



Carroll County Environmental Advisory Council

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Karen Leatherwood, Chair
David Hynes, Vice Chair

Brenda Dinne, Staff Liaison
Department of Land
& Resource Management

Meeting Summary for January 18, 2017

Members

Karen Leatherwood, Chair
David Hynes, Vice Chair – absent
Curtis Barrett – absent
Ellen Cutsail
Jesse Drummond
Amy Krebs – absent
Charlene Norris
Frank Vleck
Sandy Zebal

County Government

Brenda Dinne, Special Projects Coordinator / EAC Staff
Liaison
Clay Black, Bureau Chief, Bureau of Development Review
Price Wagoner, Development Review Coordinator II
Cindy Myers-Crumbacker, Recording Secretary

Other Attendees

Craig Paskoski

1. CALL TO ORDER –

Ms. Leatherwood, Chair, officially called the January 18, 2017, meeting of the Environmental Advisory Council (EAC) to order at 3:00 p.m. in Room 003 of the County Office Building.

2. NEW MEMBER INTRODUCTIONS –

Jesse Drummond and Charlene Norris were introduced as new members and shared some of their background. Sandra Zebal's term is expiring on July 5, 2017. She is not eligible for re-appointment because she has served two full terms. Ellen Cutsail's term is also expiring on July 5, 2017. However, this will be the end of her first term, so she is eligible for and recommended for re-appointment. David Hynes resigned from the EAC on January 18, 2017. Ms. Dinne said a framed Certificate of Appreciation will be given to him.

3. PUBLIC COMMENTS & CONCERNS –

No public comments were offered.

4. APPROVAL OF MEETING MINUTES –

Approval of the November 15, 2016 minutes was discussed, and no changes were offered.

APPROVAL OF MINUTES – Motion 269-17: Motion was made by Ellen Cutsail and seconded by Frank Vleck to approve the November 15, 2016, meeting minutes. Motion carried.

5. **CHAIR AND COMMITTEE REPORTS** –

a. Solid Waste Subcommittee:

Ms. Leatherwood reported that the Solid Waste Advisory Council (SWAC) is frustrated that the same potential actions have been discussed many times over the years, but no action has yet occurred, despite the same options being recommended multiple times. Ms. Cutsail added that currently a portion of the General Fund is moved into the Enterprise Fund to augment revenues. The Enterprise Fund is meant to pay for itself through the user fees. Other sources of revenue for the Enterprise Fund are needed so funds do not need to be transferred from the General Fund. Ms. Leatherwood indicated that the SWAC will not be meeting again until January.

6. **STAFF LIASION REPORT** –

Ms. Dinne indicated that the annual joint meeting with the Commissioners will be held tomorrow, January 19, at 1:30 PM in Room 003. The February meeting will include discussion regarding the residential solar outreach booklet, the public workshop, and the elections of Chair and Vice-Chair. These elections will be effective at the March meeting. Ms. Dinne noted that the April 19 meeting will be held in Room 311 since the Board needed Room 003 at that time. In addition, the June meeting will be on Thursday, June 7, at 6:30 PM in Room 105.

7. **NEW BUSINESS** –

a. Solar Project in Wakefield Valley – Clay Black

Clay Black, Bureau Chief of Development Review, and Price Wagoner, Development Review Coordinator, provided the members with an informational presentation on a proposed solar project in Wakefield Valley.

The Wakefield Valley solar project is owned by Wakefield Valley LLC and to be developed by Earth and Air Technologies. The project is proposed on 13+ acres at the corner of Wakefield Valley Road and MD 31 outside New Windsor. The 13 acres will be leased from the owner of the farm property on which it sits. Properties with Agricultural Land Preservation Easements adjoin this property, but this particular farm is not in the preservation program. The property is zoned Restricted Industrial, in which it is a principal permitted use. A special informational report on the project was presented to the Carroll County Planning and Zoning Commission on January 17, 2017. If BGE and the Public Service Utility Commission approve the project, it will be the first commercial project in the county. The anticipated 2 megawatts of energy converted will go to the BGE grid. The solar panels will move with the sun. A six-foot fence will be installed around the perimeter for security. No employees will be located onsite, as the facility will be operated remotely.

The project will need approval from the appropriate County agencies, including obtaining a building permit, before the project can begin. Due to the regulatory process with the Public Service Commission, it will be 3 to 4 months before the project would start. Adjoining property owners were notified before the Planning Commission meeting. Mr. Drummond asked what maintenance needed to be done once the project is completed. Mr. Wagoner answered that the

farm owner will be maintaining it. There will be grass under the solar panels, and the owner of the farm will provide maintenance and mowing around the facility.

The panels are expected to have a 25-year lifespan. If after that time, the property owner no longer wishes to continue the lease, the facility can be removed, and you will not be able to tell it was ever there. See the attached handout, "Wakefield Acres LLC, Solar Conversion Facility."

There currently are three planned solar projects at County-owned facilities – Hampstead Wastewater Treatment Plant, Carroll Community College, and Hoods Mill Landfill. These projects are in progress.

8. **OLD BUSINESS** –

a. General Public Workshop

The NPDES MS4 permit requires us to provide public education and outreach to businesses and the general public. An MS4 Business Workshop was held on January 5 last year. The business workshop and general public workshop will be held every other year on opposite years. The general public workshop is scheduled for Saturday, March 18, 2017, at Carroll Community College from 10:00 AM to 12:00 PM. Tables will be set up in the Great Hall with experts at each table to answer individual questions on a specific topic. Each speaker will give a 15-minute presentation in a nearby classroom to give an overview and allow questions from the group. Ms. Leatherwood suggested reserving a second room to save setup time between sessions. Ms. Leatherwood also thanked Ms. Dinne for getting the banner to advertise the workshop added to the County's homepage.

Ms. Leatherwood will contact WTRR about scheduling an interview. She will do an article for the Carroll County Times when the workshop gets closer. She also will ask Commissioner Wantz at the joint meeting with the Board if he would like to talk about the workshop on one of his Keeping It Real in Carroll County video shows. Mr. Vleck will have a booth at the Forestry Workshop this Saturday and will hand flyers out to advertise. Ms. Leatherwood announced the workshop at the South Carroll Business Association lunch today.

Michel Elben with the Carroll County Times requested Mr. Vleck to send her a picture for her article. Mr. Vleck wasn't sure what kind of picture she wants. Ms. Dinne will contact her to clarify.

b. Residential Solar Public Outreach Materials

Ms. Dinne prepared a set of questions to answer as an outline for the content for the booklet. She indicated that she only received a couple links for information for the booklet. Therefore, she suggested that, rather than have everyone research everything, each person take a question/topic and research that topic.

Ms. Leatherwood felt the information should be factual and not biased to one direction. She suggested giving pros and cons and not recommending a specific action (where applicable). It was decided the booklet should be written in such a way as to minimize the amount of updates that would need to be done, aiming to produce a document that does not have to be updated more frequently than every 2 years (or longer). The booklet will only apply to unincorporated Carroll County, as the municipalities have their own requirements, making it more confusing to the reader and more difficult to update. However, contact information will be included for each municipality. Two more topics were added – "What is the process for residential solar installation?" and "Where can I find grants and incentives to help me finance my costs?"

Ms. Zebal will provide Ms. Dinne with copies of handouts from Doug Hendricks [formerly with Maryland Energy Administration (MEA)] that included good questions and financing information. MEA also has a homeowners guide. Ms. Leatherwood suggested referencing some of the other good publications, such as the Solar Energy Industry Association's Comprehensive Guide.

The table below shows the topics and who will be responsible for researching that topic. The info (documents and links to documents) should be e-mailed to Ms. Dinne by Wednesday, February 8, so she has time to compile the information for discussion at the February 15 meeting. Ms. Norris volunteered to write out the decision-making and installation process for installing residential solar, since she recently went through this process. Ms. Dinne will provide the information regarding finding a certified installer, as one search will provide a list of certified installers. She will also write the requirements for Carroll County Zoning and Permitting.

c. Preparation for Joint Meeting with Board of County Commissioners

Ms. Dinne provided the EAC members with talking points for the meeting with the Board the next day. Each person volunteered for a section to lead and summarize to the Board.

Ms. Norris and Mr. Drummond requested copies of the 2016 Work Plan and 2015 Annual Report for their reference as new members. Ms. Dinne will provide it. [See the attached handouts – 2017 Work Plan, 2016 Annual Report, January 29 Joint Meeting with BCC Agenda.](#)

8. OTHER –

Nothing to discuss.

9. ADJOURN REGULAR MEETING –

The meeting adjourned at 4:42 p.m. The next regular monthly meeting is scheduled for Wednesday, February 15, 2017, at 6:30 p.m. in the Reagan Room of the County Office Building.

MEETING ADJOURNMENT – Motion 270-17: Motion was made by Ellen Cutsail and seconded by Sandra Zebal to adjourn the January 18, 2017, meeting. Motion carried.



Wakefield Acres LLC, - Solar Conversion Facility SF-16-0089

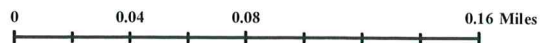


Property line shown hereon are from tax maps and therefore are approximate and are shown for illustrative reference only.
Photograph date: Spring 2011



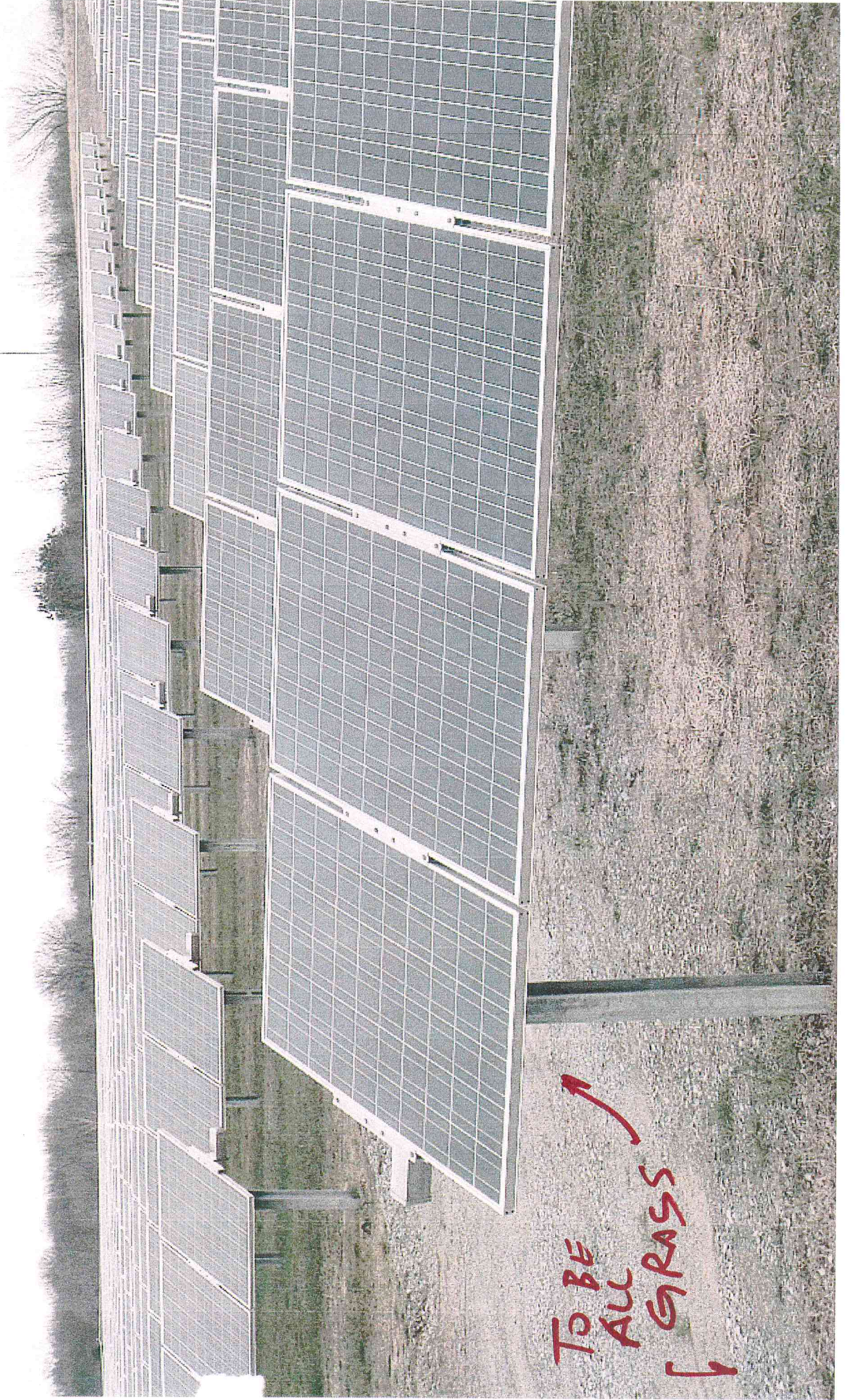
Wakefield Acres LLC, - Solar Conversion Facility SF-16-0089

- AG
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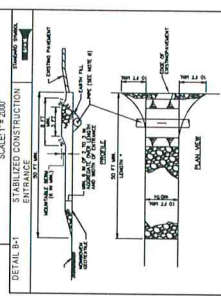
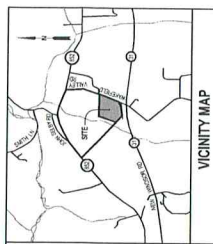


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EXAMPLE

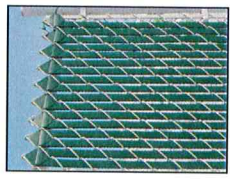


TO BE
ALL
GRASS



CONSTRUCTION SPECIFICATIONS

1. ALL CONSTRUCTION SHALL BE ACCORDING TO THE MARYLAND STATE DEPARTMENT OF TRANSPORTATION AND PUBLIC SAFETY (SDOT) STANDARD SPECIFICATIONS FOR HIGHWAY CONSTRUCTION, LATEST EDITION, UNLESS OTHERWISE NOTED.
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SCREENED CHAIN-LINK FENCING

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GENERAL NOTES

1. THE PROPERTY OWNER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE APPLICABLE AGENCIES.
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SIMPLIFIED SITE PLAN

SOLAR ENERGY CONVERSION FACILITY

WAKEFIELD ACRES, LLC PROPERTY

WEST SIDE OF WAKEFIELD VALLEY ROAD
11TH ELECTION DISTRICT, CARROLL CO, MD
19343

RTF
associates, inc.
LAND SURVEYORS & PLANNERS

142 EAST MAIN STREET, WESTMINSTER, MD 21157
TEL: 410-336-3535
EMAIL: RTF@RTFASOCIATES.COM

DRAWN BY: MEJ DATE: 11/20/2018
CHECKED BY: JEL DATE: 11/20/2018
SCALE: 1" = 500'

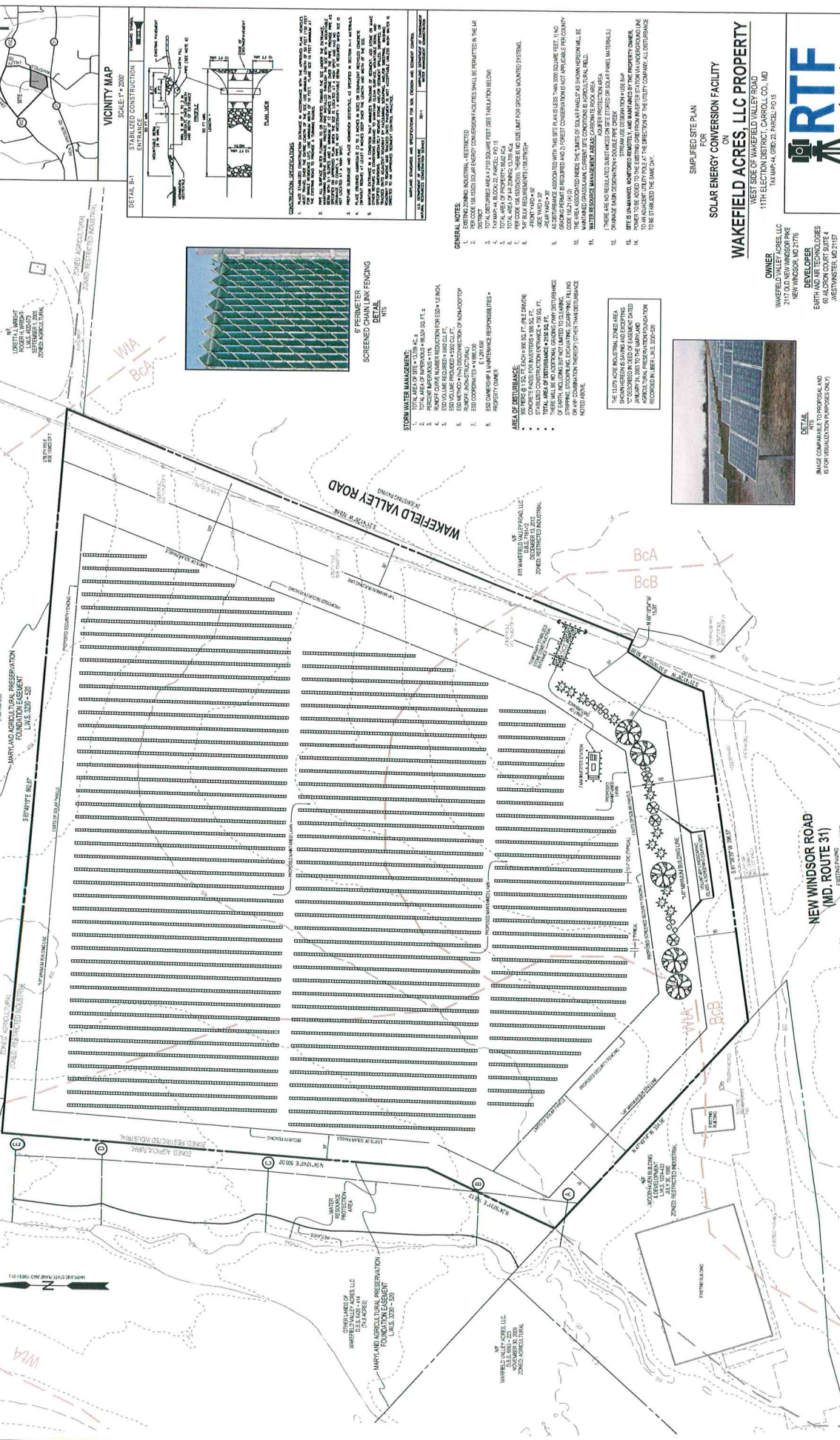
OWNER
WAKEFIELD VALLEY ACRES, LLC
7100 WINDSOR ROAD
NEW WINDSOR, MD 21057

DEVELOPER
EARTH AND AIR TECHNOLOGIES
69 ALCON COURT SUITE 4
WESTMINSTER, MD 21157
410-336-3535

TITLE REFERENCE
WAKEFIELD VALLEY ACRES, LLC
DBS E-604-04
NO. 0000000000

PLANTING LEGEND

- MAJOR DECIDUOUS TREE
- MINOR DECIDUOUS TREE
- EVERGREEN TREE
- SHRUBS



NON FORESTED WATER RESOURCE PROTECTION AREA

TRANSIT	BASE	SLOPE	SLOPE < 2%	WELLS	STEP SLOPES	TOTAL
1	1	2%	2%	1	1	4
2	2	2%	2%	1	1	4
3	3	2%	2%	1	1	4
4	4	2%	2%	1	1	4
5	5	2%	2%	1	1	4
6	6	2%	2%	1	1	4
7	7	2%	2%	1	1	4
8	8	2%	2%	1	1	4
9	9	2%	2%	1	1	4
10	10	2%	2%	1	1	4
11	11	2%	2%	1	1	4
12	12	2%	2%	1	1	4
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14	14	2%	2%	1	1	4
15	15	2%	2%	1	1	4
16	16	2%	2%	1	1	4
17	17	2%	2%	1	1	4
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19	19	2%	2%	1	1	4
20	20	2%	2%	1	1	4

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- MAJOR DECIDUOUS TREE
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- SHRUBS

JOHN E. LEMMERMAN, PROJ. LE & PLOMER EXP. 04-17 DATE



Carroll County Environmental Advisory Council (EAC)

Karen Leatherwood, Chair

eac@ccg.carr.org

Brenda Dinne, Staff Liaison

2017 Work Plan

EAC PURPOSE

Created under Chapter 31 of the Carroll County Code of Public Local Laws, the Environmental Advisory Council (EAC) is dedicated to exploration and promotion of the County's environmental management responsibilities, to providing the Commissioners with educated advice that is in the best interest of the County and the County's residents, and to environmental educational efforts.

