



Carroll County Environmental Advisory Council

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Josh Hatkin, Chair
Sandra Zebal, Vice Chair

Brenda Dinne, Staff Liaison
Department of Land Use,
Planning and Development

Meeting Summary for January 15, 2014

Members

Josh Harkin, Chair
Sandy Zebal
Melvin Baile
Ellen Cutsail
David Hynes
Karen Leatherwood
Kim Petry
George Schooley
Chris Spaur

Other Attendees

County Government

Brenda Dinne, Special Projects Coordinator
Stephanie Utz, Recording Secretary
Jay Voight, Zoning Administrator

CALL TO ORDER –

Mr. Josh Hatkin, Chair, officially called the January 15, 2014, meeting to order at 3:00 p.m. in the Reagan Room (003) of the County Office Building.

APPROVAL OF MINUTES - Motion 191-14: Motion was made by Ellen Cutsail and seconded by Sandy Zebal to approve the November 20, 2013, minutes. Motion carried.

RECOGNITION OF SERVICE –

This was Chris Spaur's last meeting, as his second four-year term has come to an end. Mr. Spaur has served for eight years on the EAC, and in appreciation for his service, Chair Josh Hatkin presented him with a certificate. After receiving his certificate, Mr. Spaur thanked the group for the opportunity to participate and encouraged the EAC to fill his position with someone who can provide a fresh perspective. In the future, Mr. Spaur plans to work with the Carroll Forestry Board.

CHAIR & COMMITTEE REPORTS –

a. SOLAR ENERGY SUBCOMMITTEE: The Solar Energy Subcommittee has not met since the last EAC meeting, and, therefore, had nothing to report.

- b. SOLID WASTE WORK GROUP SUBCOMMITTEE: The Solid Waste Work Group Subcommittee had no new updates. There has been no movement from the Commissioners, and Ms. Dinne reported that she is unsure if a work order has been presented. Ms. Leatherwood discussed the status of the incinerator and was informed that the Commissioners are still debating the project as well as the mechanics of how to get out of it.
- c. ENVIRONMENTAL AWARENESS AWARDS SUBCOMMITTEE: Ms. Zebal informed the group that the process for accepting nominations for the Environmental Awareness Awards has begun. She urged members to encourage people and businesses to submit nominations, which are due by March 1, 2014. Ms. Zebal and Ms. Dinne spoke with Jon Kelvey, a reporter who wrote an article about the awards which was printed in The Advocate. Ms. Dinne also informed the group that a press release was sent out, and materials were distributed to individuals and entities on the distribution list. Ms. Leatherwood indicated that she would make phone calls to some of the people on the distribution list to encourage their participation in the nomination process. Ms. Zebal recommended communicating with members of the agricultural community about the awards, as the possibility for many nominations could come from that area. Ms. Petry wanted to know if EAC members could nominate people or businesses for the awards, and Ms. Zebal decided that this was an acceptable practice, as long as the member is not on the EAC.
- d. ENERGY USE & COST SAVINGS SUBCOMMITTEE: Mr. Hatkin informed the group that he recently had a meeting with Mike Whitson of the Carroll County Bureau of Facilities where they discussed the County's contract with Johnson Controls. The County has a contract with Johnson Controls to monitor the energy usage of 23 of the County's 45 buildings. At the end of each year, Johnson Controls gives an update on the cost savings for the buildings. Mr. Whitson gave Mr. Hatkin a variety of information on the contract and reports from Johnson Controls that contained a book of charts and graphs depicting the County's energy savings. As part of the contract, Johnson Controls guarantees the County savings on energy usage. If the savings goals are not met, Johnson Controls is obligated to pay the County a certain amount. The Carroll County Board of Education has a similar agreement with Johnson Controls and recently received \$25,000 when their savings goals were not met. Mr. Hatkin will continue to go through the documents he received from Mr. Whitson with the aide of Ms. Zebal. Most of the savings seem to have been through lighting system retrofits. The subcommittee will meet just before the EAC's meeting with the Commissioners on January 23, 2014.

TREE COMMISSION –

Nothing to report.

STAFF LIASION REPORT –

- a. Ms. Dinne introduced the new recording secretary, Stephanie Krome, to the group. Stephanie replaces Kim Dubbert as the EAC's recording secretary. She comes to the Department of Land Use, Planning, and Development from the Bureau of Roads.
- b. Ms. Dinne informed members of the EAC that the blue folders at each of their seats were their 2014 member packets. These packets include information on meetings, subcommittees, and bylaws, among other things. The proposed 2014 Work Plan was also included in the member packets. Ms. Dinne asked members to look over the Work Plan and

inform her of any changes or additions they thought should be included before the Work Plan is presented to the Commissioners.

- c. Ms. Dinne reminded members about the annual meeting between the EAC and the Board of County Commissioners on January 23, 2014, at 1:30 PM. The EAC Chair will review the 2013 Annual Report with the Commissioners and the proposed 2014 Work Plan. The purpose of reviewing the Work Plan is to get Commissioner input and concurrence on future projects for the EAC.
- d. Ms. Dinne reminded members that their Financial Disclosure Statements are due to the Ethics Commission per County Code.

OLD BUSINESS –

- a. UPDATE ON CODE CHANGES RE: SOLAR ENERGY (JAY VOIGHT): In a change from the proposed agenda, EAC members agreed to let Jay present on Solar Energy before discussing the 2014 Proposed Work Plan. Mr. Voight introduced himself to the new members. He informed members that he proposed code changes to the Commissioners. On December 3, 2013, Mr. Voight discussed with the Commissioners proposed changes to the zoning code related to solar facilities. The concerns raised by the Commissioners were not so much related to commercial and industrial areas as how solar facilities would affect land in the Residential, Agricultural, and Conservation Districts. Mr Voight provided a brief overview of the proposed changes for the benefit of the new members. The Board expressed concern that solar farms are not a proper use for preserved agricultural land. They were also concerned about the type, size, and quantity of solar panels that should be permitted on residential properties and the impact on the property as well as neighbors. Mr. Voight is currently working on setting up community meetings to get input from the public about solar facilities in order to revise or refine the proposals to present to the Commissioners. Ms. Zebal asked Mr. Voight if the proposal included anything about the size and appearance of solar panels. Mr. Voight informed her that there is nothing specific about the appearance beyond setbacks and a formula for the number of panels permitted. They are more concerned about the location of solar panels. Not much can be done about the appearance of solar panels, but the size and location of panels will be important factors. Ms. Petry asked Mr. Voight to inform the EAC members about the dates of any community meetings that are scheduled, which Mr. Voight agreed to do. Mr. Spaur was concerned about the public's ability to attend meetings, and questioned whether the proposal would be made available on the web. Mr. Voight said that could be done. He said he would be sure that the EAC members received copies of the new proposals as well. He indicated that citizens can contact the Zoning Office at 410-386-2980 with any concerns and comments. Mr. Spaur also expressed concern about the aesthetics of solar panels, and Mr. Voight referenced the recent revision to regulations on outdoor advertising. Mr. Voight and EAC members then went on to reference various businesses in the area that are utilizing solar energy currently including the Kohl's in Eldersburg and Ft. Dietrich. Mr. Voight and EAC members also agreed that it would be beneficial to look at regulations that other states and counties currently have in place to help create guidelines for Carroll County.
- b. 2014 PROPOSED EAC WORK PLAN - APPROVAL OF FINAL DRAFT - Mr. Hatkin asked the group if anyone had any thoughts or comments on the work plan. Ms. Dinne responded that she had already received responses from some members of the group after she initially

sent out the draft in December and has subsequently made those changes. They are reflected in the current draft. Ms. Dinne informed the group that the current version of the work plan was considered a final draft. If approved by the EAC, it would be sent to the Commissioners on January 16, 2014, for review prior to the joint meeting on January

- c. 23. She asked if the group had any additional ideas for topics for the upcoming year. Mr. Hatkin mentioned how Taneytown was considering the implementation of pay-as-you-throw trash service, which Hanover, Pennsylvania, is currently doing. Pay-as-you-throw trash service is when residents buy trash bags that are a certain color or have certain distinguishing features. Only these bags are picked up by the waste disposal company employed by the town or municipality. This is done to encourage people to produce less trash and to encourage people to recycle more. Ms. Leatherwood informed the group that pay-as-you-throw is most effective in towns, because it is a more controlled environment. After this discussion, it was decided that, as Chair, Mr. Hatkin would take the lead in reviewing the proposed work plan with the Commissioners during the Annual Joint Meeting on January 23, 2014. Ms. Dinne asked the group to officially approve the final draft of the proposed work plan, which was unanimously approved.

APPROVAL OF 2014 PROPOSED EAC WORK PLAN – Motion 192-14: Motion was made by Sandy Zebal and seconded by Karen Leatherwood to approve the final draft of the proposed 2014 work plan. Motion carried.

NEW BUSINESS –

- a. “RAIN TAX” DISCUSSION: Mr. Baile raised concerns about environmental groups criticizing Carroll County because of their stance on the rain tax. Mr. Baile was offended by the criticisms since Carroll County has many BMPs in place along with Ag Preservation and stormwater techniques that he felt are ahead of the rest of the state. Mr. Baile informed the group of an e-mail written by the Chesapeake Bay Foundation stating that Carroll County wanted the state to have “crap cakes” rather than crab cakes as a result of Carroll County not fully implementing the rain tax laws. Various members offered views on why certain perspectives and actions have been taken by the State, by environmental groups, and by the Commissioners. Ms. Dinne cautioned the members not to say we are in full compliance with our permit. There are many aspects of the permit to comply with. As far as the restoration requirement, the County has met the 10 percent requirement in the current permit and has made progress toward the next 10 percent. However, we expect the next permit, when re-issued by MDE, to requirement an additional 20 percent restoration requirement (rather than just an additional 10 percent). We have budgeted for a good portion of that 20 percent but will still have some additional to do. After some additional discussion of the topic, Ms. Dinne clarified the basis for the letters regarding fines related to the stormwater fee that were received by Carroll, Harford, and Frederick Counties. She said Carroll’s letter and fine were based on the Attorney General’s assertion that Carroll has not complied with the law to create a fee. Frederick’s and Harford’s potential fines are based on the assertion that their fees do not adequately fund the program. The amount of the fees is, therefore, different as well. The members continued to discuss their views on the stormwater fee and Bay-related issues. Ms. Zebal inquired about how Carroll County can spread the word about all of the good it has done for the Bay

and encouraged members to brainstorm ways this could be possible. Mr. Baile said he would forward the e-mail from the Chesapeake Bay Foundation to Ms. Dinne to send to other members of the EAC. Ms. Dinne clarified that all states within the Chesapeake Bay's watershed have to comply with the same requirements from EPA. It's just that Maryland has chosen a very aggressive approach in its commitments to EPA. She also explained that those who are further from the Bay have to reduce more to make a 1-pound reduction at the Bay than those who are closer to the Bay.

OTHER –

There was no other business to discuss during this meeting.

PUBLIC COMMENTS –

There were no public comments during this meeting.

ADJOURNMENT - MOTION NO. 193-14: Motion made by Chris Spaur and seconded by Ellen Cutsail to adjourn the January meeting. Motion carried.

The meeting adjourned at 4:19 pm. The next regular monthly meeting is scheduled for Wednesday, February 19, 2014 at 3:00 p.m. in Reagan Room (003) of the County Office Building.



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Melvin Baile
Ellen Cutsail
David Hynes
Karen Leatherwood
Kim Petry
George Schooley

Other Attendees

County Government

Commissioner Frazier
Commissioner Shoemaker
Commissioner Roush
Commissioner Rothschild
Commissioner Howard

Brenda Dinne, Special Projects Coordinator
Stephanie Utz, Recording Secretary
Steve Powell
Philip Hager
Eric Burdine

CALL TO ORDER –

Mr. David Roush, President of the Board of County Commissioners, called the meeting to order at 1:36 PM on January 23, 2014, in the Reagan Room of the County Office Building.

