were receiving Temporary Cash Assistance (TCA) at enrollment
- 17 (27%) have purchased a home
- 51 (82%) have attended college or vocational training
- Total Participant income increase: \$1,002,932.00 (\$16,176.00 average increase)

FSS Budget

	Expenses	Source of Funds
FSS Coordinator Salary and Benefits	\$64,375	
HUD Funding for FSS Coordinators		\$54,078
Local HUD Administrative Fees		10,297
County Match		0
Total		\$64,375

Recommendation: Please approve the application.

Motion to Approve:

Second:

Approved:

Denied:

Signed By:

Date:

Jolene Sullivan, Citizen Services, 410-386-3600
 Rita Zimmerman, Citizen Services, 410-386-3610
 Janet Boyd, FSS Coordinator, 410-386-3627
 Marcia Hoffman, Grants Office, 410-386-2448
 May 26, 2011

DATE: May 10, 2011
TO: The Carroll County Board of Commissioners
RE: Supply and Install Wood Gable Pavilion

EXECUTIVE SUMMARY:

The Office of Recreation and Parks in cooperation with the Bureau of Purchasing requests your approval to contract with Gametime/West Recreation, Inc. to supply and install a 40' x 60' laminated wood gable pavilion at Piney Run Park. The cost of this project is \$54,744.00 and will be made by piggy-backing off a contract established through U.S. Communities, a national purchasing cooperative, which has been competitively bid. Your approval will authorize the Bureau of Purchasing to proceed with this award. This amount is within the allotted budget and no additional funds are necessary.

Received Budget Approval: Yes Comments:

Debarment & suspension check completed and this business is in good standing: Approved

Business is in good standing with the Maryland Department of Assessment and Taxation: Approved

Business is in good standing with Carroll County Collections Office: Approved 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 Mr. Jeff Degitz, Office of Recreation and Parks.

Bureau of Purchasing Date

Board of Commissioners Date

Commissioner Frazier:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Shoemaker:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Roush:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Rothschild:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Howard:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Comments: -				

Action Taken: <input type="checkbox"/> Accepted <input type="checkbox"/> Denied <input type="checkbox"/> Other:				