EAC FUNCTION

The EAC functions at the direction of the Carroll County Board of Commissioners and, as such, works cooperatively with County environmental staff to research environmental policy issues; to advise the Board of County Commissioners; to foster environmental education; and generally to act in the best interest of County residents by promoting effective environmental protection and management principles.

WORK PLAN PURPOSE

As an advisory body to the Board, the EAC provides recommendations to the Board on emerging environmental policy and projects. Projects may be individual, discrete projects of the EAC, supplemental or supportive to staff projects, or recommend measures to mitigate environmental impacts for projects initiated by or supported by the Board.

This work plan outlines the topics, projects, and/or issues where the EAC will assist and advise the Board for the 2017 calendar year. The EAC reviewed these topics with the Board in the annual joint meeting held on January 19, 2017.



TOPICS AND PROJECTS FOR 2017

In Calendar Year 2017, the EAC will work on the following topics and/or projects:

Topic/Project	Expected Product
<p><i>Carroll County National Pollutant Discharge Elimination System (NPDES) Phase 1 Municipal Separate Storm Sewer System (MS4) Public Education Requirements – Work Plan to Develop Public Workshop for General Public:</i> Carroll County’s MS4 permit requires the County to implement a public education and outreach program to reduce stormwater pollutants. One requirement of the permit is to provide information to inform the general public about the benefits of:</p> <ul style="list-style-type: none"> ◆ Increasing water conservation; ◆ Residential and community stormwater management implementation and facility maintenance; ◆ Proper erosion and sediment control practices; ◆ Increasing proper disposal of household hazardous waste; ◆ Improving lawn care and landscape management (e.g., the proper use of herbicides, pesticides, and fertilizers, ice control and snow removal, case for clippers, etc.); ◆ Residential car care and washing; and ◆ Proper pet waste management. <p>The EAC members will continue to work closely with the County’s EAC Staff Liaison and the NPDES Compliance Specialist to develop and implement an educational event to which the general public would be invited to participate to learn the benefits of these practices and possible ways to implement them at their own homes and properties. The event will be held on Saturday, March 18, in the Great Hall at Carroll Community College from 10 AM to 12 PM. <i>Target Completion: Winter/Spring 2017</i></p>	<p>Educational workshop for County’s general public + related educational materials</p>
<p><i>Carroll County National Pollutant Discharge Elimination System (NPDES) Phase 1 Municipal Separate Storm Sewer System (MS4) Public Education Requirements – Public Education Workshop for Commercial and Industrial Business Community:</i> Carroll County’s MS4 permit requires the County to implement a public education and outreach program to reduce stormwater pollutants. One requirement of the permit is to provide information regarding the following water quality issues to the regulated community:</p> <ul style="list-style-type: none"> ◆ NPDES permitting requirements; 	<p>Educational workshop for County’s general public + related educational materials</p>



Topic/Project	Expected Product
<ul style="list-style-type: none"> ◆ Pollution prevention plan development; ◆ Proper housekeeping; and ◆ Spill prevention and response. <p>The first business workshop was held on January 5, 2016. This workshop will be held every other year, on the opposite year of the general public workshop. As part of its public outreach charge, the EAC members will continue to work closely with the County's EAC Staff Liaison and the NPDES Compliance Specialist to plan and implement an educational workshop to which commercial and industrial business owners will be invited. The purpose of the workshop will be to equip these businesses with knowledge of the good housekeeping and best management practices (BMPs) that will protect water quality and prevent issues for these businesses in the future. The workshop will be held in 2018, but the initial planning stages will begin in 2017. <i>Target Completion: Spring 2018</i></p>	
<p>Residential Solar Public Outreach Materials: Public outreach materials will be developed to help provide Carroll's residents with basic information to navigate the process in Carroll County of installing accessory solar facilities in residential. This may be expanded to include materials for small businesses if the residential materials are successful and information is available. The materials will be made available in hardcopy and online. <i>Target Completion: Summer 2017</i></p>	<p>Brochure or booklet</p>
<p>2017 Environmental Stewardship Booklet Update: The 2015 Environmental Stewardship booklet, initially prepared at the Board's request in 2014 and updated every other year beginning in 2015, will be once again updated to reflect current data. The booklet will be made available in hardcopy and online. <i>Target Completion: Spring 2017</i></p>	<p>Booklet</p>



ONGOING TOPICS AND PROJECTS

The EAC will address the following ongoing topics and projects:

- › In its continuing role to promote public education and awareness on environmental issues, the EAC will also address citizen concerns as they arise and are brought to the EAC's attention.
- › The Carroll County Commissioners adopted the Environmental Awareness Awards program in 1990 to recognize individuals and groups that have exemplary accomplishments in the protection, conservation, and improvement of our environmental resources through their actions or projects. Awards are presented biennially to individuals and groups chosen from nominees submitted for consideration by their peers, although self-nominations will be accepted. The EAC will begin in fall 2017 with the preliminary work and preparation of materials to launch the 2018 Environmental Awareness Awards process in January 2018.
- › Members of the EAC's Solid Waste Committee appointed by the Board to serve on the Solid Waste Advisory Council (SWAC) will continue to report back to the other EAC members and act as liaisons between the Councils.

Approval will be sought from the Board to proceed on any concerns requiring additional time, staff, or financial resources.

ADDITIONAL PROJECTS

Other topics and/or projects may surface throughout the year for which the Board would like a review and/or advice from the EAC. If the Board seeks input from the EAC, the Board will request the review and input in writing. The request will specify what aspect of the issue/project should be discussed and/or the desired product from the EAC.

Other issues or projects for discussion may be brought to the EAC's attention during the year by a member of the EAC, the public, or staff. If the EAC chooses to pursue a project, a written request will be made to the Board for approval to amend the work plan with the additional project. The request will specify the scope of the project and expected product and outcome. The Board may modify the scope of the project with its approval.

At the request of the Board of County Commissioners, potential future projects, as needed and time permitting, may include public education regarding tree planting, wind energy, and/or potable water.





Carroll County Environmental Advisory Council (EAC)

Karen Leatherwood, Chair

eac@ccg.carr.org

Brenda Dinne, Staff Liaison

2016 Annual Report

2016 Work Plan Progress

Solar Surface Area Requirements in Residential Districts

The EAC reviewed options for surface area requirements for solar systems in residential districts and recommended an amendment to the surface area limits of 120 square feet. The EAC researched requirements in other Maryland counties, as well as other jurisdictions around the country, and forwarded its findings and recommendations to the Board in April 2016. The

Carroll County Planning Commission reviewed the EAC recommendation on June 29 and August 3 and concurred. The Board held a public hearing on October 13, and adopted the amendment with a minor revision on October 27, 2016.

COMPLETED

2016 Environmental Awareness Awards

In January 2016, the EAC initiated outreach efforts to seek nominations for the 2016 Awards. Nominations were reviewed in March and winners in each category chosen. The EAC and Board jointly presented the winners with their awards on April 21, 2016.

COMPLETED



2016 Arbor Day Celebration

The EAC organized and held a tree planting ceremony at Carroll Community College on April 29, 2016. Trees were planted in the grove behind the college to recognize Arbor Day and to honor the Environmental Awareness Awards winners. Commissioners Doug Howard and Richard Weaver, Community College Vice President Alan Schuman, and award winners, Brett Hackett and Don West, participated in the ceremony with EAC

Carroll County Environmental Advisory Council (EAC)
Karen Leatherwood, Chair | eac@ccg.carr.org | Brenda Dinne, Staff Liaison

SOLAR SURFACE AREA REQUIREMENTS IN RESIDENTIAL DISTRICTS
FINDINGS AND RECOMMENDATION TO BOARD OF COUNTY COMMISSIONERS

Background

In October 2015, Commissioner Dennis Frazier requested that staff review the maximum size requirements for solar energy conversion facilities in the residential zoning districts and provide a recommendation if warranted. His concern was that the size was not sufficient enough to contribute significantly to the homeowners' power needs. The County Administrator then directed the project to the Environmental Advisory Council (EAC) to be added to the EAC's 2016 Work Plan.

The EAC members reviewed the proposed project at the January 21, 2016, annual joint meeting between the Board and the EAC. Commissioner Rothschild requested that the EAC, in preparing a recommendation, consider several factors that he indicated had been of importance to the Planning Commission during the drafting, review, and adoption process for the original requirements in 2013. These factors included:

1. **Aesthetics.** The Planning Commission felt that the ground-mounted systems looked like a billboard in the yard.
2. **Setbacks.** Ground-mounted solar systems should be closer to the house that is installing them than to the neighbor's house.
3. **Solar Access.** Whose rights prevail if a neighbor blocks the sun?

Currently, §158.153 Solar Energy Conversion Facilities, of the Carroll County Code of Public Local Laws, permits a maximum surface area of 120 square feet in all residential districts for ground-mounted systems. Ground-mounted systems are subject to the same five-foot setback requirements in the side and rear yard as other accessory uses, with a maximum height of 10 feet above grade. The maximum surface area for roof-mounted systems is limited to the size of the roof. Wall-mounted systems are not addressed. Additional safety and building code

2016 Annual Report

members, Karen Leatherwood and Sandy Zebal.
COMPLETED



Business Community MS4 Workshop

Carroll County's and its municipalities' MS4 permit requires implementation of a public education and outreach program to reduce stormwater pollutants, including providing information regarding water quality issues to the regulated community. As part of its public outreach charge, the EAC members worked closely with the County's EAC Staff Liaison and the NPDES Compliance Specialist to plan an educational workshop. The workshop was held on January 5, 2016. Thirteen business members attended, along with several municipalities, County staff, and EAC members. The workshop will be held again in 2018.



COMPLETED



Lightweight Aggregate Fact Sheet

Commissioners Weaver and Rothschild requested that the EAC research lightweight aggregate as it relates to its application to the use of dredge materials in relation to sediment deposition behind the Conowingo Dam. The EAC researched the topic and developed a brief fact sheet, which covers what it is, how it may be used in this context, and political benefits and challenges of implementation. The completed fact sheet was forwarded to the Board on November 3, 2016.

COMPLETED

Carroll County Environmental Advisory Council (EAC)
Karen Leatherwood, Chair | eac@ccg.carroll.md.gov | Brenda Dinne, Staff Liaison

FACT SHEET: LIGHTWEIGHT AGGREGATE

Background

In 2010, the US Environmental Protection Agency (EPA) established a total maximum daily load (TMDL) for the Chesapeake Bay. The TMDL identifies the level of pollutants (nitrogen, phosphorus, and sediment) that the Bay can assimilate and still maintain water quality standards. Significant reductions in these pollutants are required to be made by 2025 to restore the health of the Bay.

The Conowingo Dam on the Susquehanna River has been trapping sediments since its completion in 1928. The sediments behind the dam have been identified as a major concern. The reservoir behind the dam is expected to reach its capacity for trapped sediments within the decade. With the sediments so high and deep behind the dam, large storms – such as Hurricane Agnes and Tropical Storm Lee – have scoured the sediment, sending it past the dam and into the Chesapeake Bay. The amount of pollutants sent into the Bay by one storm has the potential to negate millions of dollars worth of pollution reduction activities throughout the Chesapeake Bay watershed.

Lightweight Aggregate Description

EPA defines LWA as "a type of coarse aggregate that is used in the production of lightweight concrete products such as concrete block, structural concrete, and pavement. Most LWA is produced from materials such as clay, shale, or slate. Blast furnace slag, natural pumice, vermiculite, and perlite can be used as substitutes, however. To produce LWA, the raw material (excluding pumice) is expanded to about twice the original volume of the raw material. The expanded material has properties similar to

Use in This Context

State and federal agencies have been studying options for addressing this issue for several years. The option has been raised of dredging the materials behind the dam and reusing the materials to create lightweight aggregate (LWA) for construction materials.

(Baltimore Sun Photo by David Healy)

As of October 06, 2016

General Public MS4 Workshop

The MS4 permit also requires implementation of the public education and outreach program to include information to the general public. The EAC initiated the process to develop and hold an educational event to which



the general public would be invited to participate to learn the benefits of these practices and possible ways to implement them at their own homes and properties. This event will be held on Saturday, March 18, 2017, in the Great Hall at Carroll Community College from 10 AM to 12 PM. The EAC continues to work on the logistical arrangements, advertising, and securing speakers.

IN PROGRESS

2017 Work Plan

The EAC developed a proposed work plan for projects to be completed during the 2017 calendar year.

The EAC approved the proposed work plan on November 15, 2016. It will be finalized pending additional projects requested by the Board and concurrence at the annual joint meeting in January 2017.



PENDING BOARD CONCURRENCE

Solid Waste Committee Service on Solid Waste Advisory Council (SWAC):

Two members of the EAC's Solid Waste Committee continued to serve on the Solid Waste Advisory Council, which is facilitated by Department of Public Works (DPW) staff. The group serves in an advisory capacity to the DPW regarding implementation of recommendations from the Solid Waste Work Group's report, input on potential capital projects and future directions, as well as public outreach efforts. The

EAC Committee members serve as liaisons between the two groups to allow for additional collaboration and input.

ONGOING

Actions Taken

- ◆ *Business MS4 Workshop:*
 - ▶ Advertising, materials, and logistical / administrative details were developed and implemented.
 - ▶ The workshop was held on January 5, 2016.
- ◆ *Residential Solar Surface Area Size Requirements:*
 - ▶ After researching requirements in other jurisdictions, the EAC prepared a report of findings and recommendation, which it approved on April 20 and subsequently forwarded to the Board.
 - ▶ The EAC briefed the Board on May 12.
 - ▶ Per the Board's direction, the EAC discussed its recommendation with the Planning Commission on June 29 and August 3; the Planning Commission concurred with the recommendations.
 - ▶ The Board held a public hearing on October 13 and adopted the amendment on October 27, 2016.
- ◆ *Lightweight Aggregate Fact Sheet:*
 - ▶ The EAC researched operations where LWA is manufactured from dredged materials. Harbor Rock and Maryland Port Administration presented to the EAC to provide additional information.
 - ▶ The EAC developed a fact sheet and approved it on October 19, 2016, to be sent to the Board.
- ◆ *Environmental Awareness Awards:*
 - ▶ The EAC publicly launched the nomination forms in January.
 - ▶ The EAC members reviewed the nominations and selected winners.
 - ▶ The EAC and Board jointly presented the

2016 Annual Report

awards to winners on April 21, 2016.

- ◆ **Work Plan:**
 - ▶ In October and November, the EAC drafted a proposed 2017 work plan in preparation for the annual joint meeting with the Board, to be scheduled in January 2017.
 - ▶ The EAC approved its proposed work plan (pending Board concurrence) on November 15, 2016.
- ◆ **Annual Report:**
 - ▶ The 2016 annual report to the Board was drafted and reviewed in November.
 - ▶ The EAC approved the report on November 15, 2016.

- ◆ **May:** Volunteered @ Westminster Flower & Jazz Festival
- ◆ **September:** Volunteered @ Sykesville Harvest Festival

Citizen Concerns/Issues

The following concerns or issues were brought to the EAC's attention. The EAC responded or referred the individuals to the appropriate agencies.

- ◆ **October:** Residential solar size requirements

Informational Briefings Received

- ◆ **July:** Lightweight Aggregate – Harbor Rock (Jeff Otto)
- ◆ **August:** Lightweight Aggregate – Maryland Port Administration (Kristen Weiss Fidler)
- ◆ **September:** Energy Saver Loan Program (Andrea Gerhard)

Public Education

Part of the EAC's charge is public education on environmental issues that are pertinent to Carroll County. In 2017, EAC members participated in the following public education activities:

- ◆ **January:** Business Community MS4 Workshop

Member Activity

Member	Action	Term Expiration
Curtis Barrett Ellen Cutsail David Hynes Amy Krebs Karen Leatherwood Frank Vleck Sandy Zebal	<ul style="list-style-type: none"> ◆ Served as current members through the year. ◆ Karen Leatherwood and David Hynes continued to serve as Chair and Vice Chair, respectively. 	--
Murray Kenyon	<ul style="list-style-type: none"> ◆ Appointed February 4, 2016; replaced Melvin Baile ◆ Resigned March 14, 2016; other commitments 	January 31, 2020 March 14, 2016
Richard Lord	<ul style="list-style-type: none"> ◆ Appointed February 4, 2016; replaced George Schooley ◆ Officially removed from roster for lack of response & attendance 	September 30, 2017 June 2016
Frank Vleck	<ul style="list-style-type: none"> ◆ 1st term expires January 31, 2017; recommend reappointment 	January 31, 2017
Vacancies	2 vacancies to be filled – as of December 22, 2016	



Carroll County Environmental Advisory Council

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Karen Leatherwood, Chair
David Hynes, Vice Chair

Brenda Dinne, Staff Liaison
Department of Land &
Resource Management

Agenda

Annual Joint Meeting with
Board of County Commissioners
January 19, 2017 at 1:30 PM
Reagan Room

1. Purpose of Meeting
2. Introductions
3. Role of Environmental Advisory Council (EAC)
4. 2016 Annual Report
5. 2017 Work Plan
6. Adjourn



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Frank Vleck, Vice-Chair

Brenda Dinne, Staff Liaison
Department of Land
& Resource Management

Meeting Summary for February 15, 2017

Members

Karen Leatherwood, Chair
Curtis Barrett
Ellen Cutsail
Jesse Drummond
Amy Krebs
Charlene Norris
Frank Vleck
Sandy Zebal – absent

County Government

Brenda Dinne, Special Projects Coordinator / EAC Staff
Liaison
Cindy Myers-Crumbacker, Recording Secretary

Other Attendees

None

1. CALL TO ORDER –

Ms. Leatherwood, Chair, officially called the February 15, 2017, meeting of the Environmental Advisory Council (EAC) to order at 6:31 p.m. in Room 003 of the County Office Building.

2. PUBLIC COMMENTS & CONCERNS –

No public comments were offered.

3. APPROVAL OF MEETING MINUTES –

Approval of the January 18, 2017, minutes was discussed, and no changes were offered.

APPROVAL OF MINUTES – Motion 271-17: Motion was made by Ellen Cutsail and seconded by Charlene Norris to approve the January 18, 2017, meeting minutes. Motion carried.

4. CHAIR AND COMMITTEE REPORTS –

a. Solid Waste Subcommittee:

Nothing new to report.

5. **STAFF LIASION REPORT** –

Ms. Dinne reminded members that the April 19 meeting will be held in Room 311 since the Board needed Room 003 at that time. In addition, the June meeting will be on Thursday, June 7, at 6:30 PM in Room 105. The August meeting may be cancelled because Ms. Leatherwood, Ms. Norris, and possibly others will not be able to attend that meeting. The decision to cancel will be made when the date gets closer.

Ms. Dinne followed-up on a concern regarding the Watkins Park tree planting, which was raised by Commissioner Rothschild at the annual joint meeting with the Board in January. Jon Bowman, County Forest Conservation Specialist, inspected the forest plantings and took pictures. He felt the plantings looked good. There may have been only a few minor maintenance issues. Discussion followed about the tree plantings in general being placed less than 2 feet apart and the difficulty with mowing between them. Ms. Cutsail mentioned that the trees were planted at the Bowman Property Wetland Park in Union Bridge. This area was planted partly on a wetland, and, therefore, no mowing is being done.

6. **NEW BUSINESS** –

a. Election of Chair & Vice-Chair

Ms. Leatherwood informed the members that she would be willing to continue as Chairman for the next term if the other members were willing for her to continue.

APPROVAL OF CHAIR – Motion 272-17: Motion was made by Frank Vleck and seconded by Curtis Barrett to approve the nomination of Ms. Karen Leatherwood as Chair. Motion carried.

Ms. Leatherwood nominated Mr. Vleck as Vice-Chair. No other nominations were made.

APPROVAL OF VICE-CHAIR – Motion 273-17: Motion was made by Curtis Barrett and seconded by Charlene Norris to approve the nomination of Mr. Frank Vleck as Vice-Chair. Motion carried.

7. **OLD BUSINESS** –

a. General Public Workshop

The general public workshop is scheduled for Saturday, March 18, 2017, at Carroll Community College from 10:00 AM to 12:00 PM. Tables will be set up in the Great Hall with experts at each table to answer individual questions on a specific topic. Each speaker will give a 15-minute presentation in a nearby classroom to give an overview and allow questions from the group. A second room has been reserved. Presentations will alternate between the two rooms to save transition time between sessions. Handouts to participants will include the Homeowners Brochure, a schedule, and Evaluation Form. There will be an easel set up near the welcome table holding a sign with the speaker schedule. Ms. Dinne will make signs for each room also with the schedule. There will be banners on the tables with information to identify its topic.

Using the business workshop evaluation form as a starting point, members discussed changes they felt should be made to the evaluation form. Since this workshop has separate sessions that

not all participants will attend, the EAC members wanted feedback on the individual sessions in addition to the workshop overall. Ms. Cutsail suggested making a table with a column for all eight speakers and using a number scale (Very Good=1 to Very Poor=5) to rate the various aspects of each presentation. Ms. Dinne will create the evaluation form based on the direction received and provide it to the EAC members to review. The evaluation forms will be used to help improve future workshops. They should be collected at the welcome table as people leave.

Ms. Dinne will arrange a visit to the college to plan how the workshop will be physically set up. The facilities staff at the college needs to know, as they will provide the set up for the workshop. Mr. Vleck asked that pictures be taken and e-mailed to members that are not available to visit. Ms. Dinne will let the EAC members know when it has been scheduled, and those available can come.

On the day of the workshop, Ms. Leatherwood asked that all EAC members arrive at 9:00 am. Ms. Cutsail suggested that they could assemble the participant packets that morning before it starts if needed.

Mr. Barrett and Mr. Drummond will each serve as emcees for the presentation rooms. They will introduce the speakers and be in charge of time management for each session. Ms. Dinne will request bios from each speaker that can be used to introduce them before they present. Ms. Cutsail and Ms. Norris will serve at the welcome table and sign people in as they arrive. If possible, the EAC table will be adjacent to the welcome table in some way to allow Ms. Cutsail and Ms. Norris to serve at both tables. Ms. Leatherwood and Ms. Dinne will circulate around the workshop and help as needed. Since Mr. Vleck will be responsible for one table and speaking for two topics, he will not be able to serve in other roles that day.

Ms. Leatherwood was interviewed by Commissioner Wantz on WTTR and was able to advertise the workshop. She will do an article for the Carroll County Times when the workshop gets closer, which may appear on March 6. Ms. Dinne reviewed all of the means of getting the word out that have and will be implemented. Ms. Leatherwood will follow up with Commissioner Wantz about a possible session on "Keeping It Real" to get the word out as well.

Ms. Krebs will not be able to attend and assist at the workshop on March 18.

b. Residential Solar Public Outreach Materials

Ms. Dinne compiled the research that was sent to her by each EAC member. The information, as received, was plugged in under the question/topics assigned and sent out to the members to review prior to the meeting.

Now that the research is assembled, each EAC member will draft the text of his or her assigned question/topic. Ms. Krebs suggested limiting the amount of text each member writes so that the overall booklet does not get too long and over-whelming. A two-page limit was discussed. Mr. Vleck suggested that any conflicting information be left out so as not to cause confusion or provide incorrect information. Ms. Dinne added that she will have the county attorney review the booklet before final publishing.

The draft text should be emailed to Ms. Dinne before March 8. She will again assemble what she receives and send it to the EAC members prior to the March 15 meeting. Ms. Dinne asked members not to format the draft text, as this will make it easier to format the booklet later.

After the March 15 meeting, each member will review the draft text and comment using Track Changes, per Mr. Barrett's suggestion. Using Track Changes will compile the comments into one document and make it easier to share them with the other members. The EAC members will be reviewing for content and flow. Since the document, at that point, will not be in its final booklet

format, wording/editing comments would not be productive then. At some point, Ms. Dinne will need to further edit the document to make the text fit in the given amount of space, as well as to make writing styles consistent. A total of 8 or 12 pages (2 or 3 11x17 folded sheets) was discussed for the final booklet. Columns, call out boxes, and sidebars will likely be used. The EAC work plan indicated that the anticipated completion is summer 2017.

Ms. Krebs reminded the EAC members that the purpose of this booklet is to educate people who have not gone through the process before. Ms. Leatherwood added that the information should be unbiased. Ms. Dinne said that the booklet also is meant to be Carroll County specific, which is why the EAC had been waiting until the amendments to the solar provisions in the zoning code were adopted before moving forward with working on this project.

Ms. Norris indicated that the solar facilities could be installed with very little cost to the homeowner, depending on how much energy is needed. Cost will vary depending on the homeowner's needs and expectations. However, in her experience, maintenance could be expensive if the inverter needs to be replaced. She recommended that homeowners address maintenance in the contract with the solar company. She also recommended, when a homeowner wants to sell their house, the realtor include in the sales contract a provision to require the solar facilities to transfer with the property.

8. OTHER –

Mr. Drummond shared that, at the annual joint meeting with the Board, a commissioner raised the issue of the Tree Commission and its responsibilities. As a result, Mr. Drummond brainstormed some ideas. He indicated, however, that he realized that staff or other groups may already be implementing many of his ideas. He suggested a possible future discussion on tree planting ideas. Ms. Leatherwood asked to hold off on this discussion until at least April.

9. ADJOURN REGULAR MEETING –

The meeting adjourned at 8:03 p.m. The next regular monthly meeting is scheduled for Wednesday, March 15, 2017, at 3:00 p.m. in the Reagan Room of the County Office Building.

MEETING ADJOURNMENT – Motion 274-17: Motion was made by Ellen Cutsail and seconded by Frank Vleck to adjourn the February 15, 2017, meeting. Motion carried.



Carroll County Environmental Advisory Council

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Karen Leatherwood, Chair
Frank Vleck, Vice-Chair

Brenda Dinne, Staff Liaison
Department of Land
& Resource Management

Meeting Summary for March 15, 2017

Members

Karen Leatherwood, Chair
Curtis Barrett
Ellen Cutsail – absent
Jesse Drummond
Amy Krebs – absent
Charlene Norris
Frank Vleck
Sandy Zebal

County Government

Brenda Dinne, Special Projects Coordinator / EAC Staff
Liaison

Other Attendees

Craig Paskoski

1. CALL TO ORDER –

Ms. Leatherwood, Chair, officially called the March 15, 2017, meeting of the Environmental Advisory Council (EAC) to order at 3:00 p.m. in Room 003 of the County Office Building.

Ms. Leatherwood inquired if Commissioner Rothschild had been informed that, after raising an issue about the status of the tree plantings at Watkins Park in Mount Airy, staff went out to inspect and found everything to be in good order. Ms. Dinne said that it had not to her knowledge. As there is no set protocol, she would find out the best way to relay that information.

2. PUBLIC COMMENTS & CONCERNS –

No public comments were offered.

3. APPROVAL OF MEETING MINUTES –

Approval of the February 15, 2017, minutes was discussed, and no changes were offered.

APPROVAL OF MINUTES – Motion 275-17: Motion was made by Curtis Barrett and seconded by Jesse Drummond to approve the February 15, 2017, meeting minutes. Motion carried.

4. CHAIR AND COMMITTEE REPORTS –

a. Solid Waste Subcommittee:

Ms. Leatherwood indicated that Department of Public Works staff would be presenting a Solid Waste Planning Update to the Board of County Commissioners on Thursday, March 16. Pay-as-you-throw and other options would be given. Under the pay-as-you throw option, customers would buy the bags from the County, which would cover the cost of disposal. The customer would pay a fee to the hauler to take the filled bags away. The fee to the hauler might be less since the fee would only include hauling and not disposal.

5. **STAFF LIASION REPORT** –

Ms. Dinne indicated that the April agenda would include a debriefing on the Homeowner workshop as well as continued discussion on the residential solar outreach booklet. She reminded members that the April 19 meeting will be held in Room 311 since the Board needed Room 003 at that time.

6. **NEW BUSINESS** –

a. None

7. **OLD BUSINESS** –

a. General Public Workshop

Ms. Dinne described what was in place and ready for the workshop on March 18. She shared that she would be going to Carroll Community College on March 17 to make sure all of the PowerPoints work as expected on the computers and that the stormwater video will play on the computer/flat screen. She will confirm equipment as well.

Ms. Leatherwood asked the EAC members to make any last efforts to reach out to people to promote the workshop. Several members committed to posting the workshop information to online groups.

Ms. Leatherwood suggested using a box top to collect the completed evaluation forms. Ms. Dinne will prepare one.

Ms. Leatherwood asked all members to arrive between 9 and 9:15 to help set up.

b. Residential Solar Public Outreach Materials

Ms. Dinne indicated she was still waiting on draft text from various members to be plugged into the full draft outreach text for the booklet. Therefore, there was not anything to review yet. Ms. Leatherwood offered to take the first stab at a complete edit of the document before it goes to the other members. The logistics of how to provide comments in one document were discussed. At the previous meeting, it was suggested that Track Changes be used in the Word. Ms. Dinne checked with the IT staff to see how a shared document might be accommodated. Since the only option did not seem to be very feasible for what the EAC members wanted, it was decided that they would each take a turn editing the document and then pass it on. Ms. Leatherwood suggested each member commit to a 3-day turnaround. Ms. Dinne will send the members a schedule that will begin once Ms. Leatherwood receives the document for the initial edit.

8. **OTHER** –

Ms. Zebal updated the members on the status of finding someone to make a sign for the tree grove behind the community college. She had previously report that the Carroll County Career and Technology Center indicated that this project did not fit their curriculum. She contacted another party, who sounded interested, but she has not heard back from them. Ms. Norris also offered to check with someone she knows that makes signs to see if there was interest there. Ms. Dinne reminded them that there is not a budget for the sign, so it would have to be either a donation or an extremely minimal charge.

9. **ADJOURN REGULAR MEETING** –

The meeting adjourned at 3:43 p.m. The next regular monthly meeting is scheduled for Wednesday, April 19, 2017, at 3:00 p.m. in Room 311 of the County Office Building.

MEETING ADJOURNMENT – Motion 276-17: Motion was made by Curt Barrett and seconded by Frank Vleck to adjourn the March 15, 2017, meeting. Motion carried.



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Frank Vleck, Vice-Chair

Brenda Dinne, Staff Liaison
Department of Land
& Resource Management

Meeting Summary for April 19, 2017

Members

Karen Leatherwood, Chair
Curtis Barrett
Ellen Cutsail
Jesse Drummond
Amy Krebs – absent
Charlene Norris
Craig Paskoski
Frank Vleck – absent
Sandy Zebal – absent

County Government

Brenda Dinne, Special Projects Coordinator / EAC Staff
Liaison
Tom Devilbiss, Director, Department of Land & Resource
Management
Gale Engles, Bureau Chief, Bureau of Resource
Management
Jon Bowman, Forest Conservation/Landscape Specialist
Tracy Eberhard, Water Resources Specialist
Cindy Myers-Crumbacker, Recording Secretary

Other Attendees

None

1. CALL TO ORDER –

Ms. Leatherwood, Chair, officially called the April 19, 2017, meeting of the Environmental Advisory Council (EAC) to order at 3:00 p.m. in Room 105 of the County Office Building.

2. NEW MEMBER INTRODUCTION-

Craig Paskoski was introduced as the newest member of the EAC. Each member introduced themselves to him.

3. NEW BUSINESS –

Gale Engles gave a brief history of the County's tree planting program. Subdivision review used to be the main avenue through which trees were required to be planted. Since that time, work done to comply with the National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm System (MS4) permit now incorporates several tree planting programs as well. Many of these activities incorporate volunteers. The Resource Management Office sets up a booth at many county events to educate the public about conserving water and preserving our natural resources. EAC members often volunteer to assist at the booth. Staff has also worked with the Boy Scouts, the Board of Education and Outdoor School students, and other for tree plantings. The Stream Buffer Initiative is a collaborative effort with property owners who volunteer to have

trees planted on their properties. Recently, tree planting projects have been located near Union Bridge and Taneytown. Boy Scouts and Outdoor School students were bussed in, serving a dual function of providing volunteer opportunities as well as educating the kids in the process.

Two events are planned in the near future. The first event is on April 26; staff has organized an Earth Day Celebration at the Farm Museum. Kids/participants will rotate through four 45-minute areas of training on environmental site design practices for stormwater. Demonstrations will be given. Jon Bowman will lead the tree planting, and Tracy Eberhard will lead the stream buffer investigation. The second event is a tour of some of the County's stormwater projects on June 6. The information can be found in the [Down to Earth](#) newsletter (spring 2017). Resource Management staff will be taking municipal representatives to see various projects and be explaining their benefits. Each stop is open to the public, and EAC members are welcome to join as well.

Gale Engles introduced Jon Bowman as the County Forest Conservation & Landscape Specialist and Tracy Eberhard as one of the County's Water Resources Specialists. Both of them help the County meet the NPDES (National Pollutant Discharge Elimination System) Permit by involving Boy Scouts, Outdoor School students and Youth Groups to help with tree plantings and other environmental activities.

Jon Bowman presented the Forest Conservation Ordinance and landscape manual requirements. [Attached presentation, "Carroll County Landscape and Forest Conservation Programs,"](#) accompanies this summary.

The Landscape ordinance is not required by the State, but is a County initiative. It applies to new construction, including commercial and industrial sites, but also offers many exemptions. It does not apply to minor subdivisions or single lots. The purpose is to screen (not totally block out) incompatible uses and to use shade to reduce heat from the impervious surfaces. The planting requirements vary, depending on the adjacent use. The landscaping must be maintained in good condition in perpetuity per a maintenance agreement signed with the owner, but that applies to future owners. The County implements some of the landscape requirements in the municipalities as well. Westminster and Union Bridge have their own manuals and program.

Mr. Bowman explained that the Forest Conservation Ordinance (FCO) has been required by the State since 1992. The County elected to administer its own ordinance rather than simply adopting the State's. Since 2014, the State has required a minimum 40 percent forest cover statewide. Carroll has the lowest percentage on the Western Shore due to clearing for farming. The State overall is hovering right around the 40 percent, which does not give much room to lose additional forest cover. So far, the State has not required individual jurisdictions to maintain a specific percentage. The FCO is the County's obligation to address the forest laws. The work Ms. Eberhard contributes to maintaining the minimum forest cover percentage.

At the beginning of the development review approval process, a forest stand delineation (FSD) is required, which describes the forest – species, type of forest, etc. The FSD acts as a baseline when making decisions about the development. The FSD is followed by a Forest Conservation Plan (FCP). Both are generally performed by a consultant with this expertise and submitted to Mr. Bowman for review for consistency with the FCO.

The FCO applies to the limit of disturbance, which generally must be over 20,000 square feet to trigger the mitigation requirement (afforestation or reforestation). The mitigation required is based on a ratio that is dependent on the size of the disturbance. Forest banking is the last priority for mitigation.

Not all tree plantings are as a result of the FCO. The State Highway Administration (SHA) also has its own mitigation requirements to meet. Additionally, many farms have tree plantings as a result of participation in the Conservation Reserve Enhancement Program (CREP). Tree plantings associated with the FCO generally are signed as such.

Mr. Bowman stated that inspectors investigate complaints received. Single tree removal is not covered by the ordinance. Ms. Engles responded to a question about availability of grants by explaining that most available grants are for Chesapeake Bay restoration projects and programs, rather than for FCO requirements. Grants tend to be associated with specific sites as well. The County has not considered establishing its own grant program. However, often the grants secured by the County cover the potential costs to the homeowner of work done on the property. Most of the grants come from Maryland Department of Natural Resources (DNR) or the Chesapeake Bay Trust. The County will continue to apply to grants to help cover the costs of tree plantings as long as they are available.

Tracy Eberhard, Water Resources Specialist, presented on the County's Stream Buffer Initiative and other tree planting activities. [Attached presentation, "Carroll County Stream Buffer Initiative Tree Planting," accompanies this summary.](#)

Ms. Eberhard described the Stream Buffer Initiative. She indicated that they evaluate each site to ensure that it is a good candidate site. Most places with just lawn along the stream buffer are good candidates. A desktop analysis was completed recently to help identify stream segments without forest cover. As a result, staff reached out in January with letters sent to 2,400 property owners about the program. They also reached out through a field survey. A good response was received, with 125 responding and 60 site visits already completed. Ms. Eberhard and Mr. Bowman visit with each property and determine the suitability of the site for planting. Thus far, 30 potential sites have been identified for planting. The overall goal is reforestation of the stream buffer. The County has planted over 122 acres to date. Species are focused on hardwoods rather than evergreens, striving for reforestation rather than ornamental.

None of the work for this program is required. It is all voluntary, and staff works closely with the property owner to ensure his/her needs are met. The County provides maintenance for the first three years after planting. This includes mowing, straightening the tubs, ensuring a certain percentage survives, and twice yearly inspections. While the planting area is not subject to an easement, the property owner signs a maintenance agreement. The trees become the property owner's property, and the property owner is responsible for maintenance once the County's first three years are complete. If not maintained, the property owner must replant or pay back the County. Each area is inspected every three years. The County can take credit for the resulting expected nutrient reduction for Total Maximum Daily Loads (TMDLs). After 10 years, it is anticipated that there is enough tree canopy established that mowing is no longer needed. The property owner is not asked to not use the area.

Ms. Eberhard shared that staff has been very successful at obtaining grants for the plantings. The Bureau of Resource Management has its own Grants Analyst on staff to aggressively pursue these opportunities. Tom Devilbiss added that the County gets a lot of grant funding because there is a proven track record of getting work done. The grant process is very competitive, and a staff person dedicated to this was needed. The Department of Land & Resource Management (LRM) is close to achieving a goal of 50 percent of what is spent each year on stormwater mitigation and Chesapeake Bay restoration to come from grants, as desired by the Commissioners.

Granting agencies continue to award the County grant funds because of the County's success rate for implementation. Most of what is done by LRM is compliance driven.

Ms. Engles further explained that the Stream Buffer Initiative actually started five years ago. Letters were sent out to property owners at that time as well. Staff is now starting over again with the process. New properties in the Prettyboy and Liberty Reservoir Watersheds included this second time around. The ability to show success stories when sending out information this time has been very helpful. Staff meets with each property owner face-to-face, and it really helps having that same face carry you through the whole program and process.

Ms. Eberhard noted that if an area is too small to qualify, it may be eligible for DNR's [Backyard Buffers](#) program, which is separate funding from what the County gets.

Mr. Devilbiss commended the staff for their presentations. He also recognized the Resource Management staff for all the work they perform to help meet the NPDES Permit requirements.

4. **PUBLIC COMMENTS & CONCERNS** –

No public comments were offered.

5. **APPROVAL OF MEETING MINUTES** –

Approval of the March 15, 2017, minutes was discussed, and one correction was offered on the first line of the minutes. The date of the meeting should be March 15 not February 15.

APPROVAL OF MINUTES – Motion 277-17: Motion was made by Curtis Barrett and seconded by Charlene Norris to approve with the one correction the March 15, 2017, meeting minutes. Motion carried.

6. **CHAIR AND COMMITTEE REPORTS** –

a. Solid Waste Subcommittee:

Ms. Leatherwood said there was nothing to report this month.