INTRODUCTIONS-

Ms. Brenda Dinne introduced herself and explained that the purpose of the meeting is to fulfill the County Code that requires the Environmental Advisory Council (EAC) to report annually on the previous year. The purpose also is to review the proposed work plan for the upcoming year and request the Board's concurrence. She then turned the meeting over to EAC Chair, Mr. Josh Hatkin. Mr. Hatkin introduced himself and had the other EAC members introduce themselves to the Commissioners.

2013 ANNUAL REPORT:

Mr. Hatkin reviewed with the Board the 2013 Annual Report that was provided to the Board at this meeting. He provided a status and update on the Energy Use & Cost Savings project, the

Stormwater Fee Advisory Group's work, and the solar facilities project. Mr. Hatkin went on to review all of the actions taken by the EAC of the previous calendar year, as well as the citizen concerns and issues brought to the EAC's attention in the previous calendar year, both of which are described in the EAC's 2013 Annual Report.

PROPOSED 2014 WORK PLAN:

Mr. Hatkin described the EAC's purpose and function, as written in the proposed 2014 work plan. He went on to describe the purpose of the work plan as well, which is to outline the topics, projects, and/or issues where the EAC will assist and advise the Board of Commissioners for the 2014 calendar year.

Energy Use & Cost Savings (Continued): Mr. Hatkin conveyed to the Board that the EAC will continue to address the issue of Energy Use & Cost Savings. The project was delayed because the energy use expert who volunteered to take on the project moved away. Mr. Hatkin is now taking the lead. The next step for subcommittee members is to gather data on the subject so that it can be presented to Board members.

Task 2 and 3: Solar Energy (Continued): Mr. Hatkin shared that the EAC has completed Task 1. Staff is now working with the Planning Commission and the Board to address concerns with the proposed zoning code changes. EAC members indicated that Subcommittee members will continue to move forward with Tasks 2 and 3 once zoning code changes had been adopted. The intention was to be able to provide information based on what ultimately is permitted in Carroll County. Several Commissioners expressed to the EAC that the Board is concerned with the visual impact solar facilities in the residential districts, as well as the impact of solar facilities on agricultural land.

The Commissioners requested that the EAC members to look into whether there are any requirements associated with getting financing for these projects that the Board should know about before making any decisions on zoning code changes. This information may impact their decision on the specifics of bulk and other requirements.

Solid Waste Subcommittee Service on Solid Waste Advisory Group: As a result of the EAC's Solid Waste Work Group, the Department of Public Works is proposing to form a Solid Waste Advisory Group which will serve in an advisory capacity to the Department of Public Works regarding implementation of recommendations from the Solid Waste Work Group's report, input on potential future projects, and public outreach efforts. Mr. Powell indicated that staff is still working on the specifics, such as bylaws. The proposal will proceed to the Board for its review after these issues are addressed. Ms. Dinne indicated that this project would be removed from the EAC's work plan if the Board does not approve DPW's proposal. If the proposal is approved, the EAC Solid Waste Subcommittee members would serve on the Solid Waste Advisory Group.

Ongoing Topics and Projects: Some of the ongoing projects and responsibilities of the EAC, such as the biennial Environmental Awareness Awards and serving as the Tree Commission, were summarized.

Environmental Stewardship-

Commissioner Howard indicated that Carroll County has not gotten the recognition it deserves for the many good things that have been done here to implement and promote environmental stewardship. He requested that the EAC prepare information to highlight some of the good things that County has accomplished in this respect. Other Board members agreed this was a good idea. Commissioner Howard suggested this did not need to be added as a separate project on the work plan, but could be captured in the general public education responsibility outlined in the work plan.

The Board approved the proposed 2014 work plan.

ADJOURNMENT-

At 2:31 Commissioner Roush, President of the Board of County Commissioners, made the motion to adjourn the meeting. Commissioner Rothschild so motioned, and Commissioner Howard seconded. The meeting was adjourned at 2:33.



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Department of Land Use,
Planning and Development

Meeting Summary for February 19, 2014

Members

Josh Hatkin, Chair
Sandy Zebal
Melvin Baile
Ellen Cutsail
David Hynes – Absent
Karen Leatherwood – Absent
Kim Petry – Absent
George Schooley

Other Attendees

Jason Fleming, CC Health Dept.

County Government

Brenda Dinne, Special Projects Coordinator
Stephanie Utz, Recording Secretary

CALL TO ORDER –

Mr. Josh Hatkin, Chair, officially called the February 19, 2014, meeting to order at 3:02 p.m. in the Reagan Room (003) of the County Office Building.

APPROVAL OF MEETING MINUTES-

The approval of the minutes for the January 15, 2014, and January 23, 2014, meetings was postponed until the March 19, 2014 meeting.

CHAIR & COMMITTEE REPORTS –

- a- SOLAR ENERGY SUBCOMMITTEE: Ms. Cutsail reported that she reviewed the information and resources available on the *Dsire* website (<http://www.dsireusa.org/>), which provides a vast array of information on solar energy. She will draft a summary of the information available and send it to Ms. Dinne to put in memo format for the Board and then e-mail it to the EAC members to review first. Once the summary is reviewed and approved by EAC members, it can be sent to the Board, along with a policy guide for decision-makers that she found on the website.
- b- SOLID WASTE WORK GROUP SUBCOMITTE: Mr. Hatkin informed the EAC that he has not received any updates on the formation of a Solid Waste Advisory Council. Ms. Zebal reminded the group that she asked the Board of County Commissioners about the status during the joint meeting on January 23, 2014. Ms. Dinne recalled that Mr. Powell indicated

at that time that he was working with staff to iron out some issues with the bylaws and logistics. Mr. Hatkin followed up by saying that Mr. Powell e-mailed him that the bylaws have been completed and submitted. Mr. Powell also wanted to pass on to EAC members the Commissioners' appreciation at the EAC being willing for its subcommittee members to serve on the Solid Waste Advisory Council.

- c- ENVIRONMENTAL AWARENESS AWARDS SUBCOMMITTEE: Ms. Zebal reported that the EAC has received a number of applications for the Environmental Awareness Awards. Ms. Dinne confirmed that at least five applications have been received. Ms. Zebal reminded the group that a decision was never made about repeat award-winners. Ms. Cutsail pointed out that, if there is no mention of a related policy in the award criteria, it would not be something that could be enforced this year. Group members agreed this would be a topic to discuss and potentially include in next cycle's criteria.
- d- ENERGY USE & COST SAVINGS SUBCOMMITTEE: Mr. Hatkin informed EAC members that he recently spoke to Mike Whitson, with the Bureau of Facilities, to request records from 2007 to the present on electricity, natural gas, and fleet usage. While Mr. Whitson is not involved in fleet management for the Carroll County Government, he does receive information on electricity and natural gas usage for County-owned properties. Mr. Whitson asked Mr. Hatkin to draft a letter that he could give to Johnson Control's requesting information during an upcoming meeting. However, due to the weather, the meeting never took place. Since then, Mr. Whitson has been busy with snow-removal efforts and has been unable to present any further information to Mr. Hatkin. Ms. Zebal inquired about data on the Public School's usage of electricity and natural gas, but Mr. Whitson does not collect information on the schools, as they are a separate entity. Ms. Zebal found in her notes contact information for the Carroll County Public Schools in regards to energy usage. Mr. Hatkin said Mr. Whitson's requested that they EAC members not contact Johnson Controls directly.

TREE COMMISSION –

Nothing to report.

STAFF LIASION REPORT –

- a. Ms. Dinne informed members that she pulled the approval of the January 23, 2014, meeting minutes from the agenda because they were not completed in time for the EAC to review them ahead of the meeting. They will be included on the March agenda for approval.
- b. Members were reminded that the next two meetings (March and April) will be evening meetings. The April meeting will be held on the fourth Wednesday as opposed to the third. Mr. Baile informed members that he would not be able to attend March's evening meeting because of a standing conflict for the third Wednesday evening of the month.

OLD BUSINESS –

Nothing to report.

NEW BUSINESS –

ENVIRONMENTAL STEWARDSHIP PROJECT: Ms. Dinne assembled a tentative outline of information that could be included in the document put together for the Environmental Stewardship project that the Commissioners tasked the EAC members with at the January 23,

2014, joint meeting. She reminded members that the purpose of the project is to show the good things that Carroll County is already doing to demonstrate environmental stewardship. Carroll County often gets 'bad-mouthed' for its progress, even though those who say we're not doing things don't have all the information. She explained that the outline is a starting point and can be expanded today or as the project progresses. Ms. Dinne's vision for the project is to create an eight-page document in newsletter format (folded 11 x 17). The audience would be the public, but also environmental groups. Commissioner Howard envisioned a product that was similar to a marketing tool, even though that isn't its intention. Ms. Dinne suggested the timeframe would be to complete this project before June, since 2014 is an election year. Ms. Dinne directed members to the draft outline and elaborated on each bullet.

- a- *Land Conservation and Preservation*: In regards to Land Conservation and Preservation, Ms. Dinne recommended including information about programs in place, money spent, acres preserved, and preservation goals. The County has put a lot of effort into land preservation, which has an environmental benefit. Ms. Cutsail recommended including a point of contact for each topic in case readers would like more information. She also recommended including a map of preserved land in the county, provided there is room in the brochure. Mr. Hatkin inquired about including how Carroll County is managing the targets for phosphorous run-off that the EPA has in place. However, Mr. Baile informed members that this is a moving target and a model will not be available until 2017. Ms. Dinne agreed with Mr. Baile in not including information on progress toward nutrient reductions since the amount of needed reductions is not yet quantifiable. Mr. Baile then made the suggestion to include not only include agricultural land preservation statistics, but to also remind people of the requirements with the easements that provide additional environmental benefit. For example, numerous trees have been planted, water recharge areas have been protected, and streams have been fenced as a result of farms being placed in the Program. If these farms had not been put in Ag Preservation these and many other environmentally beneficially practices would not have been put in place. Ms. Cutsail asked why forest conservation was not included on the list of natural resource easements, and Ms. Dinne explained that forest conservation is a state requirement that we are fulfilling. However, after discussion, it was agreed that this data should still be included in a brochure because it is still an activity demonstrating our commitment to protecting the environment. Ms. Zebal inquired about how the land area in parks would be totaled and if County parks that are not technically parks, such as Landon C. Burns Park, would be included. Ms. Dinne indicated that the types of parks and conserved land could be broken out or reported in a number of different ways, but that any type of protected land should be included in the total. Even parks with heavier uses are still pre-empting the use of the land for more intense uses. Ms. Dinne gave Leister Park in Hampstead as an example where land the land had been zoned for residential used, but the County purchased it to create a park.
- b- *Septics*: Ms. Dinne suggested the two types of information related to septic systems that she felt were pertinent were the number of conventional systems replaced with Best Available Technology (BAT), and the number of homes served by existing septic systems that were converted to service by a public sewer system. Mr. Schooley offered to help gather data and facts in this area.
- c- *Agriculture Programs and Best Management Practices (BMPs)*: Ms. Dinne asked Mr. Baile his thoughts on what should be included under this heading. Mr. Baile believes that

statistics, acreage, soil conservation district numbers, and nutrient management numbers should be included. He suggested giving overall data for these programs and practices, but to also break out a subset of which programs and practices were implemented specifically as a result of agricultural land preservation easements being placed on properties. Mr. Baile suggested that Brain Harris with the Soil Conservation District might be able to provide some of this information. Ms. Dinne would figure out what data was readily available in the Department, and then go from there in terms of assistance from EAC members in pulling the data together.

