

Board of County Commissioners

Julia W. Gouge, President
Dean L. Minnich, Vice President
Michael D. Zimmer, Secretary



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 August 30, 2010

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 ~ August 30, 2010

Tuesday ~ August 31, 2010

1:00 p.m. **“Broadband in Carroll” Partnership Launch**
Carroll County Office Building ~ Room 003

4:00 p.m. *South Carroll Business Association After-Hours Event*
Winfield Fire Hall ~ Commissioner Zimmer

Wednesday ~ September 1, 2010

Thursday ~ September 2, 2010

10:00 a.m. **Board of County Commissioners Open Roundtable Discussion**
County Office Building ~ Room 003

11:00 a.m. **Board of County Commissioners Open Session**
County Office Building ~ Room 311

Request Approval of the [Town/County Agreement](#)
for the City of Westminster
Department of Management & Budget ~ Mr. Ted Zaleski

[Request Approval for Pipe Culvert Repair](#) and
Replacement on Seven Roads
Department of Public Works ~ Mr. J. Michael Evans

Thursday ~ September 2, 2010 (Continued)

Exercise the Option and Sign the resolution for the Installment [Purchase Agreement for the Stafford T. Keith](#) and Estate of Avanel D. Keith Property located at 4726 Ruggles Road, Taneytown, Maryland
Department of Planning ~ Mr. Steve Horn

Exercise the Option and Sign the resolution for the Installment [Purchase Agreement for the Ethel E. Wilhide](#), Linda Lee Quick and Earle R. Wilhide, Jr., Trustees of the Residuary Trust under the will of Earle R. Wilhide property located at 5455 Middleburg Rd., Union Bridge, Maryland
Department of Planning ~ Mr. Steve Horn

Exercise the Option and Sign the resolution for the Installment [Purchase Agreement for the Robert H. Smith](#) and Mary Ellen Smith property located at 101 Smith Road etal, Westminster, Maryland
Department of Planning ~ Mr. Steve Horn

Exercise the Option and Sign the resolution for the Installment [Purchase Agreement for the Robert James Bollinger](#) and Brandi Nicole Bollinger property located at 4485 Piney Creek Road, Taneytown, Maryland
Department of Planning ~ Mr. Steve Horn

Exercise the Option and Sign the resolution for the Installment [Purchase Agreement for the Jason D. Garver](#) property located at 8166 Forest and Stream Club Road, Detour, Maryland
Department of Planning ~ Mr. Steve Horn

Exercise the Option and Sign the resolution for the Installment [Purchase Agreement for the Manchester](#) Black Farm, LLC property located at 3060 Lineboro Road, Manchester, Maryland
Department of Planning ~ Mr. Steve Horn

Acceptance of Award of the [FY 2010 Community Development](#) Block Grant Award for Access Carroll
Department of Citizen Services ~ Ms. Jolene Sullivan
Department of Management & Budget ~ Mr. Ted Zaleski

Thursday ~ September 2, 2010 (Continued)

Request for Approval to Reallocate Money of Carroll's
[Bond Allocation to Maryland Department of Housing](#)
and Community Development (DHCD) Maryland
Mortgage Program
Department of Citizen Services ~ Ms. Jolene Sullivan

Presentation of [Weatherization Assistance Grant Program](#)
Department of Citizen Services ~ Ms. Jolene Sullivan

Chief of Staff Time

Closed Session ~ Administrative

Friday ~ September 3, 2010

Saturday ~ September 4, 2010

Sunday ~ September 5, 2010

8:05 a.m. "The Commissioners' Report" – WTTR

ACCESSIBILITY NOTICE: The Americans with Disabilities Act applies to the Carroll County Government and its programs, services, activities, and facilities. If you have questions, suggestions, or complaints, please contact Ms. Jolene Sullivan, the Carroll County Government Americans With Disabilities Act Coordinator, at 410-386-3600/1-888-302-8978 or MD Relay Service ~ 7-1-1/800-735-2258. The mailing address is 225 North Center Street, Westminster, Maryland 21157.

Posted: 07/07/06

CARROLL COUNTY
a great place to live, a great place to work, a great place to play

Town-County Agreement
Briefing Paper
September 2, 2010

Issue: Approval of the FY 11 Town-County Agreement with the City of Westminster.

Background:

- ❑ Annually, Carroll County Government and the Towns agree to the sharing of funds and participation in planning and other government functions.
- ❑ This agreement provides intergovernmental funding from the County to the City of Westminster in the amount of \$912,289. The FY 11 budget appropriated funding for this action.

Desired Action: Approve the FY 11 Town-County Agreement with the City of Westminster.

