

## Board of County Commissioners

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



## Carroll County Government

225 North Center Street  
Westminster, Maryland 21157  
410-386-2043; 1-888-302-8978  
fax 410-386-2485  
MD Relay ~ 7-1-1/800-735-2258

### **Notice of Commissioner Meetings & Agenda for the Week of February 13, 2017**

#### **Revision 1 dated February 14, 2017**

Please Note: This weekly notice and agenda is subject to change. Please call 410-386-2043 to confirm a meeting you plan to attend. All meetings, unless otherwise noted, will be held at the Carroll County Office Building, Room 311. All or part of a meeting may be conducted in closed session.

- *Indicates Outside Activities*

#### **Monday ~ February 13, 2017**

#### **Tuesday ~ February 14, 2017**

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

##### **Item 1**

Legislative Briefing  
Department of Planning ~ Mr. Phil Hager

##### **Public Comment**

*7:00 p.m. Carroll County Ag Center Annual Dinner Meeting*  
*Westminster, Maryland*  
*Commissioner Weaver*

#### **Wednesday ~ February 15, 2017**

*10:00 a.m. Maryland Association of Counties Land Use Subcommittee Meeting*  
*Annapolis, Maryland*  
*Commissioner Rothschild*

**Wednesday ~ February 15, 2017 (Continued)**

- 10:30 a.m. Maryland Association of Counties Legislative Committee Meeting  
Annapolis, Maryland  
Commissioners Wantz & Rothschild*
- 6:00 p.m. Carroll Community College Board Meeting/Dinner  
Westminster, Maryland  
Commissioner Wantz*

**Thursday ~ February 16, 2017**

- 8:00 a.m. Economic Development Commission Meeting  
County Office Building ~ Room 105  
Commissioners Weaver, Frazier, Wantz, Howard & Rothschild
- 9:30 a.m. Board of County Commissioners Closed Administrative Session
- 10:00 a.m. Board of County Commissioners Open Session**  
County Office Building ~ Room 311

*Positively Carroll*

Proclamation Presentation ~ FFA Week – 2017

**Item 1**

Public Comment on this item  
Briefing/Discussion  
Presentation of Staff Report  
[Westminster Annexation No. 66 ~ Crowell Property](#)  
Department of Planning ~ Mr. Phil Hager

**Item 2**

Public Comment on this item  
Discussion/Decision  
[Chapter 36 ~ Personnel Policies](#)  
Department of Human Resources ~ Ms. Kim Frock

**Item 3**

Public Comment on this item  
Briefing/Discussion/Decision  
[Bid Approval ~ Strategic Community Plan for  
Carroll County's Local Management Board](#)  
Department of Citizen Services ~ Ms. Christine Kay  
Bureau of Purchasing ~ Mr. Mike Myers

**Thursday ~ February 16, 2017 (Continued)**

**Item 4**

Public Comment on this item  
Briefing/Discussion/Decision  
Request Approval of One-Year Renewal of  
Recycling and Waste Transfer Agreements and  
Cancellation of Combined Services Procurement  
Department of Public Works ~ Mr. Jeff Castonguay

**Public Comment**

Approval/Adoption of Minutes

Administrative Session ~ Open

*11:30 a.m. Carroll County Chamber of Commerce Luncheon  
Best Western ~ Westminster, Maryland  
Commissioners Weaver, Frazier, Wantz, Howard & Rothschild*

**Friday ~ February 17, 2017**

*1:00 p.m. Celebrating America Meeting  
Historical Society of Carroll County ~ Westminster, Maryland  
Commissioner Howard*

**Saturday ~ February 18, 2017**

*1:00 p.m. Sykesville Dog Park Discussion  
Eldersburg Branch Library  
Commissioner Howard*

**Sunday ~ February 19, 2017**

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

ACCESSIBILITY NOTICE: The Americans with Disabilities Act applies to the Carroll County Government and its programs, services, activities, and facilities. Anyone requiring an auxiliary aid or service for effective communication or who has a complaint should contact The Department of Citizen Services, 410.386.3600 or 1.888.302.8978, MD Relay 7-1-1/1.800.735.2258 as soon as possible but no later than 72 hours before the scheduled event.

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

# Department of Planning

## Briefing Paper

February 16, 2017

### Open Session

#### Issue:

Westminster Annexation No. 66 - Crowell Property

#### Background:

The City of Westminster is currently processing annexation request No. 66 - Crowell property. This annexation area consists of two properties owned by Robert A. Crowell totaling 0.3548 acre. This property is located on the northern side of Sullivan Avenue, west of the intersection with Pennsylvania Avenue. The property to be annexed is contiguous to the boundary line of the existing corporate limits for the City of Westminster. The annexation area is in the County's **R-7,500 Zoning District** and has a land use designation of "**Urban Residential.**" in both the *City of Westminster 2009 Comprehensive Plan (Located within the plan on the Annexable Land with Development Potential map)* and the *2007 Westminster Environs Community Comprehensive Plan*. The Town has indicated its intent to place the annexation area in the **R-7,500 Zoning District**. The change in the zoning districts will not increase the density by more than 50%, so a zoning waiver is not required.

A full staff report was presented to the Planning and Zoning Commission on January 17, 2017. Following their review, the Planning and Zoning Commission is forwarding this report to the Board of County Commissioners for their review and concurrence. A comment letter with the Board's signatures will be sent to the City.

**Action:** Briefing

#### Attendees:

Lynda Eisenberg, Chief, Bureau of Comprehensive Planning  
Andrea Gerhard, Bureau of Comprehensive Planning

# ***DEPARTMENT OF HUMAN RESOURCES***

## ***Briefing Paper***

**February 16, 2017**

### **ISSUE:**

Amendments to the Carroll County Code of Public Local Laws and Ordinances Chapter 36 “Personnel Policies”.

### **BACKGROUND:**

On January 19, 2017, the Board of County Commissioners convened a Public Hearing accepting testimony on proposed amendments to the Carroll County Code of Public Laws and Ordinances Chapter 36 “Personnel Policies”. The Personnel Code and the amendments are intended to assure the fair and equal treatment of County employees with regard to certain aspects of their employment.

The Board of Commissioners received a briefing on the nature of the proposed amendments and outline of the reasons for the suggested changes on October 6 and 20, and December 15, 2016. The four substantive changes presented to the Board were:

1. an increase in the amount of compensatory time employees are eligible to maintain,
2. the elimination of encumbered leave and advanced sick leave which have been largely superseded and replaced by the Short Term Disability Benefit Policy 17-91-HR and the Catastrophic/Extended Family Sick Leave Policy 2014-HR-07,
3. limiting leave without pay absences to no more than 30 days in a rolling 12 month period, and
4. clarifying holiday leave process for employees required to work on a Commissioner determined holiday.
5. clarifying holiday leave accrual for those employees working non-standard schedules
  - a. hired and working in a non-standard work schedule prior to March 1, 2017
  - b. hired and working in a non-standard work schedule on or after March 1, 2017

During the public hearing five (5) employees offered comment on the holiday leave calculation that is specified in Chapter 36 “Personnel Policies”. On January 26, 2017 the Board of Commissioners requested staff to provide a briefing on the various methods of awarding holiday leave and the implications of each method to county operations. On February 9, 2017 the Board of Commissioners requested staff to revise proposed language for Chapter 36 Section 36.086 Holiday Leave.

### **Staff Recommended Motion:**

I move that the Board of Commissioners approve Chapter 36 Personnel Policies as amended.

**Attendees:** Kimberly Frock, Director, HR

DATE: February 10, 2017  
TO: The Carroll County Board of Commissioners  
RE: Strategic Community Plan for Carroll County's Local Management Board  
26-F-1-16/17

**EXECUTIVE SUMMARY:**

The Commissioners of Carroll County are inviting Letters of Interest/Statement of Qualifications from qualified firms for development of a Strategic Community Plan to support Carroll County's Community Partnership Agreement with the Governor's Office for Children.

The Bureau of Purchasing in cooperation with the Bureau of Citizen Services received proposals for the above project. An evaluation committee of three (3) members was formed to conduct technical and financial review of the proposals submitted. The Committee evaluated all proposals based on criteria detailed in the proposal. The highest ranked firm for this project is **Due East Partners** in the amount of \$25,000.00. This expenditure is within the project budget and no additional funds will be needed.

Number of Bids: 3

- Vendors & Bid Results:
1. Due East Partners
  2. Germane Solutions
  3. Maryland Nonprofits

Received Budget Approval:  Yes      Comments: \_\_\_\_\_

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

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

Business is in good standing with Carroll County Collections Office:  Approved  N/A

**Staff Recommended Motion:**

I move that the Board of Commissioners concur with award and authorize the Bureau of Purchasing to move forward to obtain legally sufficient contract documents for signing by Christine Kay, Director, Citizen Services

\_\_\_\_\_  
Bureau of Purchasing      Date

\_\_\_\_\_  
Board of Commissioners      Date

Commissioner Wantz:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Weaver:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Frazier:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Rothschild:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Howard:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Comments: _____				
_____				
Action Taken: <input type="checkbox"/> Accepted <input type="checkbox"/> Denied <input type="checkbox"/> Other: _____				

CM/mm

Cc: File

H:Purchasing/Mmoser/PublicPurchase/Forms/ConcurrenceLetterPorposal - Revised 5/1/16

**Carroll County Department of Public Works**  
**Briefing Paper**  
**Briefing, Discussion & Decision**  
**February 16, 2017**

**Issue:** Northern Recycling & Waste Transfer Contract Renewals

**Background:** Through Carroll County's membership in the Northeast Maryland Waste Disposal Authority (Authority), separate contracts exist on the County's behalf for the Transfer of Wastes and Recyclable Materials.

The agreement for recycling with Recycle America and the agreement for waste with Advanced Disposal are on an annual renewal basis for the fiscal year.

In the March 29, 2016, Open Session, we discussed the Authority performing a procurement to combine both services in an attempt to obtain better contract pricing for recycling. The RFP process started last fall; Best and Final Offers were received in January 2017.

Based on analysis of those results, better pricing for that service was not achieved. Advisement is to cancel that procurement.

**Desired Action:** Decision to authorize renewal of the contracts for an additional year and cancel procurement for combined services.

**Staff Recommended Motion:** I move the Board of Commissioners approve the one year renewal of the recycling and waste transfer agreements and cancellation of the combined services procurement.

**Attending:** Jeff Castonguay, Director, Department of Public Works  
Jeff Topper, Deputy Director, Department of Public Works  
Dusty Hilbert, Chief, Bureau of Solid Waste