- d- *Environmental Protection & Resource Management*: Ms. Dinne suggested including a description of the various environmental codes that County has in place – Floodplain Management, Forest Conservation, Landscaping, Grading and Sediment Control, Stormwater Management, and Water Resource Management. Ms. Cutsail asked where the planting of trees would fall. Ms. Dinne said it could fall under several programs or requirements, depending on the purpose for which the trees were planted. Ms. Dinne felt that Urban Stormwater Mitigation was important to include. Information presented might include stormwater project types, the number of projects, and the acreage. Ms. Dinne suggested mentioning the Water Resources Coordination Council, as Carroll County is looked to as a model in regards to its relationship with the municipalities, as well as the Environmental Advisory Council.
- e- *Other*: The members discussed whether or not to include data from the Energy Use & Cost Savings project or the November 2012 Solid Waste Management Report. Ms. Dinne recommended including information on solid waste. However, she cautioned against making the project too big and unwieldy with the time available, and suggested that the Energy Use & Cost Savings information might be better to hold off on until another year. At that point, there may be more data from the project available to provide a comparison between 2008 and the current update. Ms. Dinne said she could check Maria Myers and Eric Burdine for statistics that should be included related to solid waste and recycling.

During the next month or two, Ms. Dinne will begin compiling information from the Department of Land Use, Planning, and Development, the Health Department, and Soil Conservation District. She will format it to provide to EAC members for review. She suggested she could invite members of the relevant agencies to attend the meeting where the report is reviewed so they would be available to answer any questions about the various topics. After that meeting, a final draft of the report could be prepared and receive the EAC's blessing. The document would then be sent to the Commissioners for review and further direction.

OTHER –

- a- Mr. Hatkin inquired as to who the guest was in the audience. The gentleman is Mr. Flemming who came to the meeting as a representative of the Health Department to answer any questions that may arise.
- b- Ms. Zebal showed members the back page of the Carroll County Times where information on a rain barrel and composter sale was printed. Preorders for the products are due by March 7, 2014, to get a discounted rate. More information can be found on the homepage of the County's website.

PUBLIC COMMENTS –

Nothing to report.

ADJOURNMENT - MOTION NO. 194-14: Motion made by Ellen Cutsail and seconded by George Schooley to adjourn the April meeting. Motion carried.

The meeting adjourned at 3:58 pm. The next regular monthly meeting is scheduled for Wednesday, March 19, 2014, at 6:30 p.m. in Reagan Room (003) of the County Office Building.



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Members

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Ellen Cutsail
David Hynes
Karen Leatherwood
George Schooley
Frank Vleck

County Government

Brenda Dinne, Special Projects Coordinator
Stephanie Utz, Recording Secretary

Other Attendees

CALL TO ORDER –

Mr. Josh Hatkin, Chair, officially called the March 19, 2014, meeting to order at 6:32 p.m. in the Reagan Room (003) of the County Office Building.

INTRODUCTION OF NEW MEMBER: FRANK VLECK –

Chair Josh Hatkin welcomed the Council's newest member, Mr. Frank Vleck of Wakefield Valley Nursery. Mr. Vleck has been in the nursery business for a number of years and is currently focusing on native plants and making a positive impact on the environment through his business. He is passionate about educating the public on how growing various plants, trees, and shrubs can help the environment and has attended various conferences on the subject to become better educated on the subject himself. Mr. Hatkin had the other EAC members introduce themselves to Mr. Vleck.

APPROVAL OF MINUTES - Motion 195-14: Motion was made by Ellen Cutsail and seconded by George Schooley to approve the January 15, 2014 Meeting minutes, the January 23 Meeting minutes, and the February 19, 2014 Meeting minutes as drafted. Motion carried.

CHAIR & COMMITTEE REPORTS –

- a. SOLAR ENERGY SUBCOMMITTEE: Ms. Cutsail drafted a memo to the Board in response to their request regarding any size or bulk requirements associated with financing of solar facilities. The draft memo was distributed to the EAC members for review prior to the March 19th meeting. Ms. Cutsail explained that she found two sites that had size limitations

for solar farms, which she listed in the memo along with their constraints. She also requested that *Dsire* publication, *Solar Policy Guide: A Resource for State Policymakers* (Sept 2012), be attached to elaborate on the information provided, as was noted on the draft memo. Mr. Hatkin inquired about the possibility of mentioning in the memo the renting of solar panels as a possible way to defray the cost of solar panels, in addition to the more well-known grants, low-interest loans, and rebates. Ms. Cutsail suggested that the memo only focus on the specific task requested by the Board, particularly since this topic would need additional research and could generate additional questions. Due to a lack of information and because of time constraints, it was agreed not to include solar-leasing programs in the memo. For Mr. Vleck's benefit, a brief recap of current requirements for solar panels within the County was given, along with the background and status of the EAC's prior tasks. Ms. Dinne informed members that the Planning Commission discussed the topic at length at its Tuesday, March 18, 2014 meeting and provided a brief status where there was consensus and additional concerns. Since there were no changes suggested to the draft memo, Ms. Cutsail recommended that it be submitted to the Board of County Commissioners.

APPROVAL OF PROPOSED SOLAR BRIEF – Motion 196-14: Motion was made by Sandy Zebal and seconded by Karen Leatherwood to approve the Solar Energy Subcommittee's memo as written, forward it to the Board and copy the Planning Commission, and attach the *Dsire* guidebook. Motion carried.

- b. SOLID WASTE SUBCOMMITTEE: Ms. Dinne informed Council members that the Board of County Commissioners recently approved the creation of the Solid Waste Advisory Council and the bylaws. The remaining logistics for the new Council were being put in place. As of this time, she was unsure if Council members had been chosen, aside from those EAC members who are currently serving on the Solid Waste Subcommittee.
- c. ENVIRONMENTAL AWARENESS AWARDS SUBCOMMITTEE:
 - a- Ms. Dinne notified members that the votes were in regarding the Environmental Awareness Awards. Ms. Zebal stated that the individual winner is Ms. Mary Hoy. Having known Ms. Hoy for some time, Mr. Vleck agreed with subcommittee members that she deserves an award. Ms. Zebal then went on to state that the Venturing Crew 202 won the Institution award. Ms. Leatherwood made the suggestion that, since part of the EAC's charge is to raise public awareness, we recognize all nominees either by issuing a tie in certain categories or by issuing honorable mention awards. She believes this will be a proactive move to further highlight those individuals and organizations in the community who are actively involved in many exemplary environmental activities. Ms. Zebal reminded members that the practice of issuing multiple awards in one category had been done in the past. After much discussion on the topic, Mr. Vleck suggested giving an award to all students who entered, and Ms. Leatherwood recommended recognizing all nominees. Ms. Zebal wanted to have one clear winner with honorable mentions given to those who received at least one vote, and Mr. Schooley agreed with giving award to all students since it was a three-way tie. The Council members decided to give all student nominees an award while having a clear winner in the other categories. Any nominee who received a vote in the other categories will get an

honorable mention award. Ms. Zebal summarized the decision by stating there will be three winners in the student category, one winner and one honorable mention in the business category, one winner and one honorable mention in the agriculture category, and one winner in the institution category.

- b- Ms. Cutsail asked members if they wanted to discuss this issue for future award cycles of prior winners being nominated again. Mr. Schooley believed that if a person or organization is involved with a different project they should be eligible to win an award again. Ms. Leatherwood pointed out that schools have new students with different projects on a regular basis, so perhaps different categories should have different restrictions. Mr. Hatkin and Ms. Leatherwood agreed that repeat nominations would be acceptable if, upon review, it was found that the person or group was being nominated for a different project. In order to track this, Ms. Zebal asked if past records were kept. Ms. Dinne informed her she has records from the time she has been staff liaison, and there were records for some of the prior years. Mr. Schooley wanted to know what would happen if a group or individual was nominated, but did not win and it was agreed that those groups should be eligible for nomination again with the same project. Mr. Hynes reminded the group that everyone being nominated, whether it was a repeat nomination or not, was creating a positive change in the environment and deserved to be recognized. In contrast with this, Ms. Cutsail stated that allowing the same person or group to win repeatedly could deter others from entering in the future. Mr. Vleck brought forth the idea of putting a one-time cap on individuals winning while institutions, such as schools, could win more than once due to the turnover rate of participants in projects. However, Ms. Cutsail disagreed with this, as individuals can participate in multiple organizations. After a myriad of additional suggestions, ranging from not allowing repeat winners to barring a person or group from winning for a certain number of years after a win, it was unanimously decided to leave the decision up to the discretion of subcommittee members when reviewing the nominations. Subcommittee members review prior winners and nominees at that time and determine if a nominee should win again or if the award should go to a new person or group.
- c- With a consensus reached on the winners for this year's Environmental Awareness Awards, Ms. Dinne will send out letters to notify the winners and the honorable mentions and invite them to the awards presentation. She will also send out a news release and get on the Commissioners' agenda for April 22 or 24 for the awards presentation. Any EAC members who are free on the day of the awards ceremony are encouraged to attend. Ms. Dinne will send out the exact date and time as soon as she receives confirmation.
- d. ENERGY USE & COST SAVINGS SUBCOMMITTEE: Mr. Hatkin said that he, Ms. Zebal, and Mr. Hynes had met just prior to the evening's meeting to review the data he obtained from Ray about Carroll County Public School's energy use. Mr. Prokop provided Mr. Hatkin with a vast array of data on each of the County's 43 schools, although some schools use multiple sources of electricity (gas, thermal, etc.), which could make the data hard to track. Ms. Zebal inquired about the status of Mr. Hatkin meeting with Mr. Whitson from the Bureau of Facilities. Mr. Hatkin indicated he intended to get back in touch with Mr. Whitson when the snow is done.

TREE COMMISSION – Ms. Zebal reported that, in the issue of the Carroll County Times dated March 17, 2014, there was an article about a tree planting program sponsored by the Maryland Forestry Board. The program, called the Backyard Buffer Program, is for people who own five acres or less. Property owners can apply to receive bundles of 15-25 trees that must be planted within 300 feet of a waterway (including streams, ponds, and drainage ditches). They must also be willing to take a survey in one year's time and must pay \$1 per tube to plant the trees. The tree tubes help extend the growing season while protecting the trees from animals and pests. Carroll County is the only county offering the Backyard Buffers Program with tree tubes. Anyone who would like more information should contact the Maryland Forestry Board at 410-848-9290.

STAFF LIASION REPORT – Ms. Dinne reminded members that next month's meeting would be an evening meeting held on the fourth Wednesday of the month. She also encouraged new members of the Council to join subcommittees and asked them to notify her by next month's meeting on which subcommittee(s) they would like to serve.

OLD BUSINESS – Ms. Dinne presented members with a rough draft of the Environmental Stewardship project document, which the Commissioners tasked EAC members with in January. While acknowledging that they need more time to review the pamphlet, EAC members were very pleased with what Ms. Dinne has compiled so far. Ms. Dinne stressed to members that this was a rough draft and that she still needed to obtain data and get agencies to review the data. She also wants each EAC member to review the document and email any suggestions and/or comments to her. Ms. Zebal asked for a timeline on the project. Ms. Dinne informed the group that she intended to have a more complete draft at the April meeting so members could review that final draft, and she could incorporate any changes by the May meeting. If members approve the final draft in May, she will send it to the Commissioners. Ms. Leatherwood requested more information on solid waste and recycling to be included, especially because Carroll County already has many important programs in place such as single-stream recycling. Carroll County is at the forefront of single-stream recycling, Ms. Leatherwood noted, and having such a program in place greatly increases participation in the program. Ms. Cutsail also thought it would be important to include the fact that many items not eligible for single-stream recycling can be recycled elsewhere in the county. Some of these items include Styrofoam, vehicle batteries, and electronics. Ms. Leatherwood offered to draft some additional text and send it to Ms. Dinne. Ms. Cutsail also mentioned that many municipalities offer yard waste collection in addition to trash and single-stream recycling pick up. Mr. Schooley asked if Ms. Dinne received the septic information, which she has, but had not yet plugged it into the document. Mr. Hynes also asked about included energy cost savings, but Ms. Dinne reminded members that they had decided previously not to include this information. In addition to time and space constraints, the subcommittee is not done with its findings yet. If the EAC is asked to do this again in the future, they will be able to provide a comparison between the reports at that time.

NEW BUSINESS –

There was no new business to discuss.

OTHER –

There was no other business to discuss.