Carroll County Department of Public Works
Briefing Paper
September 2, 2010

Issue: Pipe Culvert Repair and Replacement on Seven Roads,
Contract #10-R-5
(8356 Overlays 10)

Background: Based on the addition of construction work at four pipe culvert sites, an additional \$77,000 needs to be encumbered to the current purchase order. This change order exceeds the signature authority allowed for department directors. The project remains within the approved budget amount.

Funds are available in the account.

Desired Action: Authorize department director to sign proposed change order for \$77,000.

Attending: J. Michael Evans, Director of Public Works; Deborah A. Butler, P.E., Chief, Bureau of Engineering

**Department of Planning
Agricultural Land Preservation Program
Staff Time Briefing Paper
Open Session – September 2, 2010**

Issue:

The Board of County Commissioners is requested to consider exercising the Option to Purchase a County-held Conservation Easement over the Stafford T. Keith and the estate of Avanell D. Keith property, consisting of 108.17 acres of land, more or less, located at 4726 Ruggles Road, Taneytown, MD, and to sign a resolution for the Installment Purchase Agreement.

Background:

The Option to Purchase a Conservation Easement over the Stafford T. Keith and the estate of Avanell D. Keith property, consisting of 108.17 acres more or less, located at 4726 Ruggles Road, Taneytown, MD, has been accepted by the County Commissioners and Notice of Intent to purchase a Conservation Easement on the property has been duly advertised. The Option provides 120 days for the County to exercise the Option and convert to a Contract of Sale. The Commissioners are now requested to consider exercising the Option on this property. The purchase price has been discounted by the landowners to 40% of Fair Market Value, resulting in an easement value of \$386,000.00, to which bi-annual interest payments will be committed at 6% for 20 years.

Carroll County has implemented an Installment Purchase Agreement (IPA) Program as an option for landowners selling a preservation easement to the Commissioners of Carroll County. The sellers have requested payment in the form of an Installment Purchase Agreement. Each agreement requires a Resolution by the County Commissioners. In preparation for settlement, it is now requested that the Board of Commissioners sign the Resolution.

Action:

The Board of County Commissioners is requested to vote to exercise the referenced Conservation Easement Option Contract which has been duly advertised for intended acquisition, and to sign the resolution for the Installment Purchase Agreement.

Attendees:

Steven Horn, Planning Director
Ralph Robertson, Program Manager, Agricultural Land Preservation Program
Jeff Everett, Preservation Specialist, Agricultural Land Preservation Program

**Department of Planning
Agricultural Land Preservation Program
Staff Time Briefing Paper
Open Session – September 2, 2010**

Issue:

The Board of County Commissioners is requested to consider exercising the Option to Purchase a County-held Conservation Easement over the Ethel E. Wilhide, Linda Lee Quick and Earle R. Wilhide, Jr., Trustees of the Residuary Trust under the Will of Earle R. Wilhide, also known as Earle Roland Wilhide, Sr., and Ethel E. Wilhide property, consisting of 109.46 acres of land, more or less, located at 5455 Middleburg Road, Union Bridge, MD, and to sign a resolution for the Installment Purchase Agreement.

Background:

The Option to Purchase a Conservation Easement over the Ethel E. Wilhide, Linda Lee Quick and Earle R. Wilhide, Jr., Trustees of the Residuary Trust under the Will of Earle R. Wilhide, also known as Earle Roland Wilhide, Sr., and Ethel E. Wilhide property, consisting of 109.46 acres of land, more or less, located at 5455 Middleburg Road, Union Bridge, MD, has been accepted by the County Commissioners and Notice of Intent to purchase a Conservation Easement on the property has been duly advertised. The Option provides 120 days for the County to exercise the Option and convert to a Contract of Sale. The Commissioners are now requested to consider exercising the Option on this property. The purchase price has been discounted by the landowners to 40% of Fair Market Value, resulting in an easement value of \$413,000.00, to which bi-annual interest payments will be committed at 6% for 20 years.

Carroll County has implemented an Installment Purchase Agreement (IPA) Program as an option for landowners selling a preservation easement to the Commissioners of Carroll County. The sellers have requested payment in the form of an Installment Purchase Agreement. Each agreement requires a Resolution by the County Commissioners. In preparation for settlement, it is now requested that the Board of Commissioners sign the Resolution.

Action:

The Board of County Commissioners is requested to vote to exercise the referenced Conservation Easement Option Contract which has been duly advertised for intended acquisition, and to sign the resolution for the Installment Purchase Agreement.

