

## Board of County Commissioners

Stephen A. Wantz, *President*  
C. Richard Weaver, *Vice President*  
Dennis E. Frazier, *Secretary*  
J. Douglas Howard  
Richard S. Rothschild



## 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 November 28, 2016**

#### **Revision 1 dated November 25, 2016**

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 ~ November 28, 2016**

*10:30 a.m. Boys & Girls Club Building Tour  
Westminster, Maryland  
Commissioner Weaver*

#### **Tuesday ~ November 29, 2016**

*6:00 p.m. University of Maryland Medical Center Evening of Recognition  
Baltimore, Maryland  
Commissioner Wantz*

#### **Wednesday ~ November 30, 2016**

*8:00 a.m. Carroll Community College Introduction Launch of Advantage C ~  
Corporate Training Excellence ~ Westminster, Maryland  
Commissioners Wantz, Weaver & Howard*

*10:30 a.m. Maryland Business Roundtable for Education ~ 25<sup>th</sup> Anniversary Meeting  
Laurel, Maryland  
Commissioner Howard*

*4:00 p.m. Westminster City Park Playground Grand Re-Opening  
Westminster, Maryland  
Commissioners Wantz & Frazier*

*6:00 p.m. Carroll County Planning & Zoning Commission Meeting  
5:00 p.m. County Office Building ~ Reagan Room  
Commissioners Weaver, Howard & Rothschild*

**Thursday ~ December 1, 2016**

8:00 a.m. *Carroll County Agribusiness Breakfast Meeting  
Baugher's Restaurant ~ Westminster, Maryland  
Commissioners Weaver & Frazier*

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

*Positively Carroll*

**Item 1**

Public Comment on this item

Briefing/Discussion/Decision

[Request Approval ~ Archdiocese Land Acquisition](#)

Department of Recreation & Parks ~ Mr. Jeff Degitz

**Item 2**

Public Comment on this item

Discussion/Decision

Request Approval regarding Comment Letter

Pertaining to [City of Westminster Annexation Request](#)

Department of Planning ~ Mr. Phil Hager

**Item 3**

Public Comment on this item

[Briefing ~ Westminster Water & Sewer Plan Amendments](#)

Department of Planning ~ Mr. Phil Hager

**Item 4**

Public Comment on this item

[Briefing ~ Hampstead Annexation](#)

Department of Planning ~ Mr. Phil Hager

**Thursday ~ December 1, 2016 (Continued)**

**Item 5**

Public Comment on this item

Briefing/Discussion/Decision

[Loan Request from Union Bridge Fire Company](#) and

Adoption of Resolution declaring Intent to Reimburse

Expenditures with Debt Proceeds

Department of the Comptroller ~ Mr. Robert Burk

**Public Comment**

Approval/Adoption of Minutes

Administrative Session ~ Open

Closed ~ Security Briefing

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

**Item 6**

Organization Highlights

Extension Office ~ Mr. Dave Martin

**Item 7**

Organization Highlights

Community Media Center ~ Ms. Sherry Taylor

**Item 8**

Organization Highlights

Union Mills Homestead ~ Ms. Jane Sewell

**Item 9**

Organization Highlights

Youth Service Bureau ~ Ms. Lynn Davis

**Thursday ~ December 1, 2016 (Continued)**

**Item 10**

Organization Highlights  
Boys & Girls Club of Westminster ~ Ms. Erin Bishop

**Item 11**

Organization Highlights  
Access Carroll ~ Ms. Tammy Black

**Item 12**

Organization Highlights  
Mosaic Community Services ~ Mr. Jeff Richardson

**Item 13**

Organization Highlights  
Human Services Programs of Carroll County ~ Ms. Angela Gustus

**Item 14**

Organization Highlights  
Carroll County Historical Society ~ Ms. Gainor Davis

**Public Comment**

*2:00 p.m. Maryland Association of Counties Fire Sprinkler Meeting  
Annapolis, Maryland  
Commissioner Wantz*