PUBLIC COMMENTS – Ms. Cutsail made the recommendation to move public comments to the beginning of the meeting so that citizens attending would not have to wait to have their issues addressed. This was met with positive feedback by all Council members.

ADJOURNMENT - MOTION NO. 197-14: Motion made by Ellen Cutsail and seconded by Frank Vleck to adjourn the March meeting. Motion carried.

The meeting adjourned at 7:50 pm. The next regular monthly meeting is scheduled for Wednesday, April 23, 2014 (4th Wednesday) at 6:30 p.m. in Reagan Room (003) of the County Office Building.



Carroll County Environmental Advisory Council

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Josh Hatkin, Chair
Sandra Zebal, Vice Chair

Brenda Dinne, Staff Liaison
Department of Land Use,
Planning and Development

Meeting Summary for April 23, 2014

Members

Josh Hatkin, Chair
Sandy Zebal
Melvin Baile
Ellen Cutsail
David Hynes
Karen Leatherwood
Kim Petry
George Schooley
Frank Vleck

County Government

Brenda Dinne, Special Projects Coordinator /
EAC Staff Liaison
Stephanie Utz, Recording Secretary

Other Attendees

Donald Maring
Ruth Chamelin

CALL TO ORDER –

Mr. Josh Hatkin, Chair, officially called the April 23, 2014, meeting to order at 6:30 p.m. in the Reagan Room (003) of the County Office Building.

PRESENTATION OF 2014 ENVIRONMENTAL AWARENESS AWARDS –

Sandy Zebal presented Environmental Awareness Awards to two recipients. Mr. Donald Maring and Ms. Ruth Chamelin were unable to attend the awards ceremony on April 24, 2014, so they were presented with their awards this evening. After reading a description of the awards and describing Mr. Maring's use of solar panels to create an environmentally friendly farm, Ms. Zebal presented him with the Agriculture category award. Ms. Zebal then described Ms. Chamelin's efforts to teach sustainable agriculture through her work with students at Westminster High School and presented her with an Honorable Mention award in the Agriculture category.

PUBLIC COMMENTS AND CONCERNS –

No public comments were offered.

APPROVAL OF MINUTES - Motion 198-14: Motion was made by Ellen Cutsail and seconded by George Schooley to approve the March 19, 2014, meeting minutes. Motion carried.

CHAIR & COMMITTEE REPORTS –

- a. SOLAR ENERGY SUBCOMMITTEE: Ms. Cutsail reported that the EAC subcommittee had not heard any updates on the approval of solar energy ordinances. Ms. Dinne informed members that County staff was still working with the Planning Commission to address issues of concern raised by the Planning Commission members and Commissioners related to solar facilities in the Agricultural and Residential zones. Staff working on Code text proposals to address these issues anticipated discussing the additional proposals during the next Planning Commission meeting.
- b. SOLID WASTE SUBCOMMITTEE: Ms. Leatherwood informed EAC members that Carroll County has successfully exited the incinerator deal for one million dollars, which initially would have been three million dollars. She expressed relief that a decision had been reached before the elections later this year. Mr. Hatkin is looking forward to seeing how the County can move forward with more environmentally friendly methods to dispose of waste.
- c. ENVIRONMENTAL AWARENESS AWARDS SUBCOMMITTEE: Ms. Dinne provided members with information for the awards ceremony to take place on April 24, 2014. The ceremony is to be held in Room 003 of the County Office Building at 10 am. A brief description of the history of the awards will be given along with a description of each recipient's project or initiative. Karen Leatherwood agreed to take the lead on presenting the awards at that ceremony.
- d. ENERGY USE & COST SAVINGS SUBCOMMITTEE: Mr. Hynes and Mr. Hatkin met a second time with Ray Prokop, Director of Facilities for Carroll County Public Schools (CCPS). Mr. Prokop described the retrofits that have occurred in the public schools, and he shared that a cost avoidance paper prepared for CCPS indicated that 1.25 million dollars has and will be saved annually. Mr. Prokop has a good deal of information that he will be able to share. Ray informed Mr. Hatkin and Mr. Hynes that two schools have passive and active cost controls; for example, positioning buildings to be the most environmentally friendly. He also informed them how CCPS is learning from the efforts made by other local public schools to ensure the most energy-efficient methods are in place. Mr. Hynes shared that the students contribute by turning off lights and turning down the heat in the afternoon. Mr. Prokop will put together a package of information and come to speak to the EAC, sometime after school is out for the year. Mr. Hatkin will attempt to schedule another appointment with Mike Whitson of the Carroll County Bureau of Facilities to find out more information on County cost savings.

TREE COMMISSION –

Nothing to report.

STAFF LIASION REPORT –

Ms. Dinne reminded members that the next meeting will be held on May 21 at 3 pm. She also presented members with an updated subcommittee list and informed them that, beginning in May, Robin Liller will be taking over as recording secretary.

OLD BUSINESS –

- a. Before getting started with the listed agenda item, Ms. Zebal asked about the recent agreement between the municipalities and the County regarding stormwater management. Ms. Dinne informed the group that the Commissioners met with the Mayors of the municipalities on April 17, 2014, to discuss and sign a Memorandum of Intent. As a result, the County and municipalities agreed that it is their intent to work together to pursue a joint stormwater permit and to cost-share municipal stormwater projects. The County holds a Phase 1 stormwater permit, while the municipalities hold a Phase 2 permit. MDE will soon be issuing new, more stringent permits to the municipalities. By working together, the municipalities will have to follow Phase 1 requirements, but the County and municipalities will ultimately save money by sharing resources. The next step will be a more detailed operating agreement, which will specify each jurisdiction's costs, how each jurisdiction's share will be collected, and the distribution of responsibilities required through the permit.
- b. **Environmental Stewardship Project:** Ms. Dinne presented members with a revised copy of the Environmental Stewardship document, which was met with a great deal of appreciation and compliments. Members agreed that the brochure looks great and is full of information about Carroll County's positive role in environmental stewardship. Ms. Dinne pointed out a few changes that she had made between sending the draft out and the meeting. Ms. Leatherwood offered a minor text change on Page 10. Mr. Vleck commented that he was confused by the Goals on Page 1 jumping from #3 to #8. Ms. Dinne drew the members' attention to the changes that were made to help clarify that issue. Mr. Baile pointed out changes made to the table on Page 2 to clarify the amount of money spent on the acres preserved thus far and why it could have been misinterpreted as it was previously shown. Ms. Dinne indicated that the next step would be to have Steve Powell and Roberta Windham review and provide feedback on the document before the draft was finalized. The EAC members approved the sending of the final draft to the Board, with the condition that no substantive changes were made by Mr. Powell or Ms. Windham. If substantive changes were made as a result of their review, the EAC wanted to review the document again before approving the sending of the final draft to the Board. Due to time constraints, the document would be e-mailed out to the EAC members for review and approved by e-mail to send to the Board if additional action is needed by the EAC.

APPROVAL TO SEND FINAL DRAFT TO COMMISSIONERS – Motion 199-14: Motion was made by Karen Leatherwood and seconded by Ellen Cutsail to send the final draft of the environmental stewardship document to the Board for action after Steve Powell and Roberta Windham review and provide input. The document is to come back to the EAC members for review again if substantive changes are made. Motion carried.

The group began discussing pay-as-you-throw garbage disposal again as another way the County could continue to grow and become more environmentally friendly. Ms. Cutsail questioned how it might work in the municipalities where trash collection service is paid through taxes. Ms. Leatherwood suggested estimating an average cost per household, determining the equivalent number of pre-paid trash bags that would be, and offering that to each household. Any additional bags could be purchased separate from taxes paid.

Mr. Baile recommended getting information from the landfill about the Farm Tire Drop-off program that was offered in March by the County, the Farm Bureau, and the Maryland Department of the Environment. Many people brought tires to the landfill which not only reduced the number of junk tires in the county, but also helped cut back on mosquito habitat. He inquired about the number of tires received at the landfill as a result of the program and what would be done with those tires.

NEW BUSINESS –

Mr. Vleck educated members on invasive species and expressed his appreciation that the Commissioners voted unanimously to address invasive species at Piney Run Park. As someone involved in the nursery and landscape business, he often sees the damage that invasive species can cause. He said that there has been discussion within the landscape industry of not even selling invasive species, such as butterfly bushes, so as not to contribute to the problem. Knowing that the Commissioners are concerned about this as well shows Carroll County is continuing to put environmental stewardship at the forefront of its concerns.

OTHER –

There was no other business to discuss during this meeting.

ADJOURNMENT - MOTION NO. 200-14: Motion made by Kim Petry and seconded by Karen Leatherwood to adjourn the April meeting. Motion carried.

The meeting adjourned at 7:27 pm. The next regular monthly meeting is scheduled for Wednesday, May 21, 2014 at 3:00 p.m. in Reagan Room (003) of the County Office Building.



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Josh Hatkin, Chair
Sandra Zebal, Vice Chair

Brenda Dinne, Staff Liaison
Department of Land Use,
Planning and Development

Meeting Summary for August 20, 2014

Members

Josh Hatkin, Chair
Sandy Zebal
Melvin Baile
Ellen Cutsail
David Hynes
Karen Leatherwood
Kim Petry
Frank Vleck

County Government

Brenda Dinne, Special Projects Coordinator /
EAC Staff Liaison
Robin Liller, Recording Secretary
Jay Voight, Zoning Administrator
Maria Myers, Recycling Manager

Other Attendees

Ray Prokop, Carroll County Public Schools

CALL TO ORDER –

Mr. Josh Hatkin, Chair, officially called the August 20, 2014, meeting to order at 3:04 p.m. in the Reagan Room (003) of the County Office Building.

PUBLIC COMMENTS AND CONCERNS –

No public comments were offered.

APPROVAL OF MINUTES - Motion 201-14: Motion was made by Karen Leatherwood and seconded by Kim Petry to approve the April 23, 2014, meeting minutes. Motion carried.

CHAIR & COMMITTEE REPORTS –

- a. SOLAR ENERGY SUBCOMMITTEE: Deferred to #7 (Old Business)
- b. SOLID WASTE SUBCOMMITTEE: Ms. Leatherwood informed EAC members that the Solid Waste Advisory Council met two or three weeks ago. They were updated on the 10-year Solid Waste Management Plan, an amendment to which will be presented to the Board of Commissioners on August 21, 2014. A new State Law requires a recycling plan for multi-family housing with 10 units or more. The amendment will address this new requirement. Maria Myers has created a brochure on tips for what you can recycle. Since they have a number of issues to discuss, the Solid Waste Advisory Council plans to meet initially more frequently than quarterly. The next meeting is in September.
- c. ENERGY USE & COST SAVINGS SUBCOMMITTEE: Deferred to #8 (New Business)

Ms. Zebal briefly mentioned that the Maryland Solar and Green Homes Tour will be held on October 4 and 5. More information, including a guide, is available at MDgoesgreen.org.

TREE COMMISSION –

Nothing to report.

STAFF LIASION REPORT –

Ms. Dinne introduced Robin Liller as the new recording secretary.

She mentioned that Tom Devilbiss will give an update on the County's NPDES stormwater permit at the September 17 meeting. He will share the status of the draft permit and highlights from the annual report.

OLD BUSINESS –

a. Solar Facilities Code Changes Status Update – Jay Voight, Zoning Administrator

Mr. Voight indicated that the Board of County Commissioners held a public hearing on August 7 on the code changes proposed thus far, which address commercial, industrial, and residential areas. Provisions to address solar facilities in the Agricultural District will be addressed separately. Mr. Voight discussed the original package of changes that was put together. He indicated that the Planning Commission and the Agricultural Land Preservation Advisory Board had concerns about the impact of some of the proposed changes to agricultural areas. Therefore, the proposal addressing commercial, industrial, and residential areas, on which there was agreement, moved forward. The Agricultural District is to be addressed separately. A committee is being formed to review and make recommendations for the Agricultural District. Mr. Voight then summarized the provisions in the proposed changes on which the Board held a public hearing. Reactions to some of the provisions were discussed. Mrs. Zebal raised a concern that the 120 square feet limit on a ground-mounted array seemed inadequate. Several other members were in agreement with her.

Ms. Dinne said a volunteer from the EAC Solar Subcommittee was requested to sit on the committee to make recommendations for the Agricultural District. Mr. Voight indicated they anticipated 3 to 4 meetings would be held before a final recommendation was due by the end of the calendar year. Ms. Petry volunteered for the committee, with Mr. Baile sitting as backup.

NEW BUSINESS –

a. Maryland's Scrap Tire Program – Free Farm Tire Drop-Off Month – Maria Myers, Recycling Manager

Ms. Myers shared that two amnesty events have been held in the past year. A one-day residential event was held last September, at which up to 10 tires per household would be accepted. The County's Northern Landfill processed 361 vehicles with 56 tons of tires. The County was reimbursed \$6,547 for those tires. The second event was sponsored by the State and the Farm Bureau. A letter was sent to Farm Bureau members about the event. It ran from February 17 to March 31, 2014. They collected 583 tons of tires, which was about 23,000 passenger and farm tires, and were reimbursed \$73,783 from the State. Carroll

County collected the third highest amount in the State. It will be up to the State when they have the funds to hold a similar event again. Most tires actually get incinerated rather than recycled. The tires generally are not in very good shape for recycling by the time they reach the landfill.

Ms. Myers shared that a household hazardous waste and shredding event will be held on October 25, 2014, from 8:00 a.m. to 12 p.m. at the County Maintenance Facility. She noted that when the shredding truck is full it will leave. Anyone who has paper for shredding should, therefore, arrive early during that timeframe.

Ms. Myers stated that the Commissioners would be considering and potentially signing a resolution regarding the multi-family recycling plan requirement on August 21, 2014. The effective date would be October 1, 2014. The Solid Waste Management Plan will be amended to include this resolution.

b. Energy Use & Cost Savings at Carroll County Public Schools – Ray Prokop, Director, Facilities Management

Mr. Ray Prokop, Director of Facilities Management for Carroll County Public Schools (CCPS), briefed the EAC members on the efforts of CCPS to evaluate energy usage and identify where changes and improvements could be made to save money or avoid costs in the future. He described the facilities for which he is responsible and some of the factors and uses contributing to total energy usage. He shared usage data for the various schools and indicated how different factors and energy types would impact that data.

Mr. Prokop discussed CCPS's contract and history with Johnson Controls and the benefits guaranteed by Johnson Controls through that contract. He also shared information on cost savings and cost avoidance already realized through that long-standing relationship. He described the phases of changes and improvements that have already been made, as well as future work to be done.

Mr. Prokop said he would provide a copy of his PowerPoint presentation to the EAC members. The PowerPoint presentation will be available on the [EAC website](#).

OTHER –

Ms. Dinne mentioned that the Carroll County Code of Public Local Laws was recently recodified. Chapter numbers and text were reorganized in the process. She provided copies to the EAC members of Section 31.01-05 Environmental Advisory Council of Chapter 31: County Organizations and Departments, which is the chapter that replaced the former Chapter 16.

Ms. Dinne also mentioned that at the September meeting she would give a very brief overview of the County's recent contract with Johnson Controls, the EAC's potential role, and how Johnson Control's work might impact the EAC's work plan for the Energy Use & Cost Savings project. She indicated that she intended to discuss it under the Energy Use & Cost Savings agenda item today after Mr. Prokop's presentation, but there was not enough time left in the meeting.

ADJOURNMENT - MOTION NO. 202-14: Motion was made by Karen Leatherwood and seconded by Ellen Cutsail to adjourn the August meeting. Motion carried.

The meeting adjourned at 5:05 p.m. The next regular monthly meeting is scheduled for Wednesday, September 17, 2014, at 3:00 p.m. in the Reagan Room (003) of the County Office Building.



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Sandra Zebal, Vice Chair

Brenda Dinne, Staff Liaison
Department of Land Use,
Planning and Development

Meeting Summary for September 17, 2014

Members

Josh Hatkin, Chair
Sandy Zebal
Melvin Baile
Ellen Cutsail
David Hynes
Karen Leatherwood
Kim Petry
George Schooley - absent
Frank Vleck

County Government

Brenda Dinne, Special Projects Coordinator /
EAC Staff Liaison
Tom Devilbiss, Deputy Director, LUPD
Glenn Edwards, NPDES Compliance Specialist,
LUPD

Other Attendees

None

1. CALL TO ORDER –

Mr. Josh Hatkin, Chair, officially called the September 17, 2014, meeting to order at 3:00 p.m. in the Reagan Room (003) of the County Office Building.

2. PUBLIC COMMENTS AND CONCERNS –

No public comments were offered.

3. APPROVAL OF MEETING MINUTES –

Ms. Zebal expressed a desire for the minutes to reflect the fact that members did express some concerns with some of the details of the proposed zoning changes for solar facilities, even though she felt it was too late for their input. She asked that text be added to the discussion at the end of the first paragraph under #7, Solar Facilities Code Changes, to say “Mrs. Zebal raised a concern that the 120-square-foot limit on a ground-mounted array seems inadequate. Several other members were in agreement with her.” She also wanted to be sure that readers of the minutes know that the presentation by Mr. Prokop is available. A sentence is to be added to the end of summary of Mr. Prokop’s presentation to indicate that “The PowerPoint presentation will be available on the EAC website.”

APPROVAL OF MINUTES - Motion 203-14: Motion was made by Frank Vleck and seconded by Kim Petry to approve the August 20, 2014, meeting minutes, as amended. Motion carried.

4. **CHAIR & COMMITTEE REPORTS** –

a. ***Solar Energy Subcommittee:***

Ms. Petry volunteered at the August meeting to serve as the EAC Solar Energy Subcommittee representative on the committee to discuss and recommend how solar facilities will be addressed in the Agricultural zone. Ms. Petry asked if the first meeting had been scheduled yet. Ms. Dinne indicated she wasn't aware that it had, although she is not working on the project so may not be informed. Ms. Petry requested that she be given one to two weeks advance notice of meetings so she can try to accommodate on her work schedule. Ms. Dinne said she would pass that request on to Mr. Voight.

Mr. Baile informed the members that there is now at least one solar company that is contacting farmers looking for those who may be interested in leasing land for solar facilities. He thought these leases tend to be 20-year leases, but farmers need to be cautious, as they are not always aware that the equipment will still be there at the end of the lease. Ms. Petry said the property owner needs to ensure language is in the lease to require removal of the equipment at the end of the lease. Mr. Baile said he had not brought the issue to the attention of the Carroll County Farm Bureau. Mr. Hatkin suggested it might be worth informing Maryland Department of Agriculture (MDA) for the purpose of generating some public education to farmers on the matter. Mr. Baile reminded the other members that legislation was passed by the Maryland General Assembly in 2014 that allowed solar facilities to be installed on properties under easement through the Maryland Agriculture Land Preservation Foundation (MALPF) on up to 10 percent of the property. Ms. Zebal noted that the committee making recommendations on solar facilities in the Agricultural zone would need to consider this.

b. ***Solid Waste Subcommittee:***

Ms. Leatherwood informed EAC members that the **Solid Waste Advisory Council** is currently developing its mission statement and priorities. The Advisory Council is working with County Public Works staff to move the County toward the next phase of dealing with solid waste, but no notable actions or decisions have occurred yet.

She shared that the Board of County Commissioners adopted an amendment to the County's *Ten-Year Solid Waste Management Plan* to comply with House Bill 1, Environment-**Recycling-Apartment Buildings and Condominiums**, adopted by the Maryland General Assembly in 2012. The law took effect on October 1, 2012, and requires property owners or managers of apartment buildings or condominiums to provide for the collection and removal of recyclable materials on or before October 1, 2014. Under this provision, Carroll County is required to revise its recycling plan to include language on the collection and recycling of recyclable materials from residents of apartment buildings and condominiums that contain 10 or more dwelling units, by property owners or managers of apartment buildings and councils of unit owners of condominiums. Maria Myers, County Recycling Manager, is currently working with complex owners.

Ms. Leatherwood also shared that the next Carroll County **Household Hazardous Waste and Shredding** event will be held on Saturday, October 25, 2014, from 8:00 a.m. to 12:00 p.m. at the County Vehicle Maintenance Facility. The event is for residents only, not for commercial or agricultural waste. Up to 3 boxes of paper to be shredded

per citizen will be permitted, until the shredding truck is full. Citizens will be taken on a first-come, first-served basis. More information is available the Carroll County Recycling webpage at <http://ccgovernment.carr.org/ccg/recycle/docs/HHHW%20flyer%202014.pdf>.

Mr. Hatkin informed the members that a meeting was held in Taneytown last week, at which many residents came out to oppose a proposal to change a large property outside City limits to an industrial use in the future. He indicated that many felt this change was specifically to allow a gasification plant to locate there in the future. Ms. Leatherwood indicated that the County is not considering gasification right now, and she has not heard any further discussion about it. Ms. Dinne clarified that the meeting that was held in Taneytown last week was not in response to a rezoning request. Rather it was a meeting regarding the proposed **Carroll County Master Plan**. The proposal for the subject property is to designate the future use of the property for industrial use on the Land Use Designation Map of the Master Plan, which would have to happen before the property could be zoned for an industrial use. Maryland law requires zoning to be consistent with the comprehensive plans. A rezoning could follow the change on the Master Plan map, either through a piecemeal rezoning request or a comprehensive rezoning. However, any use allowed in the industrial zone placed on the property would be allowed there. She did not know whether or not a gasification plant is currently allowed in the County's industrial zones.

Ms. Zebal raised a concern about opportunities to recycle at bingo events not being available.

- c. **Energy Use & Cost Savings Subcommittee:** Deferred to #7 (Old Business)

5. **TREE COMMISSION** –

Nothing to report.

6. **STAFF LIASION REPORT** –

Ms. Dinne began by saying that the new recording secretary, Robin Liller, whom she introduced last month, has moved on to another position. The EAC is currently without a recording secretary, but Ms. Dinne would prepare the minutes.

Ms. Dinne also indicated that, at this time, there are no agenda items for the October 15 meeting. At the November meeting, ideas for the 2015 work plan can be discussed, and the draft work plan and 2014 annual report can be discussed at the December meeting.

7. **OLD BUSINESS** –

a. **Energy Audit by Johnson Controls (Energy Use & Cost Savings)**

Ms. Dinne said that the members may have read over the summer that the Board approved a contract with Johnson Controls (JC) to perform an energy audit at County facilities. When she spoke with Mike Whitson, County Facilities Manager, about JC's scope and expected product and results, he indicated that JC would re-evaluate the buildings for lighting, heating, cooling, and electric plus associated equipment. JC would make recommendations for how to save energy, generally through new equipment, lighting, etc. They will be reviewing three years of electric bills to establish a baseline for energy usage. She suggested this project would impact the EAC's Energy Use & Cost Savings project, but

she thought that if this negated the need for the EAC projects, there might still be a role for the EAC with the JC project.

A committee, which includes the Comptroller and the Director of Management and Budget, held a kickoff meeting in August. JC will present their final recommendations and report to the committee. The committee will decide which recommendations to move forward, and present those recommendations to the Commissioners. JC has 90 days to complete their evaluation and make recommendations. The committee then will have 60 days to review the draft report. Mr. Whitson had suggested to Ms. Dinne that the EAC members have the opportunity to review the recommendations and provide input to the committee. Ms. Dinne thought that someone involved would be able to give the EAC a presentation on the results after that.

Ms. Dinne asked for input from the EAC members on the proposal for their participation in the JC project and the impact on the EAC's Energy Use & Cost Savings project. Ms. Zebal asked if JC would be comparing the savings back to 2007. Ms. Dinne didn't think they would because too many things have changed, and it would be like comparing apples to oranges. Ms. Petry and Mr. Hatkin agreed. Ms. Petry indicated that the first two phases of work with JC would have had to show a savings, otherwise the work with JC would not continue. JC would have to pay the County money if the County did not realize a savings or cost avoidance via their recommendations. She said this information was in the report that Mike Whitson gave them, which Mr. Hatkin has now. Ms. Petry suggested that Mike Whitson and his folks seem to have a good handle on the information and savings. She felt that the EAC couldn't really add any value at this point.

There was general agreement that the EAC's Energy Use & Cost Savings project would not need to continue. Mr. Hatkin stated that, with the exception of Ms. Petry, no one on the EAC even had the expertise to do what JC is doing. Mr. Vleck agreed with what Ms. Petry said and added that he felt the EAC plays more of a watchdog role. There is no need to do the work that JC is already doing. Ms. Petry suggested that Mr. Whitson would not necessarily need to brief the EAC himself on the recommendations on which he would like them to provide input. He could just provide a briefing sheet that they could review themselves.

8. NEW BUSINESS –

a. Carroll County Stormwater Permit – Tom Devilbiss, Deputy Director, LUPD

Mr. Tom Devilbiss, Deputy Director of Carroll County Land Use, Planning, & Development (LUPD), joined by Mr. Glenn Edwards, Carroll County NPDES Compliance Specialist, updated the EAC members on the status of the County's National Pollutant Discharge Elimination System (NPDES) Phase I Municipal Separate Storm Sewer System (MS4) stormwater permit. The members were provided with a copy of the current permit, the 2015 NPDES Annual Report, and the tentative permit dated June 27, 2014.

Mr. Devilbiss explained that there are several **types of NPDES permits**. Industrial process permits regulate the waste stream discharged to a water body resulting from an industrial process. Wastewater permits regulate the treated effluent discharged to a water body by a municipality (or any government entity). Lastly, industrial or municipal stormwater permits address runoff from property that enters a water body. The County's stormwater permit is a municipal permit (Municipal Separate Storm Sewer System, or MS4)

and covers all storm drain systems through the county, except in the municipalities and on State property, including stormwater management facilities, storm drains, pipes, inlets, outfalls, ditches, and anything else receiving recurring stormwater runoff from impervious surfaces. Impervious surfaces are anything that shed the rain water and don't allow the water to percolate through it and into the soil.

The authority for these permits comes from the federal Clean Water Act (CWA), adopted in the 1970s and incorporated into the Code of Federal Regulations. Phase I, issued in 1990, requires "medium" and "large" cities or certain counties with populations of 100,000 or more to obtain NPDES permit coverage for their stormwater discharges. Phase I permits are intended to be individual permits. **Phase II**, issued in 1999, requires regulated small MS4s in urbanized areas, as well as small MS4s outside the urbanized areas that are designated by the permitting authority, to obtain NPDES permit coverage for their stormwater discharges. Phase II jurisdictions are covered by a general permit that applies the same conditions to a group of jurisdictions that are not individually named on the permit and tend to be less stringent than a Phase I permit. Carroll is a medium Phase I jurisdiction with an individual permit. All individual permits could have different conditions and requirements from each other, although it seems that the State is issuing the permits with uniform conditions. In Maryland, 9 counties and Baltimore City hold Phase I MS4 permits. Mr. Devilbiss opined that Carroll is considered an urbanized county despite our 65,000+ acres of land under easement.

Carroll's municipalities are Phase II jurisdictions. Since the County works **cooperatively with the municipalities** the NPDES Annual Report also includes the municipalities. Part of Mr. Edwards' job is to work with the municipalities. The information appears seamlessly across the county because it takes away jurisdictional boundaries. Enforcement needs to be separated, but training, mapping, implementing, and other work done is a joint effort. Mr. Devilbiss indicated that this type of cooperation is not common unless jurisdictions are already on the same permit.

In Maryland, EPA delegated to the State the authority to implement, issue, and enforce MS4 permits. Mr. Devilbiss felt it was important for the EAC to be aware of the **technical and fiscal significance** of the permit as it relates to impervious surfaces and clean-up of the local waterways and the Chesapeake Bay. Since this is a Clean Water Act requirement, the ramifications for non-compliance are significant, both financially and criminally.

Carroll County was **issued** its first **generation permit** in 1993. The second and third generation permits were subsequently reissued in 2000 and 2005, respectively. Our fourth generation permit is pending. The third generation permit expired in 2010, but is still in force until replaced. This delay was not caused by Carroll County. Initially, the permit required the County to map stormwater facilities and pipes, establish a baseline for monitoring, and identify pollutant sources. This was a big effort since it had never been done before. All the data had to be put in the computer, including spatial reference using geographic information systems (GIS). This has continued through numerous permit cycles. Later permits added requirements for watershed assessments, which involves walking streams and identifying issues and problems. This information is used to develop required restoration plans.

The biggest cost associated with the permit is for **impervious surface mitigation**. Any runoff from impervious surface that does not meet a certain standard must be mitigated. The 2000 permit added a requirement to mitigate 10 percent of the untreated impervious. Therefore, the impervious surface in the county first had to be calculated so the untreated portion of that could then be identified. Mitigation could include, among other things, tree planting, retrofitting existing stormwater ponds, and constructing new ponds. Since stormwater facilities wear out over time, they periodically need to be replaced, or “retrofitted” to meet modern standards. Examples around the county include the new facility that was completed at Westminster High School along MD 97 and the new facility under construction at the Westminster Community Pond. The facility at Westminster Community Pond will include new amenities as well. The County looks for projects that will give the biggest bang for the buck, both in amount of credit generated toward the mitigation requirements of the permit as well as opportunities to provide other amenities and address multiple purposes. When the process is complete, the County’s goal is to have the most modern stormwater system possible.

The **regulated area** is the entire county (minus the municipalities and State property). Naturally, the most effective areas to install stormwater mitigation practices are areas where there are larger concentrations of impervious surfaces. When you get out into the more rural areas of the county, impervious area is sparse and is very disconnected from streams and concentrated area. Since it is hard to treat imperviousness in these areas, the County is working with the State to show that the impacts of these areas are not enough to have to install practices specifically to treat those areas. Sheet flow and other natural treatment are already occurring there.

The County currently is still working under the third generation permit. The **permit** required **reapplication** for a new permit in the fourth year, which was done in 2009. The County and State have gone through several iterations of drafts for the new permit together; on some items there is agreement and but still experiencing dramatic differences in position with others. The State issued a preliminary draft in 2012, which was available for an unofficial public review and then sent to EPA for review. EPA retained the right to review and inspect the permits, and also to enforce any non-compliance in those jurisdictions. EPA has the final say in the permit issuance, not MDE. When EPA completed its review for the tentative Phase I permits, additional conditions were added that were beyond the control of MDE. The other Phase I counties have had their final or tentative permits issued ahead of Carroll, and a lot of legal actions are occurring right now.

In June 2014, MDE “issued **tentative determination** to issue the permit.” Comments on the tentative permit are due to MDE by September 29 (extended from July). The County requested a public hearing, which was held on September 8 (public notice given in papers twice at the end of the June). Only Mr. Devilbiss and Mr. Philip Hager, Director of LUPD, testified. No public attended. Comments on other counties’ permits, primarily from environmental groups, generally have been to say that the permit is not strong enough. After September 29, MDE could modify the permit or just issue it without changes. MDE is under the gun from EPA to issue all the Phase I permits by the end of 2014, so extensive changes are unlikely.

[Mr. Vleck needed to leave at this time.]

Mr. Devilbiss shifted the discussion to the **2015 NPDES Annual Report**. Each year, the County is required to report progress toward meeting the requirements of the permit. The Annual Report is available on the County website under “Living Here” and then under “[Protecting Carroll County Waters](#).” It follows the outline of the permit.

Mr. Devilbiss **highlighted** a couple key **items** in the report. He pointed out on Page 6 how the impervious area is calculated and the total acres and treated acres of impervious surface. He noted that only 5 percent of the county’s total land mass is impervious, with an even lower percentage of county untreated impervious when you remove the municipalities and the State property. The current permit requires 10 percent of untreated impervious to be mitigated. The chosen area for the required discharge characterization is the area near the Jiffy Mart/Dairy Queen near MD 97 in Westminster. That area has been monitored and data reported for over 10 years. Mr. Devilbiss explained, under the Illicit Discharge section, that the County is required to identify and eliminate any illegal discharges countywide, including in the municipalities, which is part of Mr. Edwards’ job.

Mr. Devilbiss also described some of the **funding** information included in the report. The County is required to report operating and capital expenditures, as well as budgeted funding. The operating expenditures include staff expenses; 22 staff members in LUPD work on stormwater issues, with Mr. Edwards and the Watershed Grants Analyst dedicated 100 percent to the stormwater program. The County has received over \$2 million in grants since 2008 for stormwater projects.

Since EAC members were involved in the process to comply with the requirement to create a **stormwater fee**, Mr. Devilbiss briefly recapped the status that was reported in the Annual Report. The Commissioners chose not to adopt a specific fee, but rather to allocate a certain portion of tax revenues to stormwater program operating expenses. The allocated funds are put into the Watershed Protection and Restoration Fund that was created as also required by that law. MDE accepted this approach.

Mr. Baile asked how the **municipalities will pay for compliance** with their anticipated permits. Mr. Devilbiss indicated that, as far as operational expenses go, the County already does most of what will need to be done. Capital project costs will be an issue. The municipalities’ current Phase II permit does not include an untreated impervious mitigation requirement, but the new permit will include a 20 percent restoration/mitigation requirement. The County is working with the municipalities on how to pay for these projects. In April 2014, the County and the municipalities signed a Memorandum of Intent (MOI) to cost-share capital stormwater mitigation projects and to pursue adding the municipalities to the County’s Phase I permit as co-permittees.

Ms. Zebal asked Mr. Devilbiss to address the **EPA’s audit** of the County. She indicated that she is impressed with everything the staff does, but realizes that inevitably some things just fall through the cracks. Mr. Devilbiss explained that EPA hires third-party contractors to conduct the audits. The violations they found were not items that would impact water quality directly. Primarily, the violations related to paperwork and inspections that may not have been completed a day or two after required. The penalties are excessive. After a year of negotiating, EPA agreed to lower

the fines from more than \$170,000 to around \$40,000. The County has implemented all the required changes. The program is now stronger as a result of the changes made. In response to a question by Ms. Leatherwood, Mr. Devilbiss indicated that the violations found in other jurisdictions did include items that would impact water quality. Mr. Edwards added that there was a common theme among the items found from one jurisdiction to the next. He continued sharing that staff annually evaluates what worked and what needs improvement and develops an improvement plan to address these items. Staff is currently working on that plan, which had already included some of the items that EPA addressed.

Ms. Leatherwood expressed the need to **communicate to citizens** the requirements and activities going on related to stormwater. She felt the County saves money by complying. She has also experienced residents complaining about work being done to retrofit ponds in their neighborhoods, but understands that they often are just not aware. Mr. Devilbiss noted that the presentations to the EAC and the County Planning Commission (who Mr. Devilbiss presented to the previous day) are great forums to get the word out.

He believes the County's staff does a great job at **notifying** and **working with** the property owners adjoining and nearby the projects. They hold meetings numerous times throughout the process. They request people to come and have conversations with them where they provide a status of the project and ask for input on things they may not know about – such problems or discharges they may not know about. They work with the community and add amenities where possible. However, no matter how much you do to provide these opportunities, there will always be someone who says they didn't know about it or doesn't like it. Working with the community is essential, but it is time consuming. More than 30 projects were completed in 5 years. Much of this work is done in-house, which saves the County money.

Ms. Leatherwood wished that people understood the big picture, including how proactive Carroll County has been. When the Stormwater Fee Advisory Group was meeting, she recalled how much money the County saved because the County already owned most of the land where projects were occurring, providing significant savings in land acquisition costs. Mr. Devilbiss expressed gratitude that the majority of citizens they have worked with have been very cooperative and even appreciative once the work was done.