Attendees:

Steven Horn, Planning Director
Ralph Robertson, Program Manager, Agricultural Land Preservation Program
Jeff Everett, Preservation Specialist, Agricultural Land Preservation Program

**Department of Planning
Agricultural Land Preservation Program
Staff Time Briefing Paper
Open Session – September 2, 2010**

Issue:

The Board of County Commissioners is requested to consider exercising the Option to Purchase a County-held Conservation Easement over the Robert H. Smith and Mary Ellen Smith property, consisting of 99.16 acres of land, more or less, located at 101 Smith Road et al, Westminster, MD, and to sign a resolution for the Installment Purchase Agreement.

Background:

The Option to Purchase a Conservation Easement over the Robert H. Smith and Mary Ellen Smith property, consisting of 99.16 acres more or less, located at 101 Smith Road et al, Westminster, MD, has been accepted by the County Commissioners and Notice of Intent to purchase a Conservation Easement on the property has been duly advertised. The Option provides 120 days for the County to exercise the Option and convert to a Contract of Sale. The Commissioners are now requested to consider exercising the Option on this property. The purchase price has been discounted by the landowners to 40% of Fair Market Value, resulting in an easement value of \$393,000.00, to which bi-annual interest payments will be committed at 6% for 20 years.

Carroll County has implemented an Installment Purchase Agreement (IPA) Program as an option for landowners selling a preservation easement to the Commissioners of Carroll County. The sellers have requested payment in the form of an Installment Purchase Agreement. Each agreement requires a Resolution by the County Commissioners. In preparation for settlement, it is now requested that the Board of Commissioners sign the Resolution.

Action:

The Board of County Commissioners is requested to vote to exercise the referenced Conservation Easement Option Contract which has been duly advertised for intended acquisition, and to sign the resolution for the Installment Purchase Agreement.

Attendees:

Steven Horn, Planning Director
Ralph Robertson, Program Manager, Agricultural Land Preservation Program
Jeff Everett, Preservation Specialist, Agricultural Land Preservation Program

**Department of Planning
Agricultural Land Preservation Program
Staff Time Briefing Paper
Open Session – September 2, 2010**

Issue:

The Board of County Commissioners is requested to consider exercising the Option to Purchase a County-held Conservation Easement over the Robert James Bollinger and Brandi Nicole Bollinger property, consisting of 146.22 acres of land, more or less, located at 4485 Piney Creek Road, Taneytown, MD, and to sign a resolution for the Installment Purchase Agreement.

Background:

The Option to Purchase a Conservation Easement over the Robert James Bollinger and Brandi Nicole Bollinger property, consisting of 146.22 acres more or less, located at 4485 Piney Creek Road, Taneytown, MD, has been accepted by the County Commissioners and Notice of Intent to purchase a Conservation Easement on the property has been duly advertised. The Option provides 120 days for the County to exercise the Option and convert to a Contract of Sale. The Commissioners are now requested to consider exercising the Option on this property. The purchase price has been discounted by the landowners to 40% of Fair Market Value, resulting in an easement value of \$459,000.00, to which bi-annual interest payments will be committed at 6% for 20 years.

Carroll County has implemented an Installment Purchase Agreement (IPA) Program as an option for landowners selling a preservation easement to the Commissioners of Carroll County. The sellers have requested payment in the form of an Installment Purchase Agreement. Each agreement requires a Resolution by the County Commissioners. In preparation for settlement, it is now requested that the Board of Commissioners sign the Resolution.

Action:

The Board of County Commissioners is requested to vote to exercise the referenced Conservation Easement Option Contract which has been duly advertised for intended acquisition, and to sign the resolution for the Installment Purchase Agreement.

Attendees:

Steven Horn, Planning Director
Ralph Robertson, Program Manager, Agricultural Land Preservation Program
Jeff Everett, Preservation Specialist, Agricultural Land Preservation Program

**Department of Planning
Agricultural Land Preservation Program
Staff Time Briefing Paper
Open Session – September 2, 2010**

Issue:

The Board of County Commissioners is requested to consider exercising the Option to Purchase a County-held Conservation Easement over the Jason D. Garver property, consisting of 56.6156 acres of land, more or less, located at 8166 Forest and Stream Club Road, Detour, MD, and to sign a resolution for the Installment Purchase Agreement.

Background:

The Option to Purchase a Conservation Easement over the Jason D. Garver property, consisting of 56.6156 acres more or less, located at 8166 Forest and Stream Club Road, Detour, MD, has been accepted by the County Commissioners and Notice of Intent to purchase a Conservation Easement on the property has been duly advertised. The Option provides 120 days for the County to exercise the Option and convert to a Contract of Sale. The Commissioners are now requested to consider exercising the Option on this property. The purchase price has been discounted by the landowners to 40% of Fair Market Value, resulting in an easement value of \$178,000.00, to which bi-annual interest payments will be committed at 6% for 20 years.

Carroll County has implemented an Installment Purchase Agreement (IPA) Program as an option for landowners selling a preservation easement to the Commissioners of Carroll County. The sellers have requested payment in the form of an Installment Purchase Agreement. Each agreement requires a Resolution by the County Commissioners. In preparation for settlement, it is now requested that the Board of Commissioners sign the Resolution.

Action:

The Board of County Commissioners is requested to vote to exercise the referenced Conservation Easement Option Contract which has been duly advertised for intended acquisition, and to sign the resolution for the Installment Purchase Agreement.

Attendees:

Steven Horn, Planning Director
Ralph Robertson, Program Manager, Agricultural Land Preservation Program
Jeff Everett, Preservation Specialist, Agricultural Land Preservation Program

**Department of Planning
Agricultural Land Preservation Program
Staff Time Briefing Paper
Open Session – September 2, 2010**

Issue:

The Board of County Commissioners is requested to consider exercising the Option to Purchase a County-held Conservation Easement over the Manchester Black Farm, LLC property, consisting of 65.692 acres of land, more or less, located at 3060 Lineboro Road, Manchester, MD, and to sign a resolution for the Installment Purchase Agreement.

Background:

The Option to Purchase a Conservation Easement over the Manchester Black Farm, LLC property, consisting of 65.692 acres more or less, located at 3060 Lineboro Road, Manchester, MD, has been accepted by the County Commissioners and Notice of Intent to purchase a Conservation Easement on the property has been duly advertised. The Option provides 120 days for the County to exercise the Option and convert to a Contract of Sale. The Commissioners are now requested to consider exercising the Option on this property. The purchase price has been discounted by the landowners to 40% of Fair Market Value, resulting in an easement value of \$411,000.00, to which bi-annual interest payments will be committed at 6% for 20 years.

Carroll County has implemented an Installment Purchase Agreement (IPA) Program as an option for landowners selling a preservation easement to the Commissioners of Carroll County. The sellers have requested payment in the form of an Installment Purchase Agreement. Each agreement requires a Resolution by the County Commissioners. In preparation for settlement, it is now requested that the Board of Commissioners sign the Resolution.

Action:

The Board of County Commissioners is requested to vote to exercise the referenced Conservation Easement Option Contract which has been duly advertised for intended acquisition, and to sign the resolution for the Installment Purchase Agreement.

Attendees:

Steven Horn, Planning Director
Ralph Robertson, Program Manager, Agricultural Land Preservation Program
Jeff Everett, Preservation Specialist, Agricultural Land Preservation Program

**GRANTS OFFICE
DEPARTMENT OF MANAGEMENT AND BUDGET
Access Carroll, Inc. CDBG
Grant Award Briefing Paper
9/2/2010**

Project Name: Access Carroll - FY 2010 Community Development Block Grant (CDBG) Award

Department Submitting: Department of Citizen Services on behalf of Access Carroll

Funding Agency: The U.S. Department of Housing and Urban Development (HUD) through the Maryland Department of Housing and Community Development (DHCD)

Deadline: September 3, 2010

Summary: In May, the Carroll County Commissioners approved an application to DHCD on behalf of Access Carroll, Inc. for a Community Development Block Grant to renovate space at 112 Railroad Avenue. The grant will allow expansion of medical and dental services that benefit households with low and moderate incomes. Access Carroll has signed a 25 year lease with Carroll County for this space. DHCD has approved the application and is offering a CDBG agreement to provide \$404,500 for this project.

Access Carroll has also been awarded a \$700,000 state grant through the Maryland Hospital Association and has raised approximately \$200,000 through community fundraising. Access Carroll is process of applying for capital and operating grants for this project.

Carroll County has pledged \$11,780 in in-kind services to oversee the project. – See budget page 2.

Recommendation: Please approve the CDBG award for Access Carroll.