*7:00 p.m. Catherine's Cause Remembrance Ceremony  
Westminster, Maryland  
Commissioners Wantz, Weaver & Frazier*

**Friday ~ December 2, 2016**

*8:00 a.m. Carroll County Fuel Oil Dealers Legislative Breakfast  
Westminster, Maryland  
Commissioners Wantz, Weaver, Howard & Rothschild*

**Friday ~ December 2, 2016 (Continued)**

*11:00 a.m. Carroll County Association of Realtors Legislative Luncheon  
Westminster, Maryland  
Commissioners Wantz, Weaver, Howard & Rothschild*

*6:00 p.m. Carroll Community College Starry Night Gala  
Westminster, Maryland  
Commissioners Wantz & Weaver*

**Saturday ~ December 3, 2016**

*5:00 p.m. University of Maryland Holiday Open House  
Baltimore, Maryland  
Commissioner Wantz*

**Sunday ~ December 4, 2016**

*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 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**  
*a great place to live, a great place to work, a great place to play*

## **Recreation & Parks**

### **Briefing Paper**

#### **Acquisition of Park Land - Open Session Thursday, December 1, 2016 10 a.m.**

##### **Issues:**

Authorize Purchase of Archdiocese Property for future Park Development

##### **Background:**

Carroll County continues to experience a need for park land and athletic fields in many areas. This 18.854 acre property is located directly adjacent to Deer Park and is an excellent location due to its central location, open fields and existing park infrastructure. An offer for the purchase price was pre-approved by the Commissioners on September 22, 2016. The notice of intent to purchase was advertised on November 8, 2011 and the 15 day waiting period has expired.

The purchase price of \$200,000 will be funded by Program Open funding that may only be used for park land acquisition.

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

I move that the Board of Commissioners authorize staff to purchase the 18.854 acre Archdiocese Property for \$200,000

# Department of Planning

## Briefing Paper

December 1, 2016

### Open Session

#### Issue:

#### Westminster Annexation No. 68- Feeser Property

#### Background:

The City of Westminster is currently processing annexation request No. 68- The Feeser Property. This annexation area consists of one property owned by Dale L. Feeser and Debra Ellis totaling 1.135 acres. This property is located on the western side of MD Route 97 near the intersection of Meadow Branch Road. The property to be annexed is contiguous to the boundary line of the existing corporate limits for the City of Westminster. The annexation area is in the County's **I-R Zoning District** and has a land use designation in the *City of Westminster 2009 Comprehensive Plan (Located within the plan on the Annexable Land with Development Potential map)* and also in the *2007 Westminster Environs Community Comprehensive Plan as "Industrial."* The Town has indicated its intent to place the annexation area in the Business zoning district. The change in the zoning districts will not increase the density by more than 50 percent, so a zoning waiver is not required.

A full staff report was presented to the Planning and Zoning Commission on October 18, 2016. Following their review, the Planning and Zoning Commission unanimously approved a motion to endorse the annexation and forward the staff report to the Board of County Commissioners for their review with a recommendation of concurrence.

Following BCC review, a comment letter with the Board's signatures will be sent to the City. Staff briefed the Board on this matter at the November 10, 2016 Commissioners' Meeting.

**Staff Recommended Motion:** I move that the Board of Commissioners approve, sign and forward the Comment Letter to the City of Westminster regarding annexation No. 68 - Feeser property.

#### Attendees:

Philip R. Hager, Director, Department of Planning  
Lynda Eisenberg, Chief, Bureau of Comprehensive Planning  
Andrea Gerhard, Bureau of Comprehensive Planning

# **Department of Planning**

## **Briefing Paper**

**December 1, 2016**

### **Open Session**

**Issue:**

**Fall 2016 Amendment to the 2014 Water and Sewer Master Plan**

**Background:** The Water and Sewer Master Plan is a document that is prepared by the Department of Planning for the purpose of delineating water and sewer service areas, identifying planned projects and calculating water and sewer demand for the County and the eight municipal systems.