Ms. Dinne added that part of Mr. Edwards is responsible for the **public education** components required in the permit. He has created and provided numerous materials that are on the [Protecting Carroll County Waters](#) webpage. He also has a booth at numerous events, including, but not limited to, the Mount Airy Fall Festival, the 4H Fair (every other year), and Charlotte's Quest Nature Center. Mr. Edwards also pointed out the hotline that is available to report problems and the link from this webpage to the [Resource Management](#) webpage where there is more information on the actual individual projects.

Mr. Devilbiss wrapped up by briefing the members on the **new requirements** that have been included in the **tentative permit** and indicated that the County will be providing comments to MDE. The new permit includes more works like "attain" rather than saying to the "maximum extent practicable." It also will require deadlines and

benchmarks to be set for attaining water quality standards. Not only would it be very hard to comply with this in 5 years, it is not possible to determine if what you're doing made the expected reduction in pollutants or when those best management practices (BMPs) will show results. He felt it is much easier to quantify a certain amount of impervious surface to mitigate than to measure if you have attained a standard over which you have minimal control. He noted that the BMPs included in Maryland's Watershed Implementation Plan to achieve the Chesapeake Bay Total Maximum Daily Load (TMDL) are only required to be *in place* by 2025, not to actually achieve the expected reduction by then. Even the US Geological Service has said that the results may not be measurable for a long time. The new permit will also require the County to address litter and floatables. However, this is not an identified problem in Carroll County, and it's not on a list anywhere that says it's a problem. All of these items out can create a challenge for compliance. He said the County is not against the permit, but it should be reasonable – 'please don't set us up for failure.'

Mr. Hatkin asked from where the goals come if the permit says a certain goal must be attained in a certain timeframe. Mr. Devilbiss replied that modeling is used to determine these goals. Within the permit, the County is responsible for the portion of the **TMDLs** represented by stormwater [TMDLs are the maximum amount of a pollutant that a water body can receive and still maintain water quality standards]. This stormwater portion of the TMDL is called a wasteload allocation. The model assigns that number. Mr. Devilbiss stated that the County annually provides data on what the County has done that year, and this information is supposed to be entered into the model to reduce the pollutants accordingly.

Mr. Devilbiss asked the EAC members to have people contact him, Mr. Edwards, Ms. Dinne, or Ms. Gale Engles if they have questions or problems.

9. OTHER –

No other items were discussed.

10. ADJOURN REGULAR MEETING –

ADJOURNMENT - MOTION NO. 204-14: Motion was made by Karen Leatherwood and seconded by Ellen Cutsail to adjourn the September meeting. Motion carried.

The meeting adjourned at 4:48 p.m. The next regular monthly meeting is scheduled for Wednesday, October 15, 2014, at 6:30 p.m. in the Reagan Room (003) of the County Office Building.



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Josh Hatkin, Chair
Sandra Zebal, Vice Chair

Brenda Dinne, Staff Liaison
Department of Land Use,
Planning and Development

Meeting Summary for November 19, 2014

Members

Josh Hatkin, Chair
Sandy Zebal
Melvin Baile
Ellen Cutsail
David Hynes
Karen Leatherwood
Kim Petry - absent
George Schooley
Frank Vleck

County Government

Brenda Dinne, Special Projects Coordinator /
EAC Staff Liaison

Other Attendees

None

1. CALL TO ORDER –

Mr. Josh Hatkin, Chair, officially called the September 17, 2014, meeting to order at 3:01 p.m. in the Reagan Room (003) of the County Office Building.

2. PUBLIC COMMENTS AND CONCERNS –

No public comments were offered.

3. APPROVAL OF MEETING MINUTES –

No corrections or additions were offered for the draft minutes.

APPROVAL OF MINUTES - Motion 205-14: Motion was made by Ellen Cutsail and seconded by George Schooley to approve the September 17, 2014, meeting minutes. Motion carried.

4. CHAIR & COMMITTEE REPORTS –

Solar Energy Subcommittee:

Ms. Dinne recapped that Kim Petry had volunteered to serve on a committee that was to discuss solar requirements in the Agricultural Zone. The committee was to meet three to four times over the fall and provide recommendations by the end of the December 2014. Jay Voight informed Ms. Dinne that the committee had not yet met.

The other proposed changes to Zoning Chapter to address solar facilities were already adopted.

b. **Solid Waste Subcommittee:**

Ms. Leatherwood updated the members regarding the activities of the Solid Waste Advisory Council (SWAC), on which she and Ellen Cutsail serve, representing the EAC. KCI was contracted to evaluate the County's Solid Waste Management Plan. A representative from KCI briefly explained the scope of work for this project and current status of tasks. KCI was provided with the previous work and studies done to address solid waste recommendations. The consultant anticipates presenting to the Board after the first of the year. The Board may decide a direction to take at that point. Ms. Cutsail shared that the evaluation will consider two issues associated with the future of the landfill – the environmental impacts and how to make the landfill more financially viable. Ms. Cutsail indicated she thought the contract for hauling trash out of the county have been extended and will expire in 2016.

Neil Seldman with the Institute of Local Self-Reliance also presented to the SWAC at its last meeting. His organization helps communities to get recycling and reuse programs up and running. Ms. Cutsail said she would e-mail Ms. Dinne the link to his website to forward to the other EAC members for their information.

Ms Zebal asked what the current recycling rate is for Carroll County. Ms. Dinne looked up the rate reported by Department of Public Works in the 2014 Environmental Stewardship booklet, which indicated that the County has achieved a 41 percent recycling and waste diversion rate that includes a 5 percent source reduction credit in 2012. The State-mandated recycling rate is 35 percent. She went on to share that her trash hauler decreased its collection frequency from weekly to every other week for recycling, but did not change its rates. She hoped that other customers would make their voice known if they were dissatisfied with this change. Mr. Vleck speculated that the change was to increase fuel economy.

c. **Energy Use & Cost Savings Subcommittee:**

Ms. Dinne reported that Mr. Whitson anticipated recommendations based on Johnson Controls' energy evaluation coming to the EAC for its review and feedback in either December or January.

Mr. Hatkin shared that the proposed industrial land use designation for the large site outside of Taneytown was removed from the proposal and draft Master Plan.

5. **TREE COMMISSION** –

Nothing to report.

6. **STAFF LIASION REPORT** –

Ms. Dinne reviewed the current items for the upcoming December meeting. She said the EAC would review the final draft work plan and approve, with conditions if needed. She also indicated that the members had been given a hardcopy of the draft 2014 Annual Report to review prior to the December meeting. She said if anything changes between now and then, the conditional approval can reflect those changes.

Ms. Dinne suggested that the annual joint meeting with the Board be postponed to February this year to give the new Board time to get settled before jumping in.

7. OLD BUSINESS –

a. *None*

8. NEW BUSINESS –

a. ***Status Update re: Carroll County & Municipalities MS4 Memorandum of Agreement– Brenda Dinne***

Ms. Dinne started by explaining some of the differences between the County's individual Phase I permit and the Phase II general permit under which the municipalities fall. The draft Phase II permit is expected to be released by the end of the calendar year. It will include a requirement to mitigate/restore 20 percent of the untreated impervious surface in each municipality. Since the County has a 10 percent mitigation requirement in its current permit, which will be increased to 20 percent when the final is issued, the County has been budgeting for and working toward this requirement for several years. For the municipalities, however, this is a new and very costly requirement, for which the municipalities are not prepared to fund. In addition, as the County implements projects in unincorporated areas to meet its own permit requirements, the most cost effective and efficient projects will have already been completed. To continue to get the biggest "bang for the buck," projects need to be located where the greatest concentrations of impervious surfaces are, which is in and around municipalities or the County's growth areas. Therefore, the Board of County Commissioners offered to cost-share capital stormwater mitigation projects to avail the County of more cost effective projects and give greater flexibility on their location. In addition, by pursuing co-permittee status for the County and municipalities, jurisdictional boundaries are erased for the purposes of impervious surfaces; all the impervious area is lumped into one "pot." This also creates one pot of money to pay for municipal projects that can be located anywhere in the county and still give credit to all for their implementation.

Ms. Dinne described the process by which the Memorandum of Agreement (MOA) was drafted and signed. The County and municipalities agreed in April 2014 that the County would pay 80 percent of the municipalities' capital costs for stormwater mitigation projects and that they would pursue adding the municipalities to the County's Phase I permit as co-permittees. Between April and the end of October, the Water Resource Coordination Council (WRCC), which includes representatives from each municipality, the County, and the local Health Department, served as the forum for discussing what should be included in the agreement, how would be responsible for what, and how it should be implemented. The draft MOA was reviewed by each municipality, including each of their attorneys. All parties reached agreement, and the MOA was signed on October 23, 2014.

The MOA and the process by which it was reached are a testament to the great working relationship that the County has had with the municipalities for many years. There are very few counties across the country that have such an agreement. Mr. Hatkin asked if it could serve as a model for other counties. Ms. Dinne replied that it could if they were interested in an agreement like this one.

Ms. Cutsail expressed how beneficial the MOA is to the municipalities. Using Union Bridge as an example, she explained that the Town has roughly 75 acres of impervious area, which results in almost 12 acres of impervious that would be required to be remediated. This is a big cost to spread across only 900 residents, with no major new development in the foreseeable future to help offset the cost.

Ms. Dinne indicated that the Maryland Department of Environment (MDE) agreed to allow the County to designate a portion of the taxes collected for operating costs associated with the stormwater program, which is roughly \$1 million per year and would cover the municipalities' operating costs as well with the MOA. The operating costs are separate from the capital costs, which are usually paid for by issuing bonds.

Ms. Cutsail reiterated that the MOA will allow the County and municipalities to request to become co-permittees. Ms. Dinne shared that the WRCC would be discussing at their next meeting the process to proceed with this request to MDE.

b. 2015 Work Plan

Ms. Dinne reviewed the initial draft work plan. Starting with the 2014 Work Plan, she revised the specific projects listed. The projects listed were proposed by staff, not the Board. The Board may have additional suggestions/projects at the annual meeting.

The Energy Use project is the only project not completed, but would be replaced with the review of the recommendations based on Johnson Controls' evaluation.

Ms. Dinne suggested that, even though the Environmental Stewardship booklet was originally intended to be updated in 2016, since the new Board would have several new members, it might be useful to update the few figures for which new information might be available. The EAC members agreed and requested that this be completed in time for the annual joint meeting with the Board. Ms. Dinne offered that we may want to request the meeting be in mid to late February to allow us adequate time to complete the update.

Ms. Dinne went on to describe two projects that would assist Mr. Edwards, the County's NPDES Compliance Specialist, with the public education and outreach requirements of the County's National Pollutant Discharge Elimination System (NPDES) Phase I Municipal Separate Storm Sewer System (MS4) permit. The first project would be a half-day workshop that would target the county's regulated community – business owners, industrial permit holders, and others who might discharge – to be held in 2015. Experts would be brought in to provide participants with information on how to comply with their permit requirements, how to develop pollution prevention plans, proper housekeeping, and spill prevention and response. Proper housekeeping includes appropriate recordkeeping and documentation needed in the event the permit holder it audited. The EAC members would organize and sponsor the event, working closely with Ms. Dinne and Mr. Edwards.

The second workshop would be held in 2016 and would target the general public. However, although the work might be completed and event held in 2016, a work plan for how to move forward with planning and holding the workshop would be developed in 2015. Ms. Cutsail suggested that the timing of the two workshops be switched – with the general public workshop being held in 2015 and the regulated community workshop held in 2016. She indicated that in Union Bridge the cost to pay for the MS4 permit requirements would be added to the property owners' water bills, and she thought this extra cost might generate hostile feelings. Ms. Dinne added a couple points of clarification. She said that the municipalities' 20 percent would be deducted from the amount that is transferred to

each municipality via the Town/County Agreement. She also added that stormwater mitigation costs are not a requirement placed on the municipalities by the County but, rather, by the federal government by way of the stormwater permit, which is administered by MDE. Mr. Vleck added that he felt the regulated community might already have a much better idea what they need to do compared to the general public.

Ms. Zebal questioned the impact of educating the general public. She felt it would not change the fee. Ms. Dinne said that the County does get credit for the public education and outreach, even if the impact is difficult to measure.

