

## 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 July 31, 2017**

**Revision 1 dated July 28, 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 ~ July 31, 2017**

8:00 a.m. *Breakfast at Carroll County 4-H Fair  
Westminster, Maryland  
Commissioners Weaver, Frazier, Wantz & Howard*

#### **Tuesday ~ August 1, 2017**

9:30 a.m. *Bohde's Place Playground Ribbon Cutting  
Kringgold Park ~ Sykesville, Maryland  
Commissioners Frazier, Wantz & Rothschