

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 March 13, 2017

Revision 1 dated March 13, 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 ~ March 13, 2017

2:00 p.m. Transit Advisory Council Meeting
County Office Building ~ Room 105
Commissioner Frazier

6:00 p.m. *"Chasing It" Documentary*
Carroll Arts Center ~ Westminster, Maryland
Commissioners Weaver, Frazier & Wantz

Tuesday ~ March 14, 2017

~~9:00 a.m. Board of County Commissioners Open Session
County Office Building ~ Room 311~~

~~**Item 1**~~

~~Legislative Briefing
Department of Planning ~ Mr. Phil Hager~~

~~**Item 2**~~

~~Warfield Development Corporation Update
Board of County Commissioners~~

~~**Public Comment**~~

Tuesday ~ March 14, 2017 (Continued)

~~3:00 p.m. — Comptroller Franchot Visits Carroll County
Westminster, Maryland
Commissioners Weaver, Frazier, Wantz & Howard~~

~~7:00 p.m. — Carroll County Ag Center Board Meeting
Westminster, Maryland
Commissioners Weaver & Frazier~~

~~7:30 p.m. — Manchester Town Council Meeting
Manchester, Maryland
Commissioner Wantz~~

Wednesday ~ March 15, 2017

6:00 p.m. *Carroll Community College Board Meeting/Dinner
Westminster, Maryland
Commissioner Wantz*

Thursday ~ March 16, 2017

8:00 a.m. Board of County Commissioners Closed Administrative Session

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

Positively Carroll

Item 1

Budget Overview

Department of Management & Budget ~ Mr. Ted Zaleski

Public Comment

Thursday ~ March 16, 2017 (Continued)

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

Item 2

Public Comment on this item
Additional Briefing/Discussion/Decision
Request Approval to Submit Grant Application
[FY18 Annual Transportation Plan](#) to
Maryland Department of Transportation
Department of Public Works ~ Mr. Jeff Castonguay
Department of Management & Budget ~ Mr. Ted Zaleski

Item 3

Public Comment on this item
Briefing/Discussion
[Solid Waste Planning Update](#)
Department of Public Works ~ Mr. Jeff Castonguay

Item 4

Public Comment on this item
Discussion/Decision
[Credit Card Use at Northern Landfill](#)
Department of Public Works ~ Mr. Jeff Castonguay

Item 4

Public Comment on this item
Briefing/Discussion/Possible Decision
[Update on Evening Pilot Program](#)
Department of Public Works ~ Mr. Jeff Castonguay

Item 5

Public Comment on this item
Briefing/Discussion/Decision
[Bid Approval ~ Pipe Culvert Repairs & Replacements](#)
Department of Public Works ~ Mr. Jeff Castonguay
Bureau of Purchasing ~ Mr. Mike Myers

Item 6

Public Comment on this item
Briefing/Discussion/Decision
[Bid Approval ~ Traffic & Transportation](#)
Engineering Services
Department of Public Works ~ Mr. Jeff Castonguay
Bureau of Purchasing ~ Mr. Mike Myers

Thursday ~ March 16, 2017 (Continued)

Item 7

Public Comment on this item

Briefing/Discussion/Decision

[Bid Approval ~ Roberts Field Pump Station Rehabilitation](#)

Department of Public Works ~ Mr. Jeff Castonguay

Bureau of Purchasing ~ Mr. Mike Myers

Item 8

Public Comment on this item

Briefing/Discussion

[Bid Approval ~ Transit Buses Purchase or Lease](#)

Department of Public Works ~ Mr. Jeff Castonguay

Bureau of Purchasing ~ Mr. Mike Myers

Public Comment

Approval/Adoption of Minutes

Administrative Session ~ Open

*3:00 p.m. Baltimore City ~ State of the City Address
Baltimore, Maryland
Commissioner Wantz*

Friday ~ March 17, 2017

*8:00 a.m. Opening Remarks ~ Miller "Get Business Now" Conference
Westminster, Maryland
Commissioner Wantz*

Saturday ~ March 18, 2017

*11:30 a.m. Patapsco United Methodist Church Roast Beef Dinner
Finksburg, Maryland
Commissioner Weaver*

*5:30 p.m. Pleasant Valley Fire Company 86th Anniversary Celebration
Pleasant Valley, Maryland
Commissioners Frazier & Wantz*

Sunday ~ March 19, 2017

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

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

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

**Grant Application Briefing Paper
FY18 Annual Transportation Plan
3/16/17**

Project Name: FY 2018 Annual Transportation Grant Application

Department/Agency: Department of Public Works

Funding Agency: Maryland Department of Transportation with pass through funds from the Federal Department of Transportation

Deadline: 3/24/17

Background: The FY18 Annual Transportation Plan requests Federal and State grant funding to support operating and capital expenses for the County's Public Transit System. This system provides service to older adults, persons with disabilities and the general public through demand response (door-to-door) service and the TrailBlazer (deviated-fixed routes). The four TrailBlazer deviated-fixed routes connect Eldersburg and Taneytown to Westminster and serve the areas of Westminster and South Carroll. The deviated-fixed route service operates Monday through Friday, with limited Saturday service in Westminster.

FY16 Performance

FY16 Transit Stats			
	Deviated Fixed Route	Demand Response	Total
Total Passenger Trips	16,184	116,134	132,318
Total Service Miles	130,954	727,642	858,596
Total Service Hours	10,671	67,927	78,597

FY16 Carroll County Performance					
	Deviated Fixed	Demand Response	MTA Criteria FY18		Overall
			Successful	Needs Review	
Operating Cost per Hour	\$ 35.25	\$ 23.85	\$ 40	\$ 60	\$ 25.40
Operating Cost per Mile	\$ 2.87	\$ 2.23	\$ 2.00	\$ 4.00	\$ 2.32
Operating Cost per Passenger Trip	\$ 23.24	\$ 13.95	\$ 7.00	\$ 18.00	\$ 15.09
Farebox Recovery Ratio	6%	11%	15%	7%	10%
Passenger Trips per Mile	0.12	0.16	0.3	0.15	0.15
Passenger Trips per Hour	1.52	1.71	5	2.5	1.68
Shaded stats do not meet the "Successful" criteria					

Budget Overview

The proposed FY18 budget includes a 4% increase in the base vendor contract, an increase in CTS driver salaries, the Westminster bi-directional route, the Hampstead-Manchester Route and the Westminster Evening service.

Operating Budget

	FY17		Projected FY18	
Vendor Contract	\$2,193,203		\$2,615,688	
County Operating Costs*	\$ 192,090		\$ 240,215	
Total Expense		\$ 2,385,293		\$2,855,903
Estimated Vendor Revenue	\$ 612,229		\$ 710,346	
FTA/MTA	\$ 789,991		\$ 789,991	
Required County Match**	\$ 443,266		\$ 536,389	
County Overmatch	\$ 331,517		\$ 562,762	
Total County Cash Match - Operating		\$ 774,783		\$1,099,151
Income from CTS Building and Parking Rental	\$ 16,200		\$ 16,200	
County Staff and In-kind contributions	\$ 192,090		\$ 240,215	
Total Revenue		\$ 2,385,293		\$2,855,903
* Includes: Facility Maintenance and Utilities; Fuel Indemnification; Software; Printing; Transit Grant Coordinator Salary Training and Support; and Supervisor. Note - Fuel Indemnification not used in 2017 ** 25% of total expense less revenue				

FY18 Capital Budget

	FTA	MTA	Required County Match	Total
6 Replacement Vehicles	\$ 300,000	\$ 37,500	\$ 37,500	\$ 375,000
4 Expansion Vehicles	\$ 200,000	\$ 25,000	\$ 25,000	\$ 250,000
18 Replacement Tablets	\$ 7,200	\$ 900	\$ 900	\$ 9,000
Preventive Maintenance	\$ 160,000	\$ 20,000	\$ 20,000	\$ 200,000
Transportation Development Plan (5 year)	\$ 80,000	\$ 10,000	\$ 10,000	\$ 100,000
Marketing Plan	\$ 29,600	\$ 3,700	\$ 3,700	\$ 37,000
Total	\$ 776,800	\$ 97,100	\$ 97,100	\$971,000

Staff Recommended Motion: I move that the Board of Commissioners approve the submission of the FY18 Annual Transportation Plan.

Attending: Jeff Topper, Public Works
 Debby Standiford, Grants Office

Carroll County Department of Public Works

Briefing Paper

Briefing/Discussion

Issue: Solid Waste Planning - Update

Background: The Bureau of Solid Waste must effectively implement an integrated system of solid waste management that allows flexibility to react to changes in regulations, technology and market conditions.

The Solid Waste Advisory Council (SWAC) advises the Bureau on matters relating to administration, operation, capital projects and budget. SWAC provides a forum for users of the County's solid waste facilities.

The Bureau and SWAC have evaluated many options to increase waste diversion, recycling, conservation of the landfill, increasing revenues and cutting expenses. The topics include:

- Composting
- Hauler Districting
- Increased Landfilling
- Pay-As-You-Throw (PAYT)
- Recycling Tip Fee
- System Benefit Charge (SBC)
- Evaluating Costs Associated with the General Fund

The discussion today will focus on the alternatives of PAYT and modifying the existing transfer and landfill model.

Desired Action: Briefing/Discussion

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

Carroll County Department of Public Works
Briefing Paper
Discussion/Decision

Issue: Credit Card Use at Northern Landfill

Background: The Bureau of Solid Waste must effectively balance convenient services and efficient use of funds.

The Bureau previously discussed the possible use of credit cards at Northern Resource Recovery Park. Initial setup costs and ongoing charges were outlined.

Additional information will be provided to illustrate potential savings in collection and accounting expenses. Discussion will address how 3% bankcard transaction fees will be handled.

Desired Action: Approve the use of credit cards and the purchase of necessary equipment; approve bankcard charges be covered within existing disposal fees (Option 1) or covered by a convenience fee charge of 3% on card transactions (Option 2).

Staff Recommended Motion: I move the Board of Commissioners approve the purchase of credit card equipment for use by the Bureau of Solid Waste.

I also move that bankcard charges be:

(Options based on Commissioners' choice)

- Option 1: covered within existing disposal fees.

or

- Option 2: covered by a convenience fee charge of 3% on card transactions.

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

**Department of Public Works
Public Transit**

March 16, 2017

Briefing / Discussion / Possible Decision

- Subject:** Carroll Transit Systems (CTS) Evening Subscription Service Six-month Pilot Program
- Background:** County staff and Ride With Us met with the Board of County Commissioners in open session on August 25 and received approval to advertise and move forward with a public hearing. A public hearing was held on October 6. On October 20, the Board approved an Evening Subscription Service six-month Pilot Program operating within a five mile radius of the Westminster Library, Monday through Friday from 5:00pm until 8:00pm.
- Discussion:** The program began on December 5, 2016 with the acknowledgement that staff would come back before the Board in March to report on the program. Staff is here today to talk about ridership and costs of the program.
- Action:** No action necessary. If the Board wants to discontinue the program, however, direction to proceed with a public hearing will be needed.
- Attending:** Jeff Castonguay, Director, Dept. of Public Works
Jeff Topper, Deputy Director, Dept. of Public Works
Joe Everett II, Executive Director of Ride With Us

DATE: March 7, 2017
 TO: The Carroll County Board of Commissioners
 SUBJECT: Contract 17-R-6/ Bid No. 80-F-6-16/17
 Pipe Culvert Repairs & Replacements - 2

EXECUTIVE SUMMARY:

The Department of Public Works, in cooperation with the Bureau of Purchasing, recommends award for the above project to DSM Properties, LLC. in the amount of \$613,309.75. This is within the project budget and no additional funds will be needed. The cost estimate on this project was \$701,134.00

Number of Bids:	5		
Vendors and Bid Results:	1.	DSM Properties, LLC.	- *\$ 613,309.75
	2.	Image Asphalt Maintenance, Inc.	- \$ 667,506.50
	3.	Stambaugh's Inc.	- \$ 775,452.00
	4.	HiTek Construction	- \$ 812,249.00
	5.	C.J. Miller, LLC.	- \$1,038,095.60

*Corrected Bid Total. DSM Properties, LLC. had one error in their original bid.

Received Budget Approval: X Yes Comments: _____
Debarment & suspension check completed and this business is in good standing: X Approved
Business is in good standing with the Maryland Department of Assessment and Taxation: X Approved
Business is in good standing with Carroll County Collections Office: X 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 Jeff Castonguay, Director, Public Works.

 Bureau of Purchasing

 Date

 Board of Commissioners

 Date

Commissioner Wantz:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Weaver:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Frazier:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Rothschild:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Howard:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<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: _____				

DATE: March 9, 2017
 TO: The Carroll County Board of Commissioners
 RE: Traffic and Transportation Engineering Services
 80-F-4-16/17

EXECUTIVE SUMMARY:

The Bureau of Purchasing in cooperation with the Bureau of Engineering received proposals for the above project. An evaluation committee was formed to conduct technical and financial review of the proposals submitted. The Committee evaluated all proposals based on criteria detailed in the Request for Proposal. The highest ranked firms for this project are KCI Technologies, Sabra Wang and Associates and Wallace Montgomery.

Number of Bids: Eleven (11)

Vendors & Bid Results:	1. A Morton Thomas and Assoc.	Rockville, MD	
	2. Brudis & Associates	Abington, PA	
	3. Century Engineering	Hunt Valley, MD	
	4. Johnson, Mirmiran & Thompson	Sparks, MD	
	5. KCI Technologies	Sparks, MD	Award
	6. Prime AE Group	Baltimore, MD	
	7. Rummel, Klepper & Kahl	Baltimore, MD	
	8. Sabra, Wang & Associates, Inc.	Columbia, MD	Award
	9. Traffic Solutions Inc.	Hagerstown, MD	
	10. Wallace Montgomery	Hunt Valley, MD	Award
	11. WBCM	Baltimore, MD	

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 Jeffrey D. Castonguay, Director, Public Works

 Bureau of Purchasing Date

 Board of Commissioners Date

Commissioner Wantz: Motion 2nd All in Favor Denied
 Commissioner Weaver: Motion 2nd All in Favor Denied
 Commissioner Frazier: Motion 2nd All in Favor Denied
 Commissioner Rothschild: Motion 2nd All in Favor Denied
 Commissioner Howard: Motion 2nd All in Favor Denied

Comments: _____

Action Taken: Accepted Denied Other: _____

DATE: March 8, 2017
TO: The Carroll County Board of Commissioners
RE: Roberts Field Pump Station Rehabilitation

Executive Summary:

The Bureau of Purchasing in cooperation with the Department of Public Works (Bureau of Utilities) requests your approval to award the contract for the Roberts Field Pump Station Rehabilitation to DSI, Inc. in the amount of \$62,508.59. This project will consist of the removal of the original equipment and the installation of a new grinder, pumps, platform, generator, transfer switch, controls, alarm system, bypass piping and valving. The equipment is original to the 1993 construction of the station and the pumps and controls are reaching 6,000 hours and the generator is 25 years old. DSI, Inc. is a County term contractor which was awarded through a competitive bidding process. This cost is within the project budget and no additional funds are necessary.

Received Budget Approval: X Yes Comments:

Debarment & suspension check completed and this business is in good standing: X Approved
Business is in good standing with the Maryland Department of Assessment and Taxation: X Approved
Business is in good standing with Carroll County Collections Office: X Approved

Your concurrence today will authorize the Bureau of Purchasing to move forward with the award and obtain a legally sufficient contract document for signing by Mr. Jeff Castonguay, Director, Department of Public Works.

Staff Recommended Motion:

I move that the Board of Commissioners award the contract for the Roberts Field Pump Station Rehabilitation to DSI, Inc. in the amount of \$62,508.59.

Bureau of Purchasing Date

Board of Commissioners Date

Commissioner Frazier:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Weaver:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Wantz:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Rothschild:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Howard:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<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: _____				

DATE: March 7, 2017
 TO: The Carroll County Board of Commissioners
 RE: Transit Buses Purchase or Lease
 60-F-5-16/17

Executive Summary:

Under direction of the Board of County Commissioners, the Bureau of Purchasing in cooperation with the Department of Public Works issued a Request for Proposals for companies interested in providing transit buses to the County for purchase or lease. The County received a total of six (6) proposals and convened a committee to evaluate each proposal on its technical and financial merits. After evaluating all proposals, the committee recommends FR Conversions (Westminster, MD) as the highest ranked technical and financial proposal. The buses proposed are a standard 10x2 configuration with the capability to be configured to accommodate up to four (4) wheelchair positions. The proposal offered an outright purchase price of \$57,586 per bus or a four-year lease to purchase option at \$15,600 annual payment costing approximately \$4814 in interest over the four-year lease period. The only company offering an outright lease was Rohrer Bus which would lease the County used buses at a cost of \$20,790 for a period of one-year. This information is provided in order for the Board to have additional discussion.

Number of Proposals: 6

- | | |
|---------------------------------------|-----------------|
| 1. FR Conversions (Westminster, MD) | Recommend Award |
| 2. Alliance Bus Group (Carlstadt, NJ) | |
| 3. Sonny Merryman (Rustburg, VA) | |
| 4. American Bus (Annapolis, MD) | |
| 5. Colonial Bus (Monrovia, MD) | |
| 6. Rohrer Bus (Bel Air, MD) | |

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

 Bureau of Purchasing

 Date

 Board of Commissioners

 Date

Commissioner Frazier:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Weaver:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Wantz:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Rothschild:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Howard:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<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: _____				