Ms. Dinne indicated that she would check to why the order was suggested as proposed. She would switch them if it was appropriate based what she was told, otherwise she would let them know the reason for this order.

Members discussed some potential other events at which they may be able to reach out to the general public, such as the Carroll County Home Show. Ms. Dinne said that Mr. Edwards already does many of the events, so she would check with him to see if he is already participating in that one. Ms. Cutsail suggested that, if nothing else, the members might be able to help Mr. Edwards out by volunteering with him at these events.

Ms. Zebal questioned if something should be added to the Environmental Awareness Awards description under "Ongoing Topics and Projects" to increase awareness of the upcoming 2016 awards. She felt people may be reminded that their project may be eligible, or it may encourage them to complete a project knowing an award nomination could be submitted.

Ms. Dinne will send the EAC members the revised work plan incorporating these revisions before the December meeting.

c. 2015 Proposed Meeting Dates

Ms. Dinne briefly reviewed the proposed meeting dates for 2015. All but one would fall on the third Wednesday of the month. The July meeting was proposed for at alternate timeframe due to other meeting conflicts. It was pointed out that January and February meetings fall on the week of the Martin Luther King and Presidents' Day holidays. Ms. Dinne clarified that the annual joint meeting with the Board will be an additional meeting, separate and apart from the regular meetings listed. The EAC members approved the meeting dates as proposed. Ms. Dinne said she would post the dates on the EAC webpage.

APPROVAL OF 2015 MEETING DATES - MOTION NO. 206-14: Motion was made by Sandy Zebal and seconded by Ellen Cutsail to approve the proposed dates for 2015 EAC meetings. Motion carried.

9. OTHER –

No other items were discussed.

10. ADJOURN REGULAR MEETING –

ADJOURNMENT - MOTION NO. 207-14: Motion was made by Karen Leatherwood and seconded by Ellen Cutsail to adjourn the November meeting. Motion carried.

The meeting adjourned at 4:14 p.m. The next regular monthly meeting is scheduled for Wednesday, December 17, 2014, at 3:00 p.m. in the Reagan Room (003) of the County Office Building.



Carroll County Environmental Advisory Council

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Josh Hatkin, Chair
Sandra Zebal, Vice Chair

Brenda Dinne, Staff Liaison
Department of Land Use,
Planning and Development

Meeting Summary for December 17, 2014

Members

Josh Hatkin, Chair
Sandy Zebal
Melvin Baile
Ellen Cutsail
David Hynes
George Schooley
Karen Leatherwood - Absent
Kim Petry
Frank Vleck - Absent

County Government

Brenda Dinne, Special Projects Coordinator /
EAC Staff Liaison
Jennifer Quick, Recording Secretary
Glenn Edward, NPDES Compliance Specialist

Other Attendees

Janet Hatkin

1. CALL TO ORDER –

Mr. Josh Hatkin, Chair, officially called the December 17, 2014, meeting of the Environmental Advisory Council (EAC) to order at 3:02 p.m. in Room 105 of the County Office Building.

2. PUBLIC COMMENTS AND CONCERNS –

No public comments were offered.

3. APPROVAL OF MEETING MINUTES –

No corrections or additions were offered for the draft minutes.

APPROVAL OF MEETING MINUTES FROM NOVEMBER 19, 2014 - MOTION 208-14: Motion was made by Ellen Cutsail and seconded by George Schooley to approve the November 19, 2014, meeting minutes. Motion carried.

4. CHAIR & COMMITTEE REPORTS –

Solar Energy Subcommittee:

Ms. Dinne informed the Council that the committee to make recommendations regarding solar requirements for the Agricultural District, on which Ms. Petry volunteered to serve, has not yet met. Ms. Petry later commented that someone else on the Solar Energy Subcommittee would need to take her place if the meetings do not occur prior to February 1, as her term on the EAC will expire then. Ms. Zebal asked what happens to solar facilities that are already in place when code changes are adopted.

Ms. Cutsail responded that those facilities would be grandfathered and would not need to comply unless certain changes were made.

b. **Solid Waste Subcommittee:**

Ms. Cutsail informed the Council that the Solid Waste Advisory Council has not met since November 6. Therefore, there is nothing to report. The next meeting will be held in January 2015, at which time they will resume meeting on a quarterly basis.

c. **Energy Use & Cost Savings Subcommittee:**

Ms. Dinne will put this on the agenda for January, as Mike Whitson indicated that the subcommittee reviewing the Johnson Controls recommendations is not ready for the EAC review yet. Mr. Baile noted that Ray Prokop, Director of Facilities with Carroll County Public Schools (CCPS), made a presentation to a group Mr. Baile sits on about energy savings. It generated a lot of questions. Many people were skeptical about the energy audit and improvements until they saw the data. It would be useful for the general public, as well as those higher up in the CCPS organization, to see this information.

Since the EAC will be working on updating the 2014 Carroll County Environmental Stewardship booklet, Mr. Hatkin asked if some of these figures from Ray's presentation should be added to the booklet. He felt it would be good to show the Commissioners that the school system is saving money. Mr. Dinne suggested that, when we have the information from the County's audit, that information could be added later, when a larger scale update is completed. Mr. Hatkin asked if the booklet could be updated whenever the information changes. However, Ms. Dinne suggested that the booklet be updated no more than every 1 or 2 years. It would not be good to have too many versions that are constantly changing. This would also take into consideration staff workload. The information does not change that significantly in a short amount of time.

5. **TREE COMMISSION** –

Nothing to report.

6. **STAFF LIASION REPORT** –

Ms. Dinne introduced Jennifer Quick as the new recording secretary.

Ms. Dinne indicated that much of the updated information should be available for the Environmental Stewardship booklet by the January meeting. She will put this topic on the agenda to report on the status of the update, which the EAC would like to be completed before the annual joint meeting with the Board of County Commissioners (Board).

Ms. Dinne will request the joint meeting with the Board be scheduled late in February to 1) give the new members time to settle in and 2) give the EAC time to update the Environmental Stewardship booklet beforehand. She would request that meeting be held after the February EAC meeting.

A news release was sent by the Commissioners' office requesting interested persons to apply for vacant positions on various County boards and commissions. Ms. Dinne mentioned the news release and reminded the members that four members' terms expire in 2015. Ms. Petry's second term will expire Feb 1; Ms. Leatherwood's first term will expire July 31; Mr. Hatkin's first term will expire September 30; and the remainder of the term Mr. Schooley's is filling will expire September 30. The previous Board's policy was not to reappoint for more

than two consecutive terms. Therefore, Ms. Petry would not be reappointed unless the current Board changed the policy.

7. OLD BUSINESS –

a. *Review and Approve 2015 Work Plan*

The members discussed the draft work plan the November meeting. Ms. Dinne referred to the revised draft work plan she sent via e-mail with a few minor revisions. The scope of work for the Business Community MS4 Workshop also was attached. Ms. Dinne indicated that she looked into the priorities for holding the business community workshop prior to a workshop for the general public, as requested at the November 19 meeting. Since the greatest percentage of reported illicit discharges were attributable to business and industrial sites, the highest priority for staff from a compliance perspective is this audience. Therefore, she did not switch the order of the workshops included on the work plan.

Glenn Edwards, NPDES Compliance Specialist, gave background on the permit. He advised that staff already is reaching out to the general public at numerous events across the county, with the availability of a hotline for reporting discharges, and information provided on the County's website. Mr. Edwards indicated that the County follows up on complaints, but seeks voluntary compliance as much as possible. Roughly one third of discharges are actually discovered by staff, either County or municipal, but usually someone reports them. Mr. Edwards' position is funded 50 percent by the municipalities.

Mr. Edwards indicated that he would like to use the workshop as a launch point for a longer-term outreach strategy. Ms. Cutsail suggested using the Community Media Center and Cable TV for presentations, and information.

No additional changes were proposed to the draft work plan.

APPROVAL OF 2015 WORK PLAN - MOTION 209-14: Motion was made by Ellen Cutsail and seconded by Sandy Zebal to approve the 2015 Work Plan. Motion carried.

The work plan will go to the Commissioner's as the EAC approved/proposed 2015 Work Plan and they will receive it prior to the joint meeting. Ms. Dinne will add the date approved to the footer of the proposed 2015 Work Plan before it is sent to the Board.

Ms. Dinne reviewed the scope of work for the Business Community MS4 Workshop, which is briefly described in the EAC's proposed 2015 Work Plan. The scope of work, which is more detailed than the description in the work plan, will be attached to the work plan. Ms. Dinne said that there is not a budget for the workshop per se. However, many tasks that staff will have to do would fall under normal daily work duties. In addition, there are many facilities that would be available free of charge to the County. The educational topics to be discussed were listed in the scope of work, as taken from the Permit. The workshop will be a half-day workshop.

Ms. Dinne shared that the target audience will be identified and a mailing list developed. Businesses to be specifically invited will be identified as well. Roberta Windham, with the Commissioners' office, will work with the EAC and staff to employ

the County's social media outlets (such as Facebook and Twitter), the Carroll County's website, newsletters, etc. to get the word out.

Mr. Edwards will secure the guest/expert speakers from the County, State, or someone in the industry. Speakers will be responsible for providing any materials, such as PowerPoint. Mr. Edwards may also provide additional materials.

Some activities and work products can be covered under the normal daily operating budget, such as small mailings. Ms. Dinne mentioned that the item that would have a cost associated with it would be provision of refreshments. However, she suggested that the members pursue identifying a sponsor or donor for the refreshments. She said any businesses donating or sponsoring refreshments would be recognized in the workshop materials.

Ms. Dinne said the January agenda will include a discussion of the more specific tasks that will need to be completed and divvy the responsibilities up among the EAC members.

Josh wanted to know if this is something the EAC will continue to do on a regular basis. Ms. Dinne said it would depend on how this workshop goes and what the future needs are. However, a workshop would definitely not be held more than once a year. She indicated that any materials developed specifically for the workshop can be posted on the County website so they are available. Most of what Mr. Edwards has is already on the web.

b. ***Revise 2015 Meeting Dates – November & December***

The 2015 meeting dates were approved at the November meeting. After that date, some conflicts arose with other regular meetings that Ms. Dinne must attend. Therefore, she requested that the EAC consider rescheduling the November and December meeting dates to the following day. The Reagan Room is available those afternoons. The November 18, 2015, meeting will be moved to November 19, and the December 16, 2015, meeting will be moved to December 17. Both meetings will be at 3:00 p.m.

APPROVAL OF REVISED 2015 MEETING DATES - MOTION 210-14: Motion was made by Ellen Cutsail and seconded by George Schooley to approve the revised 2015 meeting dates. Motion carried.

8. **NEW BUSINESS –**

a. ***Review and approve the 2014 Annual Report***

Ms. Dinne provided the EAC at the November 19 meeting with an initial draft of the 2014 Annual Report for member review. She indicated that the revised version e-mailed to them prior to this meeting only contained a few revisions since last meeting, which are highlighted in yellow. She reviewed the contents of the draft report, including accomplishments, actions taken, citizen concerns, informational briefings, and changes in membership. At Ms. Cutsail's request, Ms. Dinne will add a sentence under the Solid Waste Advisory Group's work to mention that KCI, a consultant working with the county's DPW staff to evaluate the County's Solid Waste Management Plan, presented on the status of this project.

APPROVAL OF 2014 ANNUAL REPORT AS AMENDED - MOTION 211-14: Motion was made by Ellen Cutsail and seconded by Kim Petry to approve the 2014 Annual Report. Motion carried.

9. OTHER –

No other items were discussed.

10. ADJOURN REGULAR MEETING –

ADJOURNMENT - MOTION NO. 212-14: Motion was made by Ellen Cutsail and seconded by Sandy Zebal to adjourn the December meeting. Motion carried.

The meeting adjourned at 4:05 p.m. The next regular monthly meeting is scheduled for Wednesday, January 21, 2015, at 3:00 p.m. in the Reagan Room (003) of the County Office Building.