The County provides opportunities for amendments twice a year, once in the Spring and once in the Fall, to address changing conditions and circumstances. The proposed amendments for this cycle involve a proposal to modify the City of Westminster Water Service Area map. An additional amendment proposes to modify the Westminster and Freedom Sewer Service Area maps of the Master Plan.

The purpose of this presentation is to brief the BCC on the nature of the proposed amendments. Staff has scheduled time with the BCC on December 15<sup>th</sup> to request authorization to proceed to a public hearing. The purpose of that hearing will be to accept public comment regarding the Fall 2016 Amendments to the 2014 Carroll County Water and Sewer Master Plan.

**Action:** Staff Briefing.

**Attendees:**

Philip R. Hager, Director, Department of Planning  
Lynda Eisenberg, Chief, Bureau of Comprehensive Planning  
Andrea Gerhard, Bureau of Comprehensive Planning

# Department of Planning

## Briefing Paper

December 1, 2016

### Open Session

#### **Issue:**

Hampstead Annexation No. 39 - GMS Holdings, LLC.

#### **Background:**

The Town of Hampstead is currently processing annexation request No. 39 - GMS Holdings, LLC. This annexation area consists of one property owned by GMS Holdings, LLC., totaling 1.212 acres. This property is located on the eastern side of Maryland Route 30. The area under consideration for annexation is contiguous to the boundary line of the existing corporate limits for the Town of Hampstead. The annexation area is in the County's **BG-General Business** and has a land use designation in the 2010 Hampstead Community Comprehensive Plan as "**General Business.**" The Town has indicated its intent to place the annexation area in the General Business zoning district. The change in the zoning districts will not increase the density by more than 50%, so a zoning waiver is not required.

A full staff report was presented to the Planning and Zoning Commission on November 30, 2016. Following their review, the Planning and Zoning Commission is forwarding this report to the Board of County Commissioners for their review and concurrence. A comment letter with the Board's signatures will be sent to the City.

**Action:** Briefing

#### **Attendees:**

Philip R. Hager, Director, Department of Planning  
Lynda Eisenberg, Chief, Bureau of Comprehensive Planning  
Andrea Gerhard, Bureau of Comprehensive Planning

**Department of the Comptroller  
Briefing Paper – Stafftime  
December 1, 2016**

**Briefing/Discussion/**

**Possible Decision:** Loan request from Union Bridge Fire Company, Inc. and adoption of resolution declaring intent to reimburse expenditures with debt proceeds.

**Background:** I have received an application from Union Bridge Fire Company, Inc. to borrow money from the County through the low-interest loan program. They have requested to borrow \$195,000 to be used for the purchase of a new ambulance, replacing a 12 year old unit. The term of the loan will be for 7 years. Union Bridge Fire Company has one existing loan totaling \$575,984.85. All payments have been made on time.

**Desired Action:** I am requesting the Board consider approval of the loan request. Approval will allow the fire company to proceed with the purchase of a new ambulance.

Additionally, I am requesting the Board to adopt the resolution 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 \$195,000 subject to the requirements of tax-exempt debt issuance.

The County Attorney’s Office has reviewed the resolution for legal sufficiency.

Representatives from the Union Bridge Volunteer Fire Company have been invited to attend. I’ll be available to answer any questions the Board may have on this request.

**Staff**

**Recommended**

**Motion:** I move for the approval of the loan request of \$195,000 by the Union Bridge Volunteer Fire Company, Inc. and adoption of the resolution declaring the County’s intent to reimburse expenditures with debt proceeds.

Robert M. Burk  
Comptroller

Resolution # \_\_\_\_\_

Vote

_____ Commissioner Wantz	_____ Motion	_____ Second	_____ Favor	_____ Opposed
_____ Commissioner Weaver	_____ Motion	_____ Second	_____ Favor	_____ Opposed
_____ Commissioner Frazier	_____ Motion	_____ Second	_____ Favor	_____ Opposed
_____ Commissioner Rothschild	_____ Motion	_____ Second	_____ Favor	_____ Opposed
_____ Commissioner Howard	_____ Motion	_____ Second	_____ Favor	_____ Opposed