Motion:

Second:

Approved:

Denied:

Signed:

Rita Zimmerman, Citizen Services, 410-386-3610
Tammy Black, Access Carroll, 410-871-1478
Colleen Baumgartner, Grants Office, 410-386-2448
August 26, 2010

Award Brief – Access Carroll, Inc. CDBG Award

Access Carroll Capital Renovations Budget

Expenses	
Design and Engineering	\$24,465
Exterior Excavation, Retaining Wall and Egress	\$201,850
Exterior Landscaping/Signage/Entrance Canopy	\$54,000
Interior Renovations (5,328 sq. ft X \$145/sq. ft.)	\$772,560
Furniture, Equipment and Major Assets	\$556,120
Administrative Support – Access Carroll (In Kind)	\$6,240
Administrative Support – Carroll County Government (In Kind)	\$2,280
Project Management – Carroll County Government General Services (In Kind)	\$9,500
Total	\$1,627,015
Funding	
Community Development Block Grant (CDBG)	\$404,500
Community Fundraising	\$200,000
Maryland Hospital Association Grant	\$700,000
Private Foundations	\$304,495
Administrative Support – Access Carroll (In Kind)	\$6,240
Administrative Support – Carroll County Government (In Kind)	\$2,280
Project Management – Carroll County Government General Services (In Kind)	\$9,500
Total	\$1,627,015

**DEPARTMENT OF CITIZEN SERVICES
BUREAU OF HOUSING AND COMMUNITY DEVELOPMENT
STAFF TIME WITH BOARD OF COUNTY COMMISSIONERS**

September 2, 2010

EXECUTIVE SUMMARY

Issue to be Addressed:

Approval and signing of documents related to the Maryland Department of Housing and Community Development (DHCD) 2010 On-Behalf-Of Local Governments Housing Program.

Background of the Issue:

The "On-Behalf-Of" initiative is an annual State bond issue used to promote home ownership. The program offers local governments opportunities to partner with the State to either: (1) provide mortgage financing for first-time home buyers (primarily), or (2) revitalize older communities.

By agreeing to have the State administer funds designated for Carroll County, the following process occurs: DHCD issues bonds; the allocation is held 60 days for Carroll County's exclusive use; bond proceeds not used within the 60 days revert to a Statewide pool of funds available to eligible applicants, including Carroll Countians, on a first-come, first-served basis.

The amount available to Carroll County in this action is \$5,397,004. It is recommended that the full amount be reallocated to the State to be used in the Maryland Mortgage Program.

Action Requested by the Board:

Approval to reallocate \$5,397,004 of Carroll's bond allocation to the State DHCD's Maryland Mortgage Program and signing of the Statement of Conditions for Participation.

Motion Made: _____

Motion Seconded: _____

Approved: _____

Disapproved: _____

Date of Action: _____

Who signed Document: _____

DEPARTMENT OF CITIZEN SERVICES
Briefing Paper

Project Name: Weatherization Assistance Grant Program

Department/Agency Submitting: Citizen Services/Bureau of Housing

Funding Agency: Maryland Department of Housing and Community Development funds and pass-through funds from the U. S. Department of Energy and the Baltimore Gas and Electric Company.

Summary: Since 1978, the Maryland Department of Housing and Community Development (DHCD) have provided funding for a Weatherization Assistance Program in Carroll County. The Weatherization Assistance Program aids Carroll County's low-income residents, especially the elderly and handicapped, by funding repairs in private homes as well as rental units. The repairs focus on improving energy efficiency thus lowering energy costs. The majority of funds are to be used for direct service while a portion is set aside for administrative support.

During the grant application presentation in June, 2010, the Board of Commissioners requested additional information on the Weatherization program to include: the process, services performed by the contractor, and average cost for services.

The following are categories of charges for weatherization services with statistics totaled as of 06/30/2010:

- Health & Safety 42 homes \$16,364 (includes smoke and CO2 detectors, faucet aerators)
- Air Filtration Reduction 49 homes \$52,845 (includes blower door fit test before and after, caulk, weather stripping, etc)
- Hot Water System 15 homes \$10,665 (hot water heater covers and pipe covers)
- Lighting Retrofit 40 homes \$5,003 (CFL bulbs)
- Heating System 29 homes \$12,619 (duct insulation, air deflectors, etc)
- Furnace Replacement 8 homes \$31,772 (new furnaces)
- Insulation 48 homes \$110,331 (insulation)
- Duct system 28 homes \$7,618 (new duct work)
- Windows/Doors 5 homes \$569 (windows, doors)
- Incidental Repairs 29 homes \$11,050
- Other 12 homes \$4,120

Total as of 06/30/2010 54 homes \$262,955

Average weatherization services per home = \$4,869.54 To date the range of total costs per home are \$771.38 to \$13,366.20.

Labor costs (Davis Bacon Rates) \$ 63,630.94
Materials & Equipment \$199,324.15

Recommendation: None required. This presentation is for informational purposes only.

Jolene Sullivan, Citizen Services, 410-386-3610
Rita Zimmerman, Citizen Services