7. **STAFF LIASION REPORT** –

Ms. Dinne informed the group that the agenda for next month would mainly involve the discussion about the residential solar outreach booklet. The meeting will be back in Room 003 again. She said that at the March meeting there was discussion of possibly canceling the June meeting. Ms. Leatherwood indicated that could be decided later. Ms. Leatherwood remembered discussing possible cancelation of the August meeting due to a number of members being on vacation. Ms. Dinne reminded members to complete the Open Meetings Training and email a PDF of the Certificate to her by April 30, 2017, for the file and to confirm completion.

8. **OLD BUSINESS** –

a. General Public Workshop –

Members looked over the Evaluation Form Results and agreed that they had received positive feedback from participants. Attached handout, "Homeowners & Stormwater Workshop: Evaluation Form Results," accompanies this summary.

Ms. Leatherwood suggested there should be more time between topic sessions. Mr. Drummond suggested having the rooms closer together or a larger room so time could be saved between sessions. Another suggestion was to keep the vendor tables open longer, especially after the sessions were finished so participants could visit the displays. Ms. Dinne suggested another possibility would be insert a longer break in the half way through the sessions to allow people to visit the tables before the end of the workshop. This might make it less of an issue for exhibitors to stick around for a long time after the last session. This information will be filed and saved for the next workshop in 2 years. Ms. Cutsail suggested more student involvement next time. Ms. Dinne indicated that the information was sent to Carroll County Public Schools' (CCPS) public information officer, and the flyers were sent out through the CCPS mass email system.

Mr. Drummond asked if staff worked much with the schools. Mr. Devilbiss responded that there are a couple requests per year from schools for staff to participate in educational activities. The individual schools make the request, and they are sporadic. However, while staff does do it, it is not something they really have time to do more.

b. Residential Solar Public Outreach Materials –

A draft/sample review schedule for the initial draft of the public outreach booklet text was handed out for the members to review and indicate if they would need changes to the schedule based on current known availability. Ms. Norris requested to switch with Sandy due to work commitments. Ms. Leatherwood indicated that it would be fine to just pass it along to the next person on the list if there were schedule conflicts at the time it was received, as long as the majority of members do review it. Ms. Dinne noted that Ms. Leatherwood will be completing the initial review and edit of the text. Once complete, it will be sent back to Ms. Dinne to accept changes and send it on to the EAC members for their review along with the review schedule. Track Changes will be turned on, so members can just make their actual changes. Comments should be made using the comment bubbles. Ms. Dinne noted that she will ask the Chief of Permits to review it once the text has been reviewed by the EAC, as well as having the County Attorney's Office check it over for any legal issues.

9. **OTHER** –

Nothing.

10. **ADJOURN REGULAR MEETING** –

The meeting adjourned at 4:27 p.m. The next regular monthly meeting is scheduled for Wednesday, May 17, 2017, at 3:00 p.m. in the Reagan Room of the County Office Building.

MEETING ADJOURNMENT – Motion 278-17: Motion was made by Ellen Cutsail and seconded by Curtis Barrett to adjourn the April 19, 2017, meeting. Motion carried.

A large, flowering tree in front of a brick building with a white picket fence in the foreground.

Carroll County Landscape and Forest Conservation Programs

Jonathan Bowman

Forest Conservation Specialist

Bureau of Resource Management

April 19, 2017

Landscaping

**Carroll County Landscape
Ordinance (Chapter 157)
Adopted in November of 2004**

**Carroll County Landscape Manual
April 2013 Edition**

Purpose

- ◆ To enhance all new residential, commercial, industrial, and institutional development in the County through the establishment and ongoing maintenance of prescribed landscaping.
- ◆ The aesthetic and environmental enhancement of new development.

Goals

- ◆ Enhance aesthetic values
- ◆ Augment a sense of community in new development
- ◆ Create a sense of space
- ◆ Moderation of climatic elements
- ◆ Conservation of energy
- ◆ Enhancement of property value

Residential Requirements

In major subdivisions:

- ◆ **Landscape buffers are required to screen rear and side yards of homes adjacent to streets.**
- ◆ **Parking lots are required to have perimeter screening. Lots over 5,000 sq.ft. need interior landscaping.**



Non-residential Requirements

Commercial, industrial, institutional and governmental sites must:

- ◆ **Provide landscape screening adjacent to residential zones or uses**
- ◆ **Screen interior roads adjacent to residential zones or uses**
- ◆ **Provide a landscape screening adjacent to any public road**



ADVIGO

Non-Residential Requirements

Non-Residential parking lots must have:

- ◆ **At least 10% of the parking lot area must be reserved for interior landscaping (peninsulas, islands, medians)**
- ◆ **One planting unit is required for every 12 parking spaces**



Non-Residential Requirements

Specific requirements have been developed for the following:

- Outside display areas**
- Service lanes**
- Outdoor storage & loading areas**
- Fuel Stations & car washes**
- Dumpsters & ground mounted HVAC**
- Stormwater management facilities**
- Slopes & retaining walls**
- Parks**
- Landfills**
- Telecommunication towers**
- Mineral mining**

Installation & Inspection

- ◆ **Landscaping shall be installed after final grading is complete.**
- ◆ **Landscaping is bonded to ensure that installation is properly completed.**
- ◆ **County inspects the initial installation and does a one year follow up.**

Maintenance

- ◆ **A landscape maintenance agreement is signed by the owner.**
- ◆ **The owner of any property on which landscaping has been installed pursuant to this chapter shall maintain the landscaping in good condition in perpetuity.**

Forest Conservation


**Carroll County Forest Conservation
Ordinance (Chapter 150)
adopted in December of 1992**

**Carroll County Forest Conservation
Manual
May 2011 Edition**




Purpose

Conserve forest resources and sensitive areas on sites that are being developed. Sensitive areas include:

- Floodplains
 - Steams
 - Wetlands
 - Forests
 - Steep slopes
 - Critical habitats
- 
- A stylized silhouette of a mountain range in shades of teal, located in the bottom right corner of the slide.

Why protect forests and sensitive areas?

- ◆ Air quality improvement
 - ◆ Water quality improvement
 - ◆ Wildlife habitat
 - ◆ Forest products
 - ◆ Recreational opportunities
 - ◆ Aesthetic value
 - ◆ Maintain 40% forest cover goal
- 
- A stylized silhouette of a mountain range in shades of teal, located at the bottom right of the slide.

Applicability

- ◆ Subdivision of property
- ◆ A regulated activity which results in the cumulative disturbance of 40,000 sq.ft. or more
- ◆ Residential construction activity on an existing lot that clears more than 20,000 sq.ft. of forest

Exemptions

- ◆ Regulated activity that disturbs less than 40,000 sq.ft.
- ◆ Highway construction
- ◆ Timber harvests
- ◆ Agricultural activities
- ◆ Utility work
- ◆ Mining

Submittal Requirements

- ◆ Forest Stand Delineation
 - Shows existing conditions on the site
 - Identifies sensitive areas
 - Provides data on the condition of existing forests





Submittal Requirements

- ◆ Forest Conservation Plan
 - Shows the proposed development
 - Identifies measures taken to protect sensitive areas
 - Highlights areas of forest clearing and forest retention
 - Shows how reforestation and afforestation requirements are being met
 - It may include a planting plan

Requirements

- ◆ **Afforestation:**
15% or 20% of net tract area is owed as mitigation
- ◆ **Reforestation:**
clearing is mitigated for on a 1 to 1 basis except in the Ag. zone where the formula varies according to amount

Requirements

Mitigation can take the form of retention, planting, or banking.

Afforestation priorities :

- 1.Retention
- 2.on-site planting
- 3.off-site planting
- 4.forest banking

Reforestation priorities :

- 1.on-site planting
- 2.off-site planting
- 3.forest banking





FOREST
CONSERVATION
AREA

REFORESTATION
PROJECT

Trees For Your Future.

Forest Banking

- Allows a property owner to plant trees on his/her property and sell credit to developers
- Site must be non-forested and in proximity to existing forest or sensitive areas (flood plain, stream, steep slopes, etc.)
- A planting plan and easement is required
- To sell credit, bank must be bonded or have passed 3 year maintenance period

Final Requirements

- ◆ Recordation of a forest conservation easement
- ◆ Recordation of 3 year maintenance agreement
- ◆ A bond posted to cover the cost of planting
- ◆ Required survival achieved over a 3 year maintenance period

Program Management

- ◆ On-going inspection of all easements to verify compliance
- ◆ An annual report is submitted to the Department of Natural Resources
- ◆ A biennial review is conducted by the Department of Natural Resources

Questions?

Jonathan Bowman
Bureau of Resource Management

410-386-2133

jbowman@ccg.carr.org

Carroll County Stream Buffer Initiative Tree Planting

Tracy Eberhard

Water Resources Specialist

Bureau of Resource Management

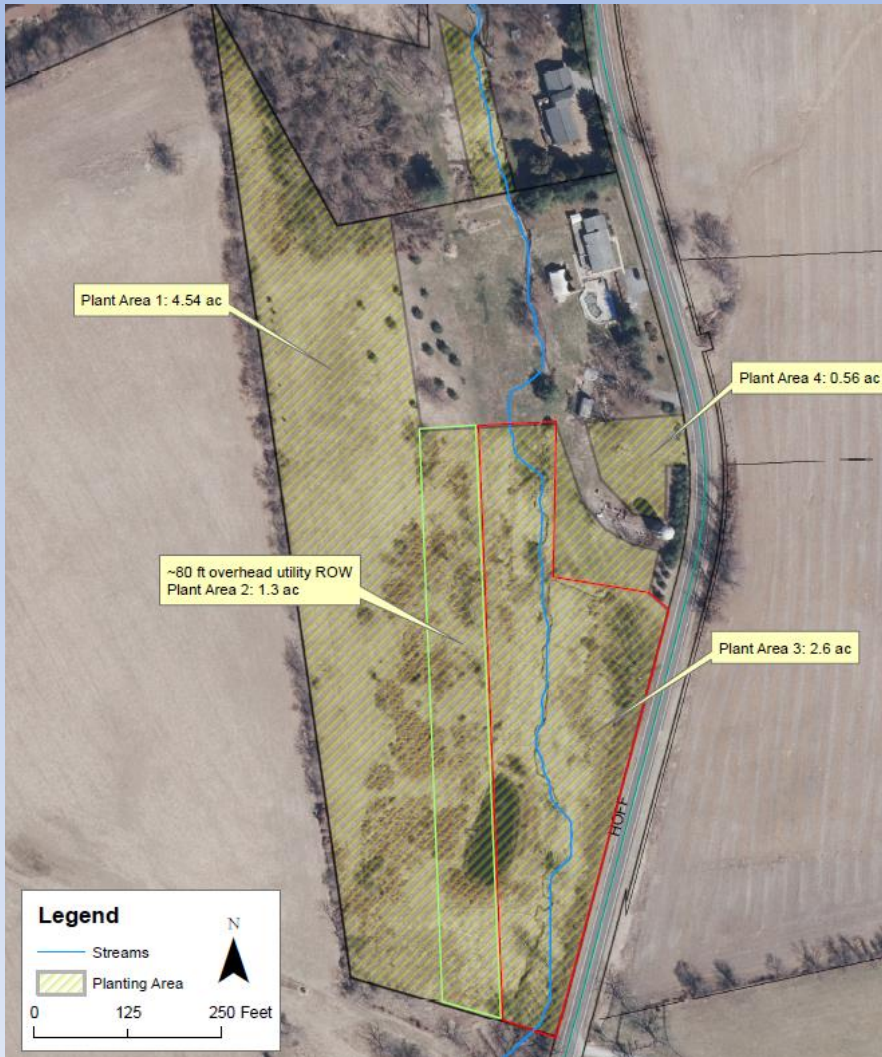
April 19, 2017

Why plant stream buffers?

- Absorb nutrients
- Capture sediment
- Manage storm water
- Stabilize stream banks
- Feed the aquatic system
- Cool stream temperature
- Improve habitat



The process of planting a stream buffer



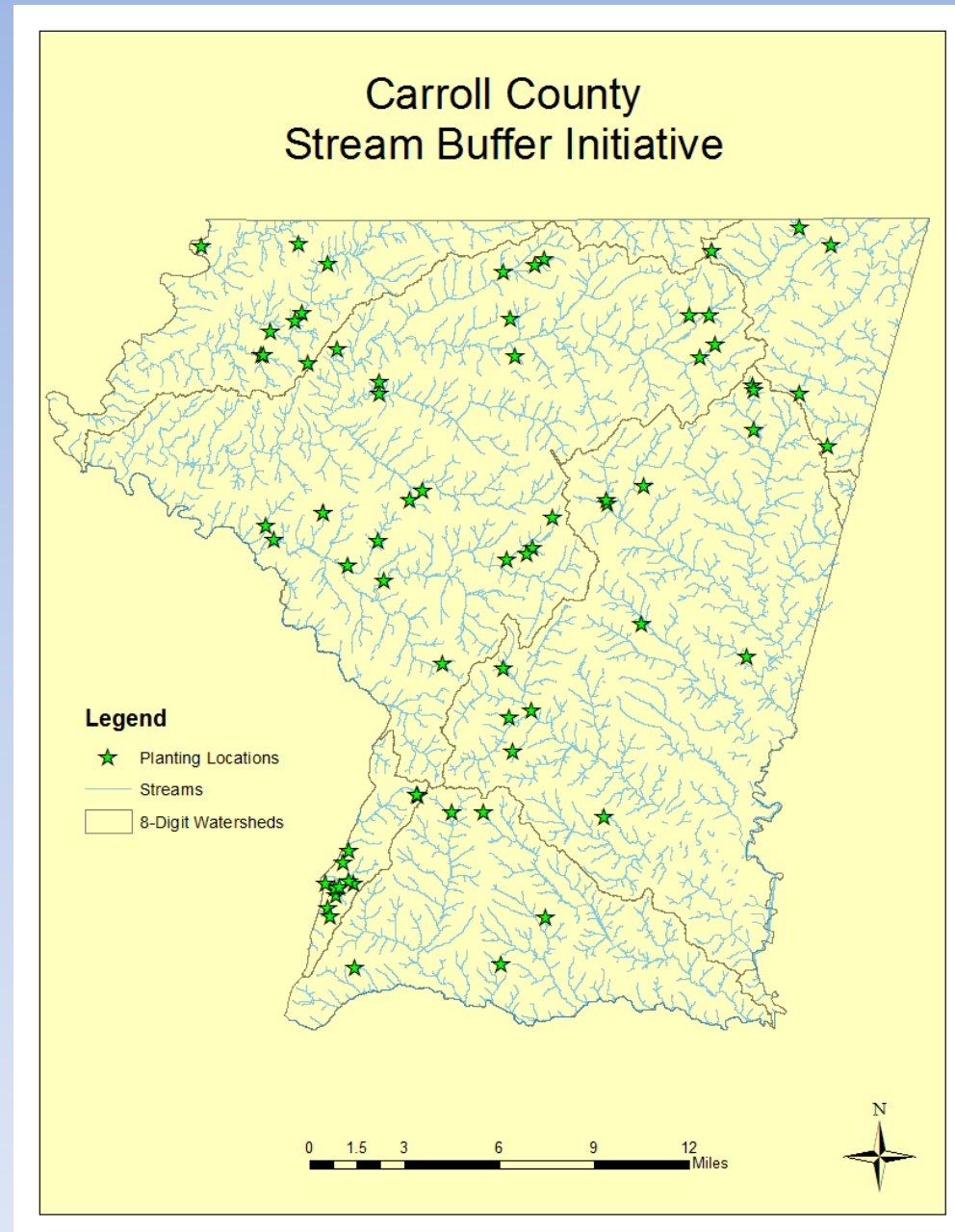
- Properties- a property is selected as planting potential (field or desktop survey)
- Landowner Involvement- potential planting areas are selected by landowner
- Evaluation- staff meet with landowners to discuss planting options
- Landowner selection- choose the stream-side areas to be planted, how much, and select native deciduous trees and shrubs they would like to be planted

The process of planting a stream buffer



- **Planning-** a planting plan is created showing planting area, number and species of trees
- **Bidding-** project is advertised to planting contractors through a competitive bid process
- **Implementation-** planting area is prepared, trees planted, shelters installed, trees mulched
- **Maintenance!!!-** mow between rows, trim or spray around base of trees, reset shelters as needed, monitor for any problems

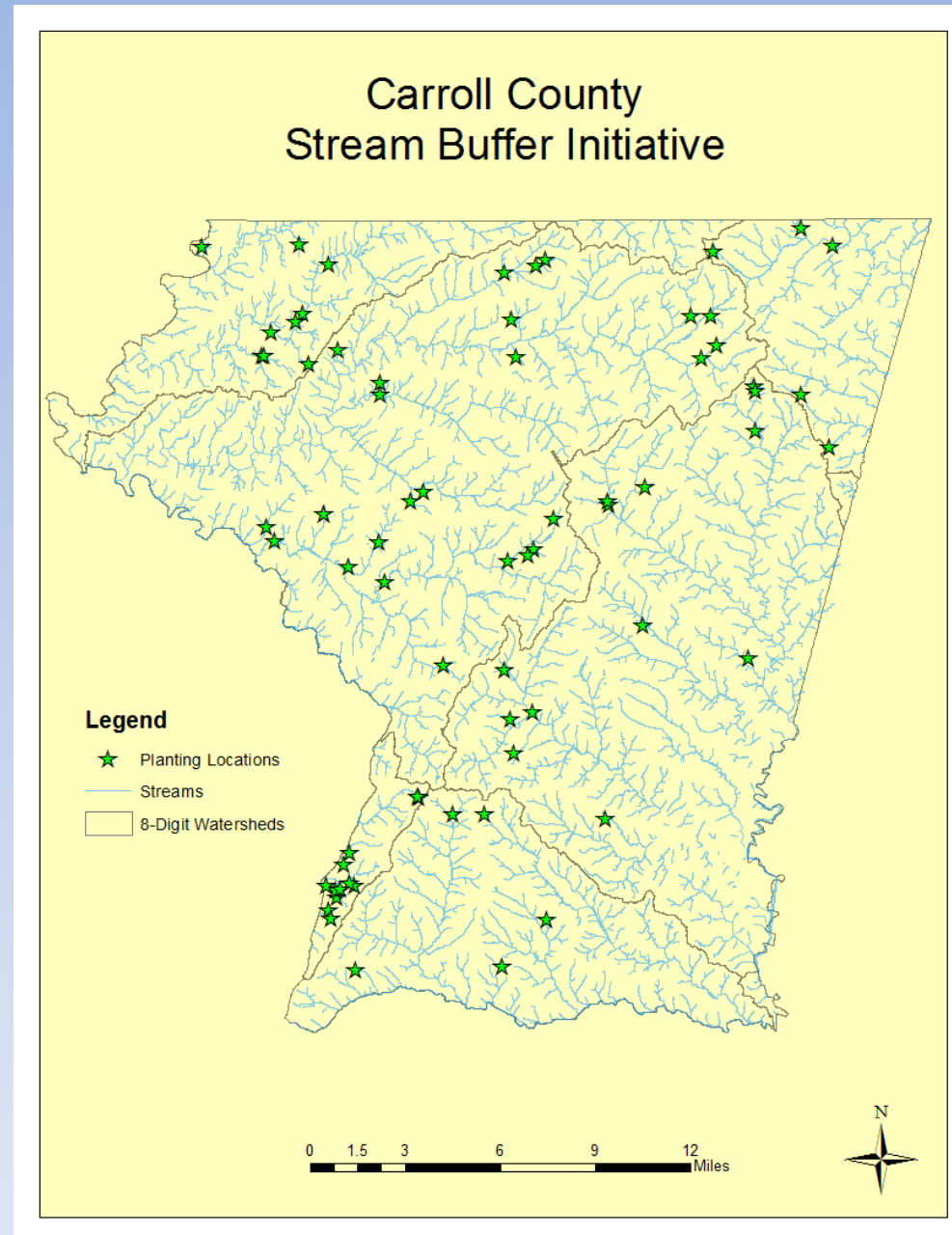
Stream Buffer Initiative



Stream Buffer Initiative

Thus far the Carroll County Bureau of Resource Management has planted **122.7 acres** in Carroll County since spring 2013 on both private landowner properties as well as municipality owned land. In total, plantings by watershed include:

51.27 acres in Double Pipe Creek
13.56 acres in Liberty
12.22 acres in Lower Monocacy
4.74 acres in Prettyboy
12.71 acres in South Branch
28.20 acres in Upper Monocacy



Stream Buffer Initiative

Grant Funding has allowed for our continued success!

- 2012 Maryland Stream Restoration Challenge : \$92,655.00
- 2013 Maryland Stream Restoration Challenge : \$206,073.00
- 2013 Maryland Stream Restoration Challenge : \$404,462.00

Dry Area Species



Pin Oak



American Sycamore



Black Walnut



River Birch



Hackberry



Red Maple



Black Willow

Wet Area Species



White Oak



Northern Red Oak



Tulip Poplar



Red Bud (Eastern)



Black Oak



Black Cherry



Black Locust



March 18, 2017 @ Carroll Community College, Great Hall @ 10 AM – 12 PM

Evaluation Form Results

We sincerely appreciate your participation today! Your feedback will help us improve future public workshops Please return completed form at the welcome table when you leave.

Total evaluation forms received = 23

A. Please rate the overall workshop on the following items: (Check one for each item.)

Workshop Design	Very Good	Good	Fair	Poor	Very Poor
1. Format & agenda	13	7	2	0	0
2. Workshop date: time of year	16	5	1	0	0
3. Workshop date: Saturday morning	18	4	0	0	0
4. Workshop start time	17	4	1	0	0
5. Length of workshop	9	8	4	0	0
6. Location	19	3	1	0	0

Comments: Winter better time of year; Length could be longer

B. Please rate the effectiveness of the following aspects of the presentations using the scale shown. Put the appropriate number in each box under each presentation session you attended. Check “Did Not Attend” where applicable. 5=Very Good, 4=Good, 3=Fair, 2=Poor, 1=Very Poor

Presentations		Composting	Homeowner BMPs	Lawn Care & Landscape	Permeable Pavement	Rain Gardens	Recycling	Septic Maintenance	Tree Planting
		1. Speaker’s presentation was effective, clear, and responsive to participants	Count	10	12	12	12	11	10
	Average	5.0	4.9	4.9	4.9	4.9	4.9	4.8	5.0
2. Speaker showed subject matter knowledge and expertise	Count	10	12	12	12	11	10	6	7
	Average	4.9	4.9	4.9	4.9	4.9	4.9	4.8	4.9
3. Increased my understanding of practices I can actually use at home	Count	10	12	12	12	11	10	6	7
	Average	4.9	4.7	4.7	4.8	4.7	4.7	4.5	4.7
Did Not Attend	Count	9	5	6	7	6	9	9	11

Comments: Martin was very informative; he needed more time.

- C. Please rate the effectiveness of the following aspects of the [topic tables](#) using the scale shown. Put the appropriate number in each box under each presentation session you attended. Check “Did Not Visit This Table” where applicable. **5=Very Good, 4=Good, 3=Fair, 2=Poor, 1=Very Poor**

Topic Tables		Composting	Homeowner BMPs	Lawn Care & Landscape	Permeable Pavement	Rain Gardens	Recycling	Septic Maintenance	Tree Planting
1. Expert was knowledgeable and/or able to answer my questions	Count	10	12	13	13	12	12	7	9
	Average	5.0	5.0	4.9	4.9	4.6	5.0	5.0	4.9
2. Materials available were suitable and useful	Count	9	11	13	12	11	11	7	8
	Average	4.9	4.9	4.8	4.8	4.5	4.9	4.7	4.9
3. Increased my understanding of practices I can actually use at home	Count	9	11	13	12	11	11	7	8
	Average	4.9	4.9	4.8	4.8	4.7	4.9	4.6	4.8
Did Not Visit This Table	Count	12	10	6	7	7	6	10	10

D. How did you learn about the workshop? (Check all that apply.)

10	Newspaper Article	1	Attending or viewing a County meeting
4	County Newsletter	0	Workshop Webpage
1	Municipal Newsletter or Website	0	Other County Webpage
0	Local Small Business Or Merchants Association	0	Banner on County Website Homepage
0	Homeowner Association	2	Picked Up a Flyer (where? CCPL, Nature Ctr)
0	WTRR	2	Word of Mouth (friend recvd email)
2	Received a Letter	3	Other (email (2), watershed email)

E. What about this workshop did you find most helpful/informative?

- Lawn care & landscaping, composting, didn't know anything about permeable pavements
- Very ease to speak with table managers, covering many topics that impact water quality
- Rain garden
- Technology improvements for permeable pavers
- Everything
- Tree planting
- Rain garden installation
- Everything! Good speakers, good info, & an excellent setting.
- Septic system information & rain garden info were great.
- General instruction to use in future.
- Liked seeing the "Baywise Certification Program" had returned. I liked getting handouts not only for me but for others.
- It all was very informative.
- Able to contact person most informative & able to put us in contact with person to correct our problem.
- Tree planting
- Permeable paver demo.
- Lawn care & stormwater control in rural areas & septic mgmt.
- The ease with which the info was presented was excellent.

F. What suggestions do you have to improve the workshop and make it more useful?

- Allow more time between presentations so they can stay on schedule.
- Didn't realize that classes were held at scheduled times.
- It was fine.
- More exposure to increase attendance. Rushed between talks – 5 minute breaks
- 20-25 min presentations – have to cut some of them off at 15 mins – bags to put the handouts in!
- Different kinds of gardening – aeroponic, etc. so that gardening can happen in small, indoor rooms all year.
- Presentations need more than 15 minutes and there needs to be time in between. We only attended some so it was not a problem, but if you chose to attend all sessions, it made it a bit more difficult. Suggest 20-25 minutes per presentation.
- Longer presentations, gaps between, time after to talk with "vendors."
- More time between sessions; we attended all workshops, then when we came out to the tables – everyone had closed up and left.
- More time in between.
- 5 minutes between each class
- Need to be longer (each segment). Please have more time @ end to speak w/ lecturers.
- Great format as presented.
- Provide a break (at least 15 minutes) midway through – allows bathroom break & time to visit information booths. Provide 15 minutes after end of last session for people to visit booths (i.e., booths can't be removed before then).
- Don't overlap sessions.
- Leave time between presentations for discussion with presenter.
- Don't make us move back & forth between 2 classrooms. Have several in same room for several talks then move to another room. Chairs were too close together. Time between workshops to visit vendors.

G. What topics would you like more information about or to be added to future agendas?

- Recyclable insulation or roof gardens.
- Lawn care without using fertilizer
- Expand on these same topics
- Septic systems & porous paving
- Mycology – myco remediation
- New products or innovations
- Native plants & relationship with pollinators/birds. Get reps from bee group & butterfly group to present about life cycle & need for ordinary people to help increase populations.
- More on actual homeowner projects/solutions
- Native plants gardening. Beware of the invasive.
- Protecting well water.
- Stormwater control in rural areas.

H. If you would like to be notified of future programs and activities, please provide your email address.

@

THANK YOU!!!



Carroll County Environmental Advisory Council

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Westminster, MD 21157-5194
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Fax: 410-386-2924
eac@ccq.carr.org

Karen Leatherwood, Chair
Frank Vleck, Vice-Chair

Brenda Dinne, Staff Liaison
Department of Land
& Resource Management

Meeting Summary for May 17, 2017

Members

Karen Leatherwood, Chair
Curtis Barrett
Ellen Cutsail
Jesse Drummond
Amy Krebs – absent
Charlene Norris
Craig Paskoski
Frank Vleck – absent
Sandy Zebal – absent

County Government

Brenda Dinne, Special Projects Coordinator / EAC Staff
Liaison
Scott Moser, Deputy Director, Department of Public
Works, Building Construction
Mike Myers, Chief, Bureau of Purchasing

Other Attendees

None

1. CALL TO ORDER –

Ms. Leatherwood, Chair, officially called the May 17, 2017, meeting of the Environmental Advisory Council (EAC) to order at 3:00 p.m. in Room 003 of the County Office Building.

2. PUBLIC COMMENTS & CONCERNS-

There was no public to make comments or concerns.

3. APPROVAL OF MEETING MINUTES –

Approval of the April 19, 2017, minutes was discussed.

APPROVAL OF MINUTES – Motion 279-17: Motion was made by Ellen Cutsail and seconded by Curtis Barrett to approve the April 19, 2017, meeting minutes. Motion carried.

4. CHAIR & COMMITTEE REPORTS –

a. Solid Waste Subcommittee:

Ms. Leatherwood said there was no new Information to report on the Solid Waste Advisory Council. The next meeting is to be scheduled, probably in September. The Board is working with the municipalities to coordinate a pilot pay-as-you-throw program.

5. **STAFF LIASION REPORT** –

Ms. Dinne indicated that she only had one item for the June agenda at this time. Ms. Leatherwood suggested canceling the June 7 meeting in the interest of the members' valuable time. The question of the deadline for the solar booklet was raised. Mr. Drummond added that it is a self-imposed deadline. The Board did not request it by a certain time. Ms. Leatherwood felt it might be able to be done by the end of summer.

APPROVAL TO CANCEL NEXT MEETING – Motion 280-17: Motion was made by Ellen Cutsail and seconded by Curtis Barrett to cancel the June 7 meeting. Motion carried.

The July 19 meeting will be an evening meeting and will start at 6:30 PM. Jay Voight will brief the EAC on the implementation of the residential solar code revisions.

Ms. Leatherwood reminded the group she will not be available for the August meeting.

6. **NEW BUSINESS**

a. County Solar Projects Status – Scott Moser, CC DPW

Ms. Dinne introduced Mr. Scott Moser, Deputy Director of Public Works, and Mr. Mike Myers Chief of the Purchasing Bureau. She requested that they provide the EAC members with a status update on the County's own solar projects.

Mr. Moser indicated that these projects had been before the County Planning Commission on July 16, 2015. Carroll County has or will have four sites with solar arrays.

- 1- Carroll Community College – This project is under construction and should be complete by July 1 and working by July 31, 2017. You can see this array from MD 97. The college is the largest electricity consumer of Carroll County Government's facilities. All of the energy generated is expected to be used onsite, with only what is not used going back to the grid. The County would get credit for anything that goes back to the grid.
- 2- Hoods Mill Landfill – This site is 4.5 acres. The mylars were expected to be signed that week. Construction was anticipated to begin in July.
- 3- Hampstead Wastewater Treatment Plant – This site is 3 acres. There was one -stormwater management comment to be addressed. Construction is to begin mid-August and be operational in September.
- 4- The fourth site is yet to be determined. The solar contract requires 13.4 megawatts (MW) to be supplied once the whole project is complete. An additional 40-50 more acres are needed, to supply the remaining 7+ MW required by the contract. The County helped to locate the other three sites, but there are no good sites remaining, eligible (they cannot go in the Agricultural zone) candidate sites. However, they do not need to be in Carroll County, just within the BGE service area and near a main electric line so it can be easily connected to the grid. If the County does not have to supply the land, it may actually save money if the fourth site is outside of Carroll County. The rate would remain the same regardless of where the fourth site is located.

The power produced through this solar contract is expected to offset about 25 percent of the Carroll County Government facilities' current energy usage. The County's BGE bill is currently \$3.2

million per year. The solar contract guarantees a rate of \$.077 per kilowatt hour (KWh) for 20 years. The County currently pays a rate of \$.11 per KWh. This would result in an annual savings for the County of roughly \$530,000, or \$9 million over the 20-year term of the contract. The County is not required to purchase any equipment. The solar company builds, finances, and owns the panels. The County just pays the \$.077 per KWh. The solar company will have to pay to replace any equipment. After 20 years, the County has the option to take over the solar panels or get out.

The County has been steadily implementing recommendations from Johnson Controls to move toward greater energy efficiency. The County has a lighting contract and is currently waiting on a grant application which will be used to replace more lights with LED lights. Motion sensors are being installed in some areas to turn lights on and off. In addition, chillers and the HVAC equipment have been replaced. Additional equipment will be replaced with energy efficient models as the need to replace arises.

Mr. Moser offered to send the EAC pictures of the sites.

Commissioner Frazier is interested in pursuing additional alternative energy projects, such as wind.

b. 2017 Environmental Legislation: Status Update

Now that the 2017 Legislative session is over, Ms. Dinne reviewed a summary of the status of several relevant pieces of legislation that were introduced this year. She provided a handout and went through each bill listed, explaining what it was and if it passed. [See attached handout, "Status of Relevant Environmental Legislation: 2017 General Assembly."](#)

c. Environmental Stewardship Booklet 2017 Update

Ms. Dinne reminded the members that the work plan this year included the biennial update of the Environmental Stewardship booklet. The information included in the booklet primarily comes from staff. Therefore, Ms. Dinne requested updated information from the relevant staff and agencies. She will update the text per the revised information received.

She also suggested expanding the booklet to add a few new topics this year. The EAC agreed that a section should be added to discuss solar energy; additional water quality information should be included, such as the Stream Buffer Initiative and tree planting program; and additional agriculture program information.

7. OLD BUSINESS –

a. Residential Solar Public Outreach Materials –

Ms. Dinne shared that the initial draft of the booklet was sent to the first person on the schedule to review. The review schedule was sent to all members. Ms. Dinne also provided an updated hardcopy. [See the attached, "Residential Solar Outreach Booklet EAC Member Review Schedule."](#)

Mr. Barrett noted that in his review he discovered the section he had written regarding installing yourself was missing. Ms. Dinne explained that, when Ms. Leatherwood completed her initial review before sending it out for review by all, she thought that if someone was knowledgeable enough to take it on, they probably wouldn't need to be reading this booklet. Mr. Drummond suggested putting it in the FAQs with a disclaimer or discouragement against doing it

yourself, given much of the work needs to be done by a certified electrician. Ms. Leatherwood agreed. Ms. Norris echoed the recommendation that residents hire someone to do the work unless they are already a certified/licensed professional, or they could serve as the general contractor and hire out those pieces.

Ms. Leatherwood reassured everyone that they could pass along the draft booklet if they do not have time to review it when it gets to them.

8. **OTHER** –

None.

9. **ADJOURN REGULAR MEETING** –

The meeting adjourned at 4:15 p.m. The next regular monthly meeting is scheduled for Wednesday, July 19, 2017, at 6:30 p.m. in the Reagan Room of the County Office Building.

MEETING ADJOURNMENT – Motion 281-17: Motion was made by Curtis Barrett and seconded by Ellen Cutsail to adjourn the May 17, 2017, meeting. Motion carried.



Carroll County Environmental Advisory Council

225 N Center Street
Westminster, MD 21157-5194
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eac@ccg.carr.org

Karen Leatherwood, Chair
Frank Vleck, Vice-Chair

Brenda Dinne, Staff Liaison
Department of Land
& Resource Management

Meeting Summary for July 19, 2017

Members

Curtis Barrett
Ellen Cutsail – absent
Jesse Drummond
Amy Krebs – absent
Karen Leatherwood
Charlene Norris
Craig Paskoski
Frank Vleck
Sandy Zebal

County Government

Brenda Dinne, Special Projects Coordinator / EAC Staff
Liaison
Jay Voight, Zoning Administrator

Other Attendees

None

1. CALL TO ORDER –

Ms. Leatherwood, Chair, officially called the July 19, 2017, meeting of the Environmental Advisory Council (EAC) to order at 6:30 p.m. in the Reagan Room of the County Office Building.

2. APPRECIATION FOR SERVICE – SANDRA ZEBAL

Sandra Zebal's second full term expired on July 5, 2017. Therefore, she is not eligible for reappointment. Karen Leatherwood, on behalf of the entire EAC, presented Ms. Zebal with a certificate of appreciation for her years of service. Ms. Zebal thanked everyone and commended the EAC members and staff for the good work that is done.

A letter inviting a new member to serve to fill her seat was sent. The acceptance letter has not yet been received.

Ms. Zebal discussed the sign for the grove of trees at Carroll Community College where the EAC has been planting trees to honor the Environmental Awareness Awards winners. She will follow up with the gentleman that is working on a price to make a sign. She would also like to make a donation towards payment if needed.

3. PUBLIC COMMENTS & CONCERNS-

There was no public to make comments or raise concerns. However, Ms. Dinne shared email correspondence that the EAC received from Mr. Matt Seubert, who resides in Urbana. The issues

raised were primarily concerning the Monocacy Scenic River plan, which would be handled by the Monocacy Scenic River Board, and Towne Mall at Westminster, which is located within City limits and would fall within the City's purview. No action to be taken by the EAC.

4. **APPROVAL OF MEETING MINUTES** –

Approval of the May 17, 2017, minutes was discussed.

APPROVAL OF MINUTES – Motion 282-17: Motion was made by Curtis Barrett and seconded by Charlene Norris to approve the May 17, 2017, meeting minutes. Motion carried.

5. **CHAIR & COMMITTEE REPORTS** –

a. Solid Waste Subcommittee:

Ms. Leatherwood reported that the Commissioners approved funds to be spent on a pilot Pay-As-You-Throw program if a municipality or Homeowners Association would be willing to implement the pilot program. Discussions have occurred with Sykesville, New Windsor, and Manchester, but no one has agreed to participate yet. A consultant was chosen to help whichever municipality would agree to pilot the project with getting the program up and running.

Ms. Leatherwood also reported that Governor Hogan recently rescinded an executive order issued by the previous governor prohibiting new landfills. She said this would provide more options to the County in considering how to plan for solid waste. She felt this may allow the County to extend the life of the Northern landfill through expanding the current landfill, in addition to extending the life by putting less trash in it.

6. **STAFF LIASION REPORT** –

Ms. Dinne informed the group that the next meeting will be August 16 at 3:00. The group will continue work on the Residential Solar Public Outreach booklet. The September meeting topics are yet to be determined. The presentation on Lehigh has been moved to the October 18 meeting. Tom Devilbiss and other staff will discuss the process for approving Lehigh's New Windsor quarry and the County's requirements.

Ms. Leatherwood informed the group she will not be at the August meeting.

Mr. Vleck wanted to note that the Lehigh conveyor belt and New Windsor quarry tour was very informational. He indicated that any concerns he had were allayed upon meeting with Mr. Devilbiss and Ms. Dinne regarding the quarry and the subsequent tour. Mr. Drummond and Ms. Leatherwood suggested anyone with pictures send them to Ms. Dinne so she can put them together to make a slide show to view before the Lehigh presentation in October for anyone who didn't attend the tour.

Ms. Dinne noted that the Board of County Commissioners sent Ms. Cutsail a letter reappointing her to the EAC for a second term.

Ms. Dinne shared that Ms. Myers-Crumbacker was retiring as of July 21 and that this was her last meeting with the EAC. Ms. Dinne and the EAC members thanked her for her service and for all she has done to help the EAC.

7. **NEW BUSINESS**

a. Residential Solar Requirements in Zoning - Status – Jay Voight, Zoning Administrator

Mr. Voight reported on the status of implementation of the solar requirements in the zoning code, originally recommended by the EAC in 2013 with an amended recommendation for residential solar size requirements in 2016. He felt the current provisions were working pretty well. His office only received one complaint thus far, and that was related to glare and a height violation. He has heard of no problems with the solar panels.

He shared the number of solar permit applications in FY 15 (409), FY 16 (588), and FY 17 (506). He surmised that the number dropped some in FY 17 because many of the tax incentive programs were expiring.

Mr. Voight felt that the majority of permit applications were for roof-mounted systems, with about 25 percent being ground mounted. He suggested that most people prefer roof-mounted systems, so he hasn't necessarily seen an increase in ground-mounted systems since the amendment to the residential solar size requirements were adopted in October 2016.

He said that the solar provisions of the code are working well in Carroll County. He mentioned that his office was contacted by Baltimore County regarding the solar requirements and wanting to use Carroll's requirements to help rewrite their own. Energy firms are also contacting the Zoning Office with questions about the Code.

Ms. Leatherwood asked about the property at MD Route 31 and Wakefield Valley Road. Mr. Voight said there are 13 acres of panels approved by Carroll County to be installed, but they are waiting on State approvals.

Mr. Barrett inquired about how many were buying versus leasing. Mr. Voight responded that this is not data that is collected by Carroll County on the permit applications. Ms. Leatherwood suggested a survey be sent to prior permit applicants to try to get more information for future use. Mr. Voight suggested they could send a survey post card to get this information. She also suggested a database be set up showing the information requested on a survey.

Mr. Drummond suggested adding the number of permit applications in the past three fiscal years to the Environmental Stewardship booklet. Ms. Dinne will add it in the green side bar.

8. **OLD BUSINESS** –

a. 2017 Update of Environmental Stewardship Booklet – Draft Review

Editorial changes to the booklet were discussed. Members also requested additional pictures be added to fill up the empty spaces in the green side bars. Several agreed pictures (or other materials) should only be added where there is significant space, as too much clutter makes it difficult for the reader. Ms. Dinne will make the agreed upon revisions. The EAC members decided to approve the booklet tonight, conditioned upon Ms. Dinne making the agreed upon revisions.

APPROVAL OF ENVIRONMENTAL STEWARDSHIP BOOKLET – Motion 283-17: Motion was made by Curtis Barrett and seconded by Sandra Zebal to approve the completion of the Booklet. Motion carried.

Ms. Dinne indicated that, before the booklet is made available to the public, the EAC will brief the Commissioners on it. The Board does not need to approve it, but should be aware of it before it is publicly available. Ms. Dinne will request time on the September agenda, as the Maryland Association of Counties (MACo) summer conference and many of the Board members' vacations are scheduled for August.

b. Residential Solar Public Outreach Materials –

All of the EAC members had an opportunity to review the preliminary draft text and make revisions and comments using Track Changes. Ms. Dinne accepted all changes that were editorial and non-substantive. The EAC members began reviewing the remaining comments and issues raised through the review process. Revisions were discussed. Ms. Dinne will make the changes and send the revised version to the EAC members for review prior to continuing the discussion at the August 16 meeting. Once the draft text is completed, the draft will be sent to the County Attorney's office to review before formatting it in its final form.

9. **OTHER** –

None.

10. **ADJOURN REGULAR MEETING** –

The meeting adjourned at 8:30 p.m. The next regular monthly meeting is scheduled for Wednesday, August 16, 2017, at 3:00 p.m. in the Reagan Room of the County Office Building.

MEETING ADJOURNMENT – Motion 284-17: Motion was made by Sandra Zebal and seconded by Frank Vleck to adjourn the July 19, 2017, meeting. Motion carried.



Carroll County Environmental Advisory Council

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Frank Vleck, Vice-Chair

Brenda Dinne, Staff Liaison
Department of Land
& Resource Management

Meeting Summary for August 16, 2017

Members

Curtis Barrett – absent
Ellen Cutsail
Jesse Drummond
Rick Elyar
Amy Krebs – absent
Karen Leatherwood – absent
Charlene Norris – absent
Craig Paskoski
Frank Vleck

County Government

Brenda Dinne, Special Projects Coordinator / EAC Staff
Liaison
Gail Kessler, Deputy County Attorney

Other Attendees

Jim Wieprecht, Monocacy Scenic River Board
Chris Heyn, Monocacy Scenic River Board

1. CALL TO ORDER –

Mr. Vleck, Vice Chair, officially called the August 16, 2017, meeting of the Environmental Advisory Council (EAC) to order at 3:01 p.m. in the Reagan Room of the County Office Building.

2. WELCOME NEW MEMBER – RICK ELYAR

Mr. Elyar introduced himself. He works in architectural and engineering design for food plants. He also was an Environmental Awareness Award winner in 2016 as part of the oyster restoration project. He has been involved with environmental advocacy.

The other members introduced themselves to Mr. Elyar and briefly provided their background.

3. PUBLIC COMMENTS & CONCERNS-

There was no public to make comments or raise concerns.

4. APPROVAL OF MEETING MINUTES –

At this point in the meeting, there was not a quorum of members. Mr. Vleck suggested coming back to this agenda item if another member came before the end of the meeting. Otherwise, a vote could not be taken on the minutes at this meeting.

5. **CHAIR & COMMITTEE REPORTS –**

a. Solid Waste Subcommittee:

Since Ms. Leatherwood and Ms. Cutsail were not at the meeting at this point, a subcommittee report was not given. Mr. Vleck commented that Ms. Leatherwood indicated previously that there was not much activity at the moment. She could provide an update in September.

6. **STAFF LIASION REPORT –**

Ms. Dinne informed the group that the next meeting will be September 20 at 3:00. The group will continue work on the Residential Solar Public Outreach booklet. In addition, the bylaws and mission statement will be on the agenda to vote on for approval.

At the October meeting, County staff will be presenting the process for reviewing and approval of the Lehigh New Windsor Quarry and conveyor belt. A brief slide show with pictures will be shown first for those who were not able to attend the tour. Ms. Dinne will also review the process for the upcoming awards cycle at this meeting or in November.

The EAC approved the 2017 Environmental Stewardship booklet at the July 2017 meeting. It does not need to be approved by the Board of County Commissioners. However, the EAC will brief the Board on it before it is released to the public and get the Board's general concurrence on releasing it. At the same time, the EAC will also give the Board a heads up on the residential solar outreach booklet. Both will be made available to the public and have some distribution after the Board is briefed. All EAC members are invited and encouraged to attend the open session meeting. Ms. Leatherwood, as the Chair, will take the lead on presenting. Time will be requested on the Board's agenda for either late September or early October. Since Chapter 31 of the County Code (EAC) requires the Board to approve changes to the EAC's bylaws, the proposed revisions will be introduced to the Board at that meeting as well. All three items will be presented at the same time so that the EAC members will not have to come to multiple meetings.

Ms. Dinne shared that, as the EAC wraps up many of its work plan projects, the last quarter of the year will transition to more administrative recurring tasks. This will include drafting and approving the proposed 2018 Work Plan and the 2017 Annual Report, as well as approving meeting dates and preparing for the 2018 Environmental Awareness Awards cycle.

7. **NEW BUSINESS**

a. Ethics and the Open Meetings Act

Ms. Gail Kessler, Deputy County Attorney, was present to provide training to the EAC on the Ethics Commission and on the Open Meetings Act. Ms. Kessler provided a PowerPoint presentation on each and presented the training regarding the Ethics Commission, followed by the Open Meetings Act, via the PowerPoints. *See the attached PowerPoint presentations, "Ethics Commission Training: Chapter 34 Ethics Overview," Summer/Fall 2017, and "Open Meetings Act," Summer/Fall 2017.*

Ms. Cutsail indicated that she is a member of the Union Bridge Town Council, re-elected in May, and was not aware that she needed to declare this to the Ethics Commission. The Board of County Commissioners was aware she was on the Town Council when she was appointed to the

EAC. Ms. Kessler suggested she email Mr. Tim Burke, the County Attorney and support to the Ethics Commission, to inform the Ethics Commission. Ms. Dinne will provide Ms. Cutsail with Mr. Burke's email address. Mr. Vleck suggested a place to declare your intention to run for public office be included on the Financial Disclosure Statement forms.

b. Proposed Update to Bylaws - Introduction

Ms. Dinne explained that the Board of County Commissioners directed the County Attorney to work with each Board or Commission to update their bylaws (if they have them) and develop a mission statement. Ms. Dinne worked with Ms. Kessler to identify proposed changes to the bylaws. They were sent to the EAC to review prior to the meeting. See the attached draft "Carroll County, Maryland Environmental Advisory Council Bylaws," dated August 7, 2017.

Ms. Dinne reviewed the proposed changes to the bylaws. A number of the changes were housekeeping changes, such as changing the Code chapter number, updating the Department name, etc. Several changes were meant to clarify items for which a question has been raised in the past. The remaining changes are primarily taken from other bylaws and are intended to address an important item before there is an issue.

On Meeting Criteria, Section 1.2 (Page 2), Mr. Drummond felt that using the words "shall" for notification of special meetings on the website pigeonholes the EAC into having to use the website for notification. He also questioned what would happen if the website was down. Ms. Kessler indicated that it is our current and common practice to post everything on the webpage. The webpage has never been down for an extended period of time that would prevent being able to fulfill the posting requirement. Ms. Dinne clarified that she thought Mr. Drummond's issue wasn't necessarily with posting it, just with having to post on the website rather than or in addition to another notification method. She suggested addressing the issue by eliminating the additional proposed sentence in that section and, in its place, adding to the existing text "The notice of special meeting shall be given *to the public* at least 24 hours prior to the meeting..." All agreed. The reference to posting on the website in Section 1.3 can remain.

Ms. Dinne indicated that Section 1.4 was proposed for elimination. While it is good practice to start the meetings promptly on time, she said it isn't necessarily something that needs to be included in the bylaws.

Under Member's Attendance at Meetings, Section 3, a sentence was added to clarify what was meant by "frequently absent" in the following sentence. She said the issue has come up in the past, and has had to be addressed. The idea is that, if a member accepts the appointment knowing what the commitment is for the meetings, he or she should probably step down on their own if they can no longer fulfill that commitment. Rather, the seat can be filled by someone who is able to attend the meetings. All agreed that this was a good clarification and that this commitment is needed. "County staff liaison" was eliminated later in the section because it is the same person as the "Secretary."

Under Vacancies, Section 5, the text was intended to clarify that a person filling the seat of a member who did not serve a full term would be first filling the remainder of that term, rather than a 4-year term.

Clarification was added to Officers, Section 2, to indicate when the Chair and Vice Chair terms would be effective. This was a question earlier in the year.

On Page 5, under Meeting Agendas, Section 1, current practice is to include time on every agenda for public comment. This addition would ensure this practice continues.

Article VII, Conflict of Interest, was added to raise awareness for new members and make it clear that, if a member has a conflict of interest, he or she cannot participate in that discussion. This came from other bylaws, but is proposed to be added to help prevent any such issues from arising or clarify it if it does.

Article VIII, Conduct of Council Members, was also an addition. Members periodically have occasion to speak to the media about a specific project. This is intended to make it clear that members need to be specific about whether they are speaking as an EAC member, and/or on behalf of the EAC, or as a private citizen. This also applies to contact with staff or others, and, per the Ethics training, ensuring that the position is not being used to benefit the member beyond what any citizen would benefit or misrepresenting the position of the EAC as a whole.

Lastly, on Page 5, under Section 1. Amendment, the majority of the paragraph is proposed to be removed. The EAC bylaws are one of the few, if not the only, Boards or Commissions requiring the Commissioners to approve changes to the bylaws. While a Code amendment to remove this requirement will not be pursued at this time, removing it from the bylaws now may help to facilitate an efficient change at some point in the future if the Code Chapter is amended for this or another reason.

The members agreed that all the proposed changes were beneficial. Ms. Dinne will make the agreed upon revisions and send the revised version to the EAC members to review prior to the next meeting. At the next meeting, this item will be on the agenda for approval by the EAC. Following EAC approval, time will be requested on the Board's agenda to introduce the proposed changes and then seek approval from the Board. Time will be requested to coincide with the presentation of the Environmental Stewardship booklet and the residential solar outreach booklet.

c. Proposed Mission Statement

The EAC members reviewed the draft mission statement prior to the meeting. Mr. Vleck commented that it was brief and to the point. Mr. Drummond suggested rewording the end of the statement to put a little more emphasis on the public education role. He suggested replacing "as well as educating the public" with "and also by public outreach and education." All agreed. Ms. Dinne will revise the statement and send the revised draft out to the EAC members with the revised bylaws. Mr. Vleck stated that this item will also be on the September agenda for approval. See the attached draft "EAC Mission," dated August 7, 2017.

8. APPROVAL OF MEETING MINUTES –

A quorum was present at this time. Approval of the July 19, 2017, minutes was discussed. No changes were suggested.

APPROVAL OF MINUTES – Motion 285-17: Motion was made by Jesse Drummond and seconded by Craig Paskoski to approve the July 19, 2017, meeting minutes. Motion carried.

9. OLD BUSINESS –

a. Residential Solar Public Outreach Materials – Draft Review

Mr. Drummond indicated that he had rewritten the frequently asked questions section, which was originally assigned to him, to eliminate some of the direct quotes and generalize the language.

The source of the information for each is still included. He suggested the question may not be needed regarding the direction that the roof has to face for roof-mounted systems, as it may be covered elsewhere. All agreed that the new version of the text was fine. Mr. Vleck noted that the last question, regarding installing your own solar, is good information.

Ms. Dinne pointed out that there were no comments in the section related to zoning. However, she noted that it was suggested that a table summarizing where solar is permitted by zoning district and as what type of use could be included. The EAC members decided not to include the table or a portion of the table. Since the booklet is geared toward residential uses and zones, it might be confusing or overload to include information about the other zoning districts. Paring it down to just the Residential and Conservation zones did not seem to be needed either, as much of the information for just those zones is already included in the text. However, it was decided that a definition for accessory uses should be added, as not everyone will understand what that means in the context of the Zoning Code. Ms. Dinne will also add a clear link to the Zoning Code.

Under the section regarding “other tips,” the members agreed that the question, as it was the only one, should be moved to the frequently asked questions section. The miscellaneous bullets, as previously suggested by Ms. Leatherwood, should be made into callout boxes in the formatted version of the document. Ms. Dinne indicated she could move the miscellaneous facts into that format as well. All agreed. Ms. Vleck also noted that it would be good to end with the online resources section.

Ms. Dinne will make the revisions discussed. She then will move the text into a formatted version of the booklet. The booklet will not be one continuous flow of text, as it is in the text draft. The sections will be individual, discrete sections. The definitions currently at the end will likely be near the beginning to allow readers to understand the terms before they read the rest of the document.

Mr. Vleck requested that the changes be made and the revised, formatted version be sent to the members before the next meeting. This project was anticipated to be wrapped up by the end of the summer. He would like to vote on it at the September meeting. Ms. Dinne said she will try to make that happen, particularly as it would be better to have a finished document when we brief the Board on this document and the Environmental Stewardship booklet.

10. **OTHER** –

None.

11. **ADJOURN REGULAR MEETING** –

The meeting adjourned at 5:01 p.m. The next regular monthly meeting is scheduled for Wednesday, September 20, 2017, at 3:00 p.m. in the Reagan Room of the County Office Building.

MEETING ADJOURNMENT – Motion 286-17: Motion was made by Ellen Cutsail and seconded by Craig Paskoski to adjourn the August 16, 2017, meeting. Motion carried.



OPEN MEETINGS ACT

Summer/Fall 2017



Purpose of the Open Meetings Act:

- Ensure the accountability of government to the citizens.
- Ensure that public business is conducted in an open and public manner.
- Allow citizens to observe the performance of public officials.



Standard Analysis:

- Is it a public body?
- Is it a meeting?
- Is the meeting subject to the Open Meetings Act?
- May we close the meeting? HOW?
- *When in doubt, hold a meeting in open session!*



Is it a Public Body?

- Two or more persons; and
- Established under State or County law, resolution or bylaw.
- Includes boards and committees appointed by the County Commissioners if the board or committee includes at least two persons who are not State or County employees.



Is it a Meeting?

- Need a quorum of the public body present or “a majority of members” of the public body.
 - Quorum: minimum number of members necessary to conduct business
- Need to be conducting or transacting public business---this concept is broadly defined under the law.



Is the Meeting Subject to the Open Meetings Act?

- The Act applies to:
 - Legislative functions;
 - Quasi-legislative functions; and
 - Advisory functions.
- The Act does not apply to:
 - *Administrative* functions; or
 - Judicial or Quasi-judicial functions.



Administrative Function

- Replaces the former “executive” function.
- Defined as the administration of an existing law, rule, or regulation.
- Does not include legislation, quasi-legislative, judicial, quasi-judicial or advisory functions.
- The Act does not apply to “administrative” functions.



Notice Requirements:

- If the Act applies, then the Public Body must give “reasonable notice” of the meeting (even if the meeting will be closed).
- Notice should be given as far in advance as possible.
- Notice includes the date, time and place of the meeting and whether the meeting is open or closed (in whole or in part).



May we Close the Meeting?

- The Open Meetings Act contains 14 statutory exceptions for closing a meeting:



Relevant Exceptions to Close a Meeting:

- Specific Personnel Matter
- Protect the Privacy of Individuals on Matter unrelated to Public Business
- Acquisition of Real Property
- Proposed Business/Industrial Relocation or Expansion
- Obtain Legal Advice
- Discuss Pending or Potential Litigation
- Discuss Public Security

14 Exceptions to Close A Meeting:



- Criminal Investigation
- To Comply with Other Laws that Require a Meeting to be Closed
- Before a Contract or Bid is Awarded, Discussion of a Procurement Matter

How to Close a Meeting (cont.)



- Presiding officer signs a statement to explain why the meeting is being closed
 - One-sentence justification including statutory language that permits closing and a general description of what will be discussed
- The public body must take a vote to close the meeting in an open session. All objections to closing must be recorded and noted.
- Presiding officer must limit discussion to that topic only while in closed session

How to Close a Meeting (cont.)



- Minutes must be taken.
- Need to give a general summary of the closed meeting in the next open meeting minutes.
 - Who attended, why the meeting was closed, and what, if any, action was taken.



Recordkeeping Requirements:

- All minutes, agendas, notices, and closed meeting forms must be kept for a period of at least one year after the date of the meeting.
- If a meeting is tape recorded, the tape must be kept for a period of at least five years after the date of the meeting.



Amendments to the Open Meetings Act

- Exceptions to written minutes – A/V
 - Live and archived audio/video available and streaming satisfies the minutes requirement
 - Must be able to access the recording and identities of speakers must be clear
- Exceptions to written minutes – votes
 - Meetings which are purely legislative can post each member's vote on the Internet

Compliance Board



- Three member body appointed by the Governor.
- The complaint process is simple and more informal than litigation.
- Written complaint.
- Good faith belief that the Act was violated.
- Considers practices that violate the Act.
- Written advisory opinion within 30 days.
- Opinions are advisory only.

If the Compliance Board finds a violation...



- Member of public body must summarize the opinion at the public body's next open meeting.
- Members of public body must sign a copy of the complaint & submit it to Compliance Board.



Training Requirement (2013)

- Every public body must designate an employee, officer, or member to receive training on the requirements of the Act.
- People getting the training are forwarded on a list to the Compliance Board.
- Two ways for the training to occur:
 - 1) Free online class offered by the Office of the Attorney General; and
 - 2) A class on the requirements of the Open Meetings law offered by the Maryland Association of Counties or the Maryland Municipal League through the Academy for Excellence in Local Governance.

*Ethics Commission
Training:*

*Chapter 34 Ethics
Overview*

Carroll County Code of Public
Local Laws and Ordinances

Summer/Fall, 2017

“A man without ethics is a wild beast loosed upon this World.”

~ Albert Camus

Section 1: Purpose

Establishes standards and financial disclosure requirements for County officials and employees

Assures that people have right to:

Impartiality and independent judgment

Financial interest of officials presents no conflict with public interest

Section 3: Applicability

Applies to all Carroll County officials and employees

Financial Disclosure statements:

Board of County Commissioners

Directors

Administrators

Boards and Commissions for Carroll County

Ad hoc Committees or Task Forces providing advice and/or recommendations

Ethics Administrator may require others not listed in this section to complete statement at any time

Section 4: Commission and Administrator

Consists of six members with staggered terms serving no more than two consecutive years

BCC will select an Ethics Administrator (non-voting member) to oversee routine business, maintain all files and forms, present findings, issue opinions and conducts hearings and meetings

Section 4: Commission and Administrator (cont.)

BCC may remove members of the Commission at any time for cause, including but not limited to, conflicts of interest or disqualification

No compensation for service

Must have a quorum to conduct business

The County Attorney will advise Commission unless outside counsel is required due to conflict

Section 5: Duties & Responsibilities

Prepare, receive and maintain all forms generated

Provide advisory opinions

Investigate complaints and alleged violations

Hold hearings, swear witnesses, issue decisions

Provide information to public regarding purposes of this chapter

Review chapter periodically for possible amendments

Section 6: Procedures for Opinions

Submit a written request to the Ethics Administrator

Response providing interpretations will be completed no later than 30 calendar days

If dissatisfied with response, a second opinion may be requested

If not able to respond within the 30 days, the County Attorney may respond

Redacted opinions are public record

confidential copies mailed to members and County Attorney

Section 7: Complaint Procedures

Filing of Complaints:

Must be filed within two years of alleged violation

Any person may file a complaint of questionable conduct or misconduct against an official, employee or lobbyist under the jurisdiction of the Commission

alleged violation of the Ordinances

actual activities or decisions

conduct or relationship

conflict of interest

Section 7: Complaint Procedures

(cont.)

Processing Complaints:

A confidential file is opened

If basis exists an preliminary inquiry will be conducted. The Commission will decide if its worth being processed as a complaint and will notify complainant

All information subject to confidentiality

Section 7: Complaint Procedures

(cont.)

Complaints with merit will proceed to investigation by Ethics Administrator with assistance from selected County staff

Results of the investigation and the resolution agreed to by the parties are presented to the Commission

If accepted, no hearing is scheduled. If the Commission determines the resolution is in appropriate based on the violation, a hearing is scheduled and the parties are notified at least 30 days prior to the hearing.

Section 7: Complaint Procedures

(cont.)

Oaths & Requests:

Oaths may be administered at hearings

Commission may request in writing any person to attend, testify, produce documents or other tangible documents

County employees are expected to comply

Section 7: Complaint Procedures

(cont.)

Hearings:

Not open to the public

Respondent may have counsel represent interests at hearing

Evidence may be presented but not subject to strict rules of evidence

The standard of review to determine if a violation occurred will be a preponderance of the evidence

Written findings are forwarded to the complainant and respondent

Reports of investigations will be maintained as public record and will be redacted to delete the name of the subject of the investigation

Section 7: Complaint Procedures

(cont.)

If an investigation finds reasonable grounds that a crime was committed, the Commission will forward those allegations to the proper authorities

The Commission may dismiss a matter at any time if it believes that a violation did not occur

Section 8: Prohibited Conduct

Participate on behalf of County and receive a direct financial benefit different from the public at large

Hold a financial interest or negotiate a contract with the County or an entity controlled by the County

Be employed or negotiate a contract by an agency who conducts business with the County

Have an outside business that would impair your impartiality or independence of judgment

Section 8: Prohibited Conduct (cont.)

No revolving door

Use the prestige of their office for their own benefit or that of another or misuse County time, project, resource or materials

Use or disclose confidential information acquired in their official capacity

Common Denominator



Section 9: Solicitation or Acceptance of Gifts

Will not:

- Solicit a gift

- Engage in activity controlled by the County

- Accept a gift from anyone conducting business with the County or has a financial interest or is a lobbyist of any kind

Allowed:

- Reasonable expenses for meals and beverages

- Ceremonial or honorary gifts

- Unsolicited gifts of nominal value

- Tickets or free admission

- Gifts from family members

AS LONG AS the members' views will not be impaired, impartial and will remain independent

Section 10: Financial Disclosures

File annually no later than January 31st of each calendar year during tenure of office

Must disclose:

Any interest or employment which could require disqualification from participation on the Board/Commission

Real estate holdings for past year excluding personal residence

Business entities

Candidacy for elective offices

Section 12: Exceptions

Requests for exceptions and modifications may be made by the Commission if financial disclosures and conflicts of interest -

- Constitute an unreasonable invasion of privacy

- Significantly reduce the number of qualified people for public service

Section 13: Confidentiality

Complaints will be conducted in confidential manner from beginning to end

May not disclose information related to the complaint or identity of parties unless the release has been agreed to in writing by respondent

Section 15: Enforcement

All officials and employees are subject to disciplinary actions if found in violation of this Chapter. The Commission may issue:

- Order of Compliance

- Reprimand

- Prosecuting authority

- Recommended to appropriate entity

- Ordered to return anything of value

Any ethics violation
no matter how small
will lead to serious
consequences!



Questions??

The End



**CARROLL COUNTY, MARYLAND
ENVIRONMENTAL ADVISORY COUNCIL
BYLAWS**

ARTICLE I – NAME

Section 1. Name.

The body shall be known as the Carroll County Environmental Advisory Council, as referenced in Chapter ~~16-31~~ of the Carroll County Code, a.k.a the Environmental Advisory Council or the EAC.

ARTICLE II – AUTHORITY

Section 1. Authority.

The EAC sits under the authority adopted by the Carroll County Board of Commissioners as Ordinance 04-20 on July 6, 2004, and included in the Carroll County Code as Chapter ~~1631~~.

ARTICLE III – PURPOSE

Section 1. Purpose.

The purpose of the EAC is to serve as an advisory body to the Carroll County Commissioners as outlined in Chapter ~~16-31~~ of the Code.

In the execution of its purpose, the EAC is empowered to hold public meetings, as appropriate, and is responsible to advise and make recommendations to the Board of County Commissioners of its findings, as appropriate as outline in Chapter ~~16-31~~ of the Carroll County Code.

ARTICLE IV – MEMBERSHIP AND MEETINGS

Section 1. Meeting Criteria.

Meetings for the EAC shall be conducted against the following standards:

1. The EAC shall hold meetings at regular monthly intervals, as it deems appropriate, as per Chapter ~~16-31~~ §~~1631~~-3 of the Code.

**CARROLL COUNTY, MARYLAND
ENVIRONMENTAL ADVISORY COUNCIL
BYLAWS**

2. Special meetings may be called upon the request of the Chairperson or any three members of the Council. The notice of special meeting shall be given to the public at least 24 hours prior to the meeting and shall state the subject matter to be considered and no other matter shall be before the Council.
3. In the event there is no matter to be considered, the Chairperson may dispense with any regularly scheduled meeting by notifying each Council member and posting on the County's website ~~and the Board of Commissioners~~ at least 24 hours prior to the time set for the meeting.
- ~~4. All meetings shall be promptly called to order at the scheduled time.~~

Section 2. The Standard for Meeting Quorums.

A majority of the currently appointed members of the EAC shall constitute a quorum for the transaction of business, and all action shall require the concurring vote of a majority of the members present and voting.

Section 3. Member's Attendance at Meetings.

Members are expected to demonstrate their commitment to serving on the Council by making every effort to attend all meetings and arrive punctually. Members must attend at least half of the regularly scheduled Council meetings within any given 12-month period to be eligible for reappointment. Any member of the EAC, who is frequently absent, may be referred to the Board of County Commissioners to be considered for removal from membership. Any such recommendation must be made by the Chairperson after an official vote of the EAC.

Any member not planning to attend any regular meeting of the EAC should notify the Chairperson, ~~the County staff liaison,~~ and the Secretary at least 24 hours prior to that meeting.

Section 4. Duties and Responsibilities of the General Membership of the EAC.

All appointed members shall represent the responsibilities of appointed office in earnest. They shall participate in deliberation and render honest opinion, based on the evidence of and information presented to them. Members may also present information on any issue that will add to the body of the information used in deliberation. In matters requiring the

**CARROLL COUNTY, MARYLAND
ENVIRONMENTAL ADVISORY COUNCIL
BYLAWS**

provision of advice and recommendation to the Board of County Commissioners, members shall speak as one body in the official report. When appropriate, members may also offer minority opinions when delivering recommendations. When doing so, the member must state the basis for the minority report.

Section 5. Vacancies.

All members of the EAC are expected to serve their full term and to actively participate in the proceedings and activities of the EAC. However, in the event that any position becomes vacant, for any reason whatsoever, said vacancy shall be filled by action of the Board of County Commissioners for the duration of the unexpired term.

ARTICLE V – OFFICERS

Section 1. Officers.

The EAC will elect the Chairperson, a Vice Chair and other officers, as deemed appropriate.

Section 2. Terms, Qualifications, and Standards.

The Chairperson shall serve a term of ~~two~~2 years and may be re-elected for no more than ~~two~~2 consecutive terms. All other officers elected to serve by the EAC membership shall hold office for a period of ~~two~~2 years or until the task under their charge is completed. If an Officer resigns prior to fulfilling his or her term as an Officer, the EAC will elect a successor at a subsequent meeting. Officer terms shall be effective immediately.

Section 3. Duties of the Chair.

The Chairperson shall be the principal Officer of the EAC and shall, in general, supervise and control the business and affairs of the Council. The Chairperson shall preside over all meetings of the EAC and decide all points of order, communicate recommendation of individuals to the County Commissioners for appointment to such ad-hoc committees as deemed necessary, sign documents on behalf of the EAC, call regular or special meetings, exercise general supervision over affairs of the EAC, and

**CARROLL COUNTY, MARYLAND
ENVIRONMENTAL ADVISORY COUNCIL
BYLAWS**

perform such other duties as are ordinarily incumbent upon a Chairperson.

On matters upon which the ~~Council~~EAC is voting, the Chair shall cast a vote only in the event of a tie.

The Chairperson or designee shall also represent the EAC in all interactions of the EAC with the Board of County Commissioners.

Section 4. Duties of the Vice-Chair.

The Vice-Chair shall perform such duties as are ordinarily incumbent upon vice-chairpersons and such duties as may be assigned to them by the Chair or Board of County Commissioners. The Vice-Chair shall also assume the role of Chairperson during any absence or disability to the Chairperson or upon the resignation of the sitting Chairperson, until a new Chairperson is elected.

Section 5. Secretary.

The Secretary shall be a designee of the Department of Land ~~Management Use, Planning & Development~~ & Resource Management Use, Planning & Development, or its successor, and shall prepare all official correspondence of the ~~Council~~EAC and keep a record of all official meetings and actions of the ~~EAC~~Council.

ARTICLE VI – MEETING AGENDAS

Section 1. Agenda.

At least 7 days prior to each regularly scheduled meeting, a draft agenda will be published. Any comments or questions regarding the draft agenda shall be directed to the Secretary of the EAC.

At least 24 hours prior to each meeting, a final agenda reflecting items to be considered and any changes to the draft will be available to the ~~EAC Council~~EAC and the public. Agendas shall be assembled by the Secretary of the EAC and shall contain items submitted by the County Commissioners, staff, and members of the general public. The Secretary is responsible for the distribution of the agenda.

**CARROLL COUNTY, MARYLAND
ENVIRONMENTAL ADVISORY COUNCIL
BYLAWS**

There will be time for public comment at each regular monthly meeting.
The Chair may impose a uniform time limit for each speaker.

ARTICLE VII. CONFLICT OF INTEREST

Whenever an EAC Member has a direct or indirect personal, professional or financial interest in business before the EAC, such Member shall declare he/she has a conflict and shall not participate in any discussion on said matter and shall not vote upon such matter.

ARTICLE VIII. CONDUCT OF COUNCIL MEMBERS

Speaking for the Council – A member will not appear to speak for the EAC except as authorized by the EAC. In any public or private statement concerning EAC affairs, members will carefully indicate whether they are speaking for the EAC or for themselves.

ARTICLE ~~VII~~IX – ORDER AMENDMENT

Section 1. Amendment.

Any proposal to amend these Bylaws must be agreed to by majority vote of the members of the EAC, ~~and approved by the Board of County Commissioners. Any amendment to the Bylaws shall be voted on at the next regular meeting of the EAC after the regular meeting at which the amendment was proposed. After agreement by a majority of the members of the EAC on the contents of amendment, it shall be formally proposed to the Board of County Commissioners.~~

**CARROLL COUNTY, MARYLAND
ENVIRONMENTAL ADVISORY COUNCIL
BYLAWS**

ADOPTED this _____ day of _____, 20137.

ENVIRONMENTAL ADVISORY COUNCIL

Date: _____ By: ~~Josh Hatkin~~ Karen Leatherwood, Chair

APPROVED this _____ day of _____, 20137.

THE COUNTY COMMISSIONERS OF CARROLL
COUNTY, MARYLAND, a body corporate and
politic of the State of Maryland

ATTEST:

Shawn Reese, Clerk

~~Doug Howard~~ Richard Weaver, President

~~David H. Roush~~ Dennis Frazier, Vice President

~~Haven N. Shoemaker, Jr.~~ Stephen Wantz,
Secretary

~~Robin Bartlett Frazier~~ Doug Howard

Richard S. Rothschild

Approved for legal sufficiency:

Timothy Burke
County Attorney

EAC Mission:

The EAC is dedicated to promoting environmental stewardship by providing environmentally, socially, and economically responsible recommendations and/or information to the Board of County Commissioners on environmental issues relevant to Carroll County ~~as well as by educating the public~~ and also by public outreach and education.

draft



Carroll County Environmental Advisory Council

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Fax: 410-386-2924
eac@ccg.carr.org

Karen Leatherwood, Chair
Frank Vleck, Vice-Chair

Brenda Dinne, Staff Liaison
Department of Land
& Resource Management

Meeting Summary for September 20, 2017

Members

Curtis Barrett
Ellen Cutsail
Jesse Drummond
Rick Elyar – absent
Amy Krebs – absent
Karen Leatherwood
Charlene Norris
Craig Paskoski
Frank Vleck

County Government

Brenda Dinne, Special Projects Coordinator / EAC Staff
Liaison

Other Attendees

None

1. CALL TO ORDER –

Ms. Leatherwood, Chair, officially called the September 20, 2017, meeting of the Environmental Advisory Council (EAC) to order at 3:00 p.m. in the Reagan Room of the County Office Building.

2. PUBLIC COMMENTS & CONCERNS-

There was no public to make comments or raise concerns.

3. APPROVAL OF MEETING MINUTES –

Approval of the August 16, 2017, minutes was discussed. No changes were suggested.

APPROVAL OF MINUTES – Motion 287-17: Motion was made by Frank Vleck and seconded by Ellen Cutsail to approve the August 16, 2017, meeting minutes. Motion carried.

4. **CHAIR & COMMITTEE REPORTS –**

a. Solid Waste Subcommittee:

Since Ms. Leatherwood indicated that the Board of County Commissioners put money aside to fund a potential pay-as-you-throw pilot program. Discussion continues with the municipalities to identify interest in participating in the pilot program. None have moved forward yet.

5. **STAFF LIASION REPORT –**

Ms. Dinne shared that the agenda for the October 18, 2017, meeting currently includes a presentation/overview of the Lehigh New Windsor Quarry review process by Tom Devilbiss and other staff members. Other agenda items include ideas for the proposed 2018 Work Plan and a review of the 2018 Environmental Awareness Awards process. Ms. Leatherwood asked that a discussion of how to set up the Awards committee be part of the Awards process discussion. Ms. Dinne noted that, for the last awards cycle, it was decided that all of the EAC members would review all of the applications rather than forming a committee to review the applications.

The EAC has time on the Board's agenda on October 19, 2017, to brief the Board on the 2017 Environmental Stewardship booklet and the Guide to Residential Solar Installation in Carroll County, to ensure the Board is familiar with the booklets before the EAC makes them available to the public. The EAC will also introduce the proposed revisions to the EAC bylaws and new mission statement. Ms. Leatherwood asked that a discussion of who will present what pieces be added to the October 18, 2017, agenda, as that will be the day before briefing the Board.

Other upcoming agenda items before the end of the year will include the 2017 Annual Report and 2018 meeting dates.

Ms. Dinne will use voting buttons in the future when she emails the agenda each month to allow each member to indicate if they will attend the next meeting. This should provide an easier way to identify who is expected at the next meeting each month.

Mr. Paskoski's term will be expiring on October 31, 2017. Although he was just appointed in the spring, he was filling the rest of someone else's term. Ms. Dinne has already informed the Commissioners' office and recommended that he be reappointed.

Ms. Dinne provided the EAC members with an updated list of members and their terms. Since the terms are four years, Mr. Drummond questioned if the term expiration date of January 31, 2020, was correct for he and Ms. Norris, since they were appointed in January 2017. Ms. Dinne indicated that was the date taken from the letters from the Board inviting them to serve, and she explained that it was probably not a full four years because they are filling the rest of someone else's term. She said she would double check it to be sure.

Ms. Dinne also requested a volunteer to take over the sign project from Ms. Zebal, who is no longer serving on the EAC. The project is to find someone who might be willing to make and/or donate a wooden sign for the tree grove at Carroll Community College where the EAC plants trees for Arbor Day to honor its award winners. Ms. Zebal had a contact person with whom to follow up. It was suggested that an Eagle Scout may want to do it as part of his project; several members agreed to contact scouts or scout troops. The members agreed to think about ideas before the next EAC meeting for how to move this forward. A volunteer will be chosen at that time.

6. **NEW BUSINESS**

a. **None**

7. **OLD BUSINESS** –

a. **Proposed Update to Bylaws – Review and Approval**

Ms. Dinne made revisions to the proposed bylaws based on discussion at the August 16, 2017, EAC meeting. The revised version was sent to the EAC to review prior to the meeting. See the attached draft “Carroll County, Maryland Environmental Advisory Council Bylaws,” dated August 17, 2017.

Ms. Leatherwood was not present for the discussion when the bylaws were introduced at the August meeting. She proposed some additional changes, to which the EAC agreed. On Page 2, under Member’s Attendance at Meetings, she proposed to change “and” to “or” in the last sentence so that a member not planning to attend the meeting could notify the Secretary OR the Chair rather than both. Current protocol is to notify Ms. Dinne.

Ms. Leatherwood questioned why this paragraph was included if there is no penalty. It was pointed out that there is a penalty for not attending enough meetings. Mr. Drummond indicated that the language says “should” rather than “must” notify.

On Page 5, under Order Amendment, Ms. Leatherwood proposed changing “majority” to “supermajority,” since bylaws are supposed to be harder to change. Rather than trying to define “supermajority,” it was agreed to insert “two-thirds” in front of “majority.”

Ms. Dinne will make the changes. The EAC approved the proposed bylaws with the aforementioned changes.

APPROVAL OF REVISED BYLAWS – Motion 288-17: Motion was made by Ellen Cutsail and seconded by Jesse Drummond to approve the bylaws with the change to Page 2, Section 3, Paragraph 2, to replace “and” with “or” and on Page 5, Section 1, Order Amendment, first sentence, to insert “two-thirds” in front of “majority.” Motion carried.

b. **Proposed Mission Statement – Review and Approval**

The EAC members reviewed the revisions made to the draft mission statement at the August 16, 2017, meeting. The mission statement was approved as amended. See the attached draft “EAC Mission,” dated August 17, 2017.

APPROVAL OF MISSION STATEMENT – Motion 289-17: Motion was made by Ellen Cutsail and seconded by Frank Vleck to approve the mission statement as amended at the last meeting. Motion carried.

c. **Residential Solar Public Outreach Materials – Review and Possible Approval**

The EAC members agreed that the final draft looked good. Ms. Leatherwood was not able to attend the previous meeting when the booklet was reviewed and discussed by the group. She suggested additional minor revisions.

On Page 1, in the letter to the reader from the EAC, third paragraph, third sentence, she wished to delete the words “intended to be,” as it was redundant to the use of the word “intended” in the previous sentence.

On Page 2, first paragraph, she recommended deleting the third sentence, “You are permitted to have roof-mounted and/or ground-mounted systems.” She felt this was site-specific and could be deleted to eliminate potential confusion since the text later includes information on what is permitted with roof-mounted systems.

On Page 2, fourth paragraph, Ms. Leatherwood suggested replacing “specific requirements” with “specifications.” She further recommended replacing the word “requirements” in the last sentence of that paragraph with “specifications” for consistency.

On Page 5, Paragraph 4, Subparagraph a, Ms. Leatherwood asked that the words “may, or may not” be emphasized in the same way that the italicized, red text on the first page is emphasized. There is no guarantee that anyone will receive a grant.

APPROVAL OF RESIDENTIAL SOLAR OUTREACH BOOKLET – Motion 290-17: Motion was made by Ellen Cutsail and seconded by Curtis Barrett to approve the solar outreach booklet with the aforementioned changes. Motion carried.

The EAC members discussed distribution of the booklet. Ms. Dinne said she would draft a press release and work with the County’s communications staff to get it sent out. Ms. Leatherwood requested that each EAC member receive 10 copies for each to distribute. Suggestions for distribution (either hardcopy or electronic) included the Commissioners, libraries, website, all municipalities, the Chamber of Commerce, Carroll County Association of Realtors, Piney Run and Bear Branch Nature Centers, the racks in the County Office Building, and copies to Glenn Edwards and Maria Myers for distribution at public events. Ms. Dinne indicated that the EAC already has distribution lists purposes. She will put together a distribution list using appropriate locations and recipients from those lists and send it to the EAC to review before the next meeting. Ms. Leatherwood also offered to ask the Commissioners at their October 19, 2017, meeting if an EAC member could be interviewed on this topic for one of the WTTR radio interviews, possibly Commissioner Frazier since he is particularly interested in solar energy. Ms. Leatherwood asked that distribution for the solar booklet be included as an agenda item for the October EAC meeting.

8. **OTHER** –

Ms. Leatherwood indicated she will not be able to attend the November 16, 2017, meeting.

Ms. Leatherwood asked about the status of the solar project in New Windsor. Ms. Dinne said she would check on that and let the EAC know.

9. **ADJOURN REGULAR MEETING** –

The meeting adjourned at 4:01 p.m. The next regular monthly meeting is scheduled for Wednesday, October 18, 2017, at 3:00 p.m. in Room 204 of the County Office Building.

MEETING ADJOURNMENT – Motion 291-17: Motion was made by Curt Barrett and seconded by Charlene Norris to adjourn the September 20, 2017, meeting. Motion carried.



Carroll County Environmental Advisory Council

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Karen Leatherwood, Chair
Frank Vleck, Vice-Chair

Brenda Dinne, Staff Liaison/Secretary
Department of Land
& Resource Management

Meeting Summary for October 18, 2017

Members

Curtis Barrett – absent
Ellen Cutsail
Jesse Drummond
Rick Elyar – absent
Amy Krebs – absent
Karen Leatherwood
Charlene Norris – absent
Craig Paskoski
Frank Vleck

County Government

Brenda Dinne, Special Projects Coordinator / EAC Staff
Liaison
Karen Miller, Recording Secretary
Sean Hartman, Hydrogeologist
Clay Black, Bureau Chief, Development Review

Other Attendees

None

1. CALL TO ORDER –

Ms. Leatherwood, Chair, officially called the October 18, 2017, meeting of the Environmental Advisory Council (EAC) to order at 3:02 p.m. in Room 204 of the County Office Building.

2. INTRODUCTION OF RECORDING SECRETARY –

Karen Miller was introduced as the new Recording Secretary, taking Cindy Myers-Crumbacker's place after she retired.

7. NEW BUSINESS

a. Lehigh New Windsor Quarry Development Review Process Overview

(This item was moved to earlier on the agenda to allow the presenters to leave earlier.)

Sean Hartman, County Hydrogeologist, briefed the EAC on the Lehigh New Windsor Quarry Proactive Monitoring Plan, and Clay Black, Chief of Bureau of Development Review, on the status of the development review process for the quarry and conveyor belt.

Mr. Hartman explained that, when the quarry was proposed in the early 1990s, MDE required Lehigh to install 19 observation wells and develop a hydrologic model to help predict the zone of influence for groundwater impacts from pumping at the quarry, which is discharged to Five Daughters Run. The model only showed one potential area of impact, which was near the town ballfields. MDE placed the burden of proof on Lehigh to prove that any dewatering, well issues, or

sinkholes within Lehigh's zone of influence were not a direct impact of pumping. The initial wells were installed in 1991, with the additional added since. They are monitored weekly or monthly, depending on the well, and data collected. Lehigh shares the data with County staff. The data will be used to verify if the model can be relied upon to be accurate. There is now 25 years of data. If the levels fluctuate more than five feet of the average, Lehigh will notify MDE and County staff immediately. County staff performs bi-annual County road inspections for sinkholes. The State monitors state roads. If anything is discovered, it is remediated. See the attached PowerPoint "Lehigh New Windsor Quarry Proactive Monitoring Plan," dated October 18, 2017.

Mr. Black gave a brief synopsis of the development review process. He indicated it was long, but gave kudos to Lehigh for the extensive public involvement process they undertook beyond what was required. Aside from water issues, the other big issue from the development review perspective was traffic to move the rock to Union Bridge. Multiple options were studied. The first option was trucks to run along Sam's Creek Road. Eventually, the conveyor belt became the top choice. The County then had to revise the County Code to allow it to proceed. The alignment through Linwood and Agricultural Land Preservation easements made it more complicated. Other issues included being able to see the quarry from the road. A berm was created and planted. The trees were initially inspected, then reinspected. Any trees that did not survive were to be replaced.

3. PUBLIC COMMENTS & CONCERNS –

There was no public to make comments or raise concerns.

4. APPROVAL OF MEETING MINUTES –

Approval of the September 20, 2017, minutes was discussed. No changes were suggested.

APPROVAL OF MINUTES – Motion 292-17: Motion was made by Ellen Cutsail and seconded by Frank Vleck to approve the September 20, 2017, meeting minutes. Motion carried.

5. CHAIR & COMMITTEE REPORTS –

a. Solid Waste Subcommittee:

Ms. Leatherwood indicated that the Board is still discussing talking to the municipalities about participating in a pilot project for pay-as-you-throw. The next Solid Waste Advisory Committee (SWAC) meeting is scheduled for December 7.

6. STAFF LIASION REPORT –

Ms. Leatherwood led off by noting that she may not be able to make the next meeting on November 16, 2017. Mr. Drummond indicated that he may not be able to make it either. Ms. Dinne asked the members' preference for alternative meeting dates to the third Wednesday of the month for the November and December 2018 meetings. The third Wednesday of those months conflicts with one or two other standing meetings that Ms. Dinne must attend. Mr. Vleck suggested that the November and December meetings be combined into one meeting and held in

the end of November or beginning of December. Ms. Cutsail requested that the alternative date not be the second Monday or the fourth Wednesday of the month, as she has conflicting meetings on those dates. Ms. Dinne will schedule those meetings accordingly for the proposed 2018 meeting dates. The EAC members will review and potentially approve meeting dates at their next meeting.

Ms. Dinne shared the items currently to be placed on the agenda for the November meeting, which included the draft proposed 2018 Work Plan, proposed 2018 meeting dates, draft 2017 Annual Report, and the tree grove sign.

Ms. Dinne noted that the final *2017 Environmental Stewardship in Carroll County* booklet, *Guide to Residential Solar installation in Carroll County* booklet, and the Board-approved bylaws will be posted on the EAC webpage once the Board has concurred for distribution of the booklets and approved the bylaws. Both booklets will be sent out for distribution as well.

The members' packet of materials includes from the County Attorney's Office two corrected pages from the Ethics and Open Meetings Act PowerPoints presented by Ms. Kessler, Deputy County Attorney, at the August 16, 2017, meeting.

Ms. Dinne prepared a bulleted sheet of background information on the booklets and bylaws for the EAC members' reference at the Board meeting on October 19, when the Board will be briefed on the booklets and bylaws. Ms. Leatherwood was the only one planning to attend, so she would do the speaking.

7. NEW BUSINESS

a. Lehigh New Windsor Quarry Development Review Process Overview

(This item was moved to earlier on the agenda to allow the presenters to leave earlier.)

8. OLD BUSINESS –

a. Residential Solar Guide – Discussion of Distribution

The EAC members reviewed the draft distribution list for the solar guide. Ms. Leatherwood requested that Karen Merkle be sent a hardcopy, not just a link. Mr. Vleck added that copies should be sent to the Soil Conservation District to be available. He also suggested that a link could be emailed to Mona Becker, Chair of the Environmental department at McDaniel, rather than hardcopies. Mr. Vleck and Mr. Drummond requested 10 copies each for their distribution. Ms. Leatherwood suggested everyone else get 5 copies. Ms. Cutsail requested copies to provide to each municipality at the Maryland Municipal League meeting in December. She will let Ms. Dinne know how many she needs.

b. 2018 Work Plan – Discussion of Possible Projects

Ms. Dinne explained that, for those that are new to the EAC this year, as an advisory body to the Board, the Board generally identifies projects for the EAC. However, if the EAC can propose a project relevant to current issues and events, it is vetted through the Commissioners' Office before including it on the proposed work plan.

Ms. Dinne noted that, as biennial projects, the Environmental Awareness Awards and Business Workshop for stormwater will be included on the 2018 work plan. She shared information on the SolSmart designation process and asked if the EAC members would be interested in including

completion of the designation application in the work plan. SolSmart is a program of The Solar Foundation, funded by the U.S. Department of Energy, which provides recognition and no-cost technical assistance to help local governments reduce barriers to solar energy growth. Local governments that achieve these goals are eligible for SolSmart designation, providing national recognition that they are “open for solar business.” The National Association of Counties (NACo) has partnered with The Solar Foundation to help counties address and reduce process or administrative costs. Applicants for designation as a SolSmart community score points for actions already taken in several different categories. While the County has not yet scored enough points in all of the categories, Ms. Dinne felt that the County staff could probably address the issues without the technical assistance, if the Board chose to pursue the items needed to achieve the designation. If that was the case, the process and designation would primarily serve to provide a timeframe to achieve additional solar-friendly actions and to promote the County as solar friendly. The EAC members were not certain whether to pursue this project, as they were not sure it was worth investing the time just to get a designation, particularly if the additional action items would result in an increased ongoing workload for staff. They requested that Ms. Dinne send them the application to review.

Mr. Drummond offered research on community solar as a potential project for the work plan. He explained a little bit of the background on community solar. Members of a community solar project would buy shares in the project. It would benefit those for which their property is not otherwise suitable for solar facilities. He indicated that 26 states now have regulations to allow community solar facilities, including Maryland. Mr. Vleck suggested it might be beneficial to properties in higher-density areas where it would be hard to fit solar facilities on the property. Ms. Dinne shared that the County’s current zoning would not allow it other than the business and industrial districts. She suggested that, if the Board wants to pursue it, this could possibly be split into two projects. The first would be to research community solar, including legislation and regulations, what other jurisdictions are doing, pros and cons, and a recommendation whether to pursue further implementing action. If the Board decides to move forward with additional action, the EAC could possibly prepare a recommendation on more specific implementing actions, similar to what they previously completed with the amendments to the zoning code. Ms. Dinne will get feedback from the Commissioners’ Office as to whether to include this on the work plan.

Mr. Paskoski questioned if a project to look into industrial composting could be included in the work plan. Ms. Leatherwood said that Carroll County had previously looked into this and found that it was very expensive to construct and implement. Ms. Dinne added that, now that there is a Solid Waste Advisory Council to address solid waste issues, it might be more appropriate for that group to pursue a topic like this.

Ms. Dinne will draft a proposed work plan for the EAC to review for the next meeting.

c. 2018 Environmental Awareness Awards – Review of Process

Ms. Dinne briefly reviewed the process. She noted that most of the work getting ready for the launch of the public information campaign to get nominations is done by staff. The public launch will be in January, and the EAC members will help get the word out. Nominations will be due March 1, and the EAC will then review the nominations and choose the winners. Ms. Dinne asked if the EAC would like to set up a committee to review the

nominations, as was traditionally done, or have the whole EAC review the nominations, as was done in the last cycle. The members agreed that they would all participate in the review of the nominations and voting for winners. Ms. Dinne proceeded to indicate that winners would be notified and awards jointly presented with the Board somewhere around Earth Day. That would be followed by a tree planting ceremony on Arbor Day at the community college to honor the winners. The EAC members agreed that they would like to continue to do that tree planting ceremony. It was noted that the Project of the Year category would not be a category on the nominations this year; that was a special category created in the last cycle to address special circumstances.

d. Tree Grove Sign – Discussion of Project Lead and Contacts

Ms. Leatherwood asked what the members thought the cost of a sign should be. She looked at a 12x12 inch plastic sign which was \$50. Some of the other members did not feel a plastic sign would have the look that promotes environmental awareness and weren't sure it would hold up any better than wood. Ms. Cutsail asked what size should be pursued. She might know someone she could ask about it, but it is difficult to ask around without knowing specifications. Mr. Drummond asked what the process would be if someone wanted to donate a sign, and would we be able to include on the sign by whom it was donated. Ms. Dinne was asked to look into the protocol for donating a sign. Ms. Leatherwood said the item would be placed on the next meeting again.

9. OTHER –

No other business was raised.

10. ADJOURN REGULAR MEETING –

The meeting adjourned at 4:56 p.m. The next regular monthly meeting is scheduled for Thursday, November 16, 2017, at 3:00 p.m., in the Reagan Room of the County Office Building.

MEETING ADJOURNMENT – Motion 293-17: Motion was made by Ellen Cutsail and seconded by Frank Vleck to adjourn the October 18, 2017, meeting. Motion carried.



Carroll County Environmental Advisory Council

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Karen Leatherwood, Chair
Frank Vleck, Vice-Chair

Brenda Dinne, Staff Liaison/Secretary
Department of Land
& Resource Management

Meeting Summary for November 29, 2017

Members

Curtis Barrett – absent
Ellen Cutsail
Jesse Drummond
Rick Elyar – absent
Amy Krebs – absent
Karen Leatherwood – absent
Charlene Norris (via conference call)
Craig Paskoski
Frank Vleck

County Government

Brenda Dinne, Special Projects Coordinator / EAC Staff
Liaison
Karen Miller, Recording Secretary

Other Attendees

None

1. CALL TO ORDER –

Mr. Vleck, Chair, officially called the November 29, 2017, meeting of the Environmental Advisory Council (EAC) to order at 3:01 p.m. in the Reagan Room of the County Office Building.

2. PUBLIC COMMENTS & CONCERNS –

There was no public to make comments or raise concerns.

3. APPROVAL OF MEETING MINUTES –

Approval of the October 18, 2017, minutes was discussed. Ms. Cutsail requested that the sentence on the top of the third page be changed to read that she is not available the second Monday of the month rather than the first Monday of the month.

APPROVAL OF MINUTES – Motion 294-17: Motion was made by Ellen Cutsail and seconded by Jesse Drummond to approve the October 18, 2017, meeting minutes as amended. Motion carried.

4. CHAIR & COMMITTEE REPORTS –

a. Solid Waste Subcommittee

Ms. Cutsail reported that the next SWAC meeting is scheduled for December 7, 2017. Early in this week, she had Ms. Dinne forward to the EAC an article from the Carroll County Times about the status of the FuTuRe pay-as-you-throw pilot program. She said they will know more about the status after the next meeting. She noted that Union Bridge would need to know how it would be implemented within the municipalities, as trash collection is included in municipal taxes for their residents, before they could decide if the Town is interested in participating.

5. STAFF LIASION REPORT –

Ms. Dinne shared that the Board of County Commissioners (“Board”) approved the proposed revisions to the bylaws on November 2, 2017. Once Ms. Leatherwood signs it, copies will be provided to the EAC members and posted on the EAC webpage.

The tentative agenda for the January 17 meeting currently includes discussion of the talking points for the joint meeting with the Board, which Ms. Dinne confirmed is scheduled for February 8, 2018, at 1:00 p.m. in the Reagan Room. Ms. Dinne will provide a status on the outreach for the Environmental Awareness Awards and provide the EAC members with flyers to post or hand out. Research topics for proposed projects on the work plan will be discussed and divvied out. Lastly, Ms. Dinne will update the EAC on the 12SW Permittees Business Workshop.

Ms. Dinne updated the EAC members on the status of the proposed solar project in New Windsor. This project is working its way through the County’s Development Review process. The Bureau of Development Review received revised drawings before Thanksgiving, which addressed comments pertaining to the floodplain. Once approved by the Floodplain Manager, the review process will be complete. The solar facility is being reviewed under the County’s simplified review guidelines. The applicant can apply for a building permit at any time then, although they may still have State processes to complete.

6. NEW BUSINESS –

a. 2018 Meeting Dates – Review and Potential Approval

The EAC members reviewed the proposed meeting dates for 2018. As requested by the EAC, the November and December meeting dates were combined into one meeting at the end of November. No revisions were made. See the attached draft “Environmental Advisory Council (EAC) 2018 Meeting Dates.”

APPROVAL OF PROPOSED 2018 MEETING DATES – Motion 295-17: Motion was made by Ellen Cutsail and seconded by Craig Paskoski to approve the proposed 2018 Meeting Dates. Motion carried.

b. 2017 Annual Report – Review and Potential Approval

The EAC members reviewed the draft 2017 Annual Report. No revisions were made. See the attached draft “Carroll County Environmental Advisory 2017 Annual Report,” dated November 29, 2017.

APPROVAL OF 2017 ANNUAL REPORT – Motion 296-17: Motion was made by Jesse Drummond and seconded by Ellen Cutsail to approve the proposed 2017 Annual Report. Motion carried.

6. OLD BUSINESS –

a. 2018 Work Plan – Review and Potential Approval

The EAC members reviewed the draft proposed work plan. See the attached draft proposed “Carroll County Environmental Advisory Council (EAC) 2018 Work Plan,” dated November 29, 2017.

The draft currently contains the stormwater business workshop and the community solar project. The work product under the community solar project is to be changed from a memo to a report and findings, which is consistent with products from 2017 projects.

At the request of the EAC members at the October meeting, Ms. Dinne forwarded a copy of the SolSmart application to the members to review prior to this meeting. After reviewing the application, the members agreed this is a project they would like to propose in the work plan. The members would help coordinate the process of completing the application and identifying any additional measures that could be implemented to achieve eligibility, if needed.

The EAC members also reviewed a potential project to research measures to reduce expanded polystyrene (EPS) foam and provide findings to the Board. The members agreed this project should be proposed to the Board as well.

Ms. Dinne will revise the work product for the community solar project and add the SolSmart and EPS projects to the work plan. The EAC voted to approve the work plan as amended with these changes.

APPROVAL OF PROPOSED 2018 WORK PLAN – Motion 297-17: Motion was made by Ellen Cutsail and seconded by Jesse Drummond to approve the proposed 2018 Work Plan, as amended. Motion carried.

b. Tree Grove Sign – Discussion of Project Scope and Lead

Mr. Drummond indicated that his employer may be interested in donating money for part or all of the cost of the sign. Ms. Dinne confirmed with the County Comptroller’s office that the County could accept such a donation. She also shared the names of the companies that the County’s Recreation and Parks Department use for the signs at the County parks.

The members discussed how the sign should look at the wording. Ms. Dinne suggested keeping the wording brief. Mr. Drummond envisioned a wooden sign, possibly with a metal plaque attached. Mr. Vleck suggested the size be roughly 18”x24”. Ms. Norris suggested a pedestal base with an angled sign for ease of reading. A 4x4” or 6x6” post made of the same material as the sign might work. They discussed wording that Ms. Cutsail will draft and send to Ms. Dinne for the EAC members to review. Once the members agree on wording, cost estimates for the sign can be sought.

Mr. Paskoski requested at a future time coming up with a way to label or indicate the tree species planted there. Mr. Vleck offered the possibility of putting in the EAC webpage.

c. 2018 MS4 Business Workshop – Discussion

The business stormwater workshop in 2018 will be focused on specific, existing permit holders. As a result, the EAC members will not need to engage in as much public outreach on the workshop for this coming year. The workshop is tentatively scheduled for Friday, February 16, 2018, from 1:00 to 3:00 p.m. at Carroll Community College. Permittees will be sent a letter in December to gauge interest in attending and topics that would be most helpful. Ms. Dinne will update the EAC members prior to the next meeting.

7. OTHER –

No other business was raised.

8. ADJOURN REGULAR MEETING –

The meeting adjourned at 4:12 p.m. The next regular monthly meeting is scheduled for Wednesday, January 17, 2018, at 3:00 p.m., in the Reagan Room of the County Office Building.

MEETING ADJOURNMENT – Motion 298-17: Motion was made by Ellen Cutsail and seconded by Craig Paskoski to adjourn the November 29, 2017, meeting. Motion carried.

Upcoming Meetings:

- *Regular Monthly Meeting – **Wednesday, January 17, 2018 @ 3:00 PM, Reagan Room, County Office Building***
- *Annual Joint Meeting with Board of County Commissioners – **Thursday, February 8, 2018 @ 1:00 PM, Reagan Room, County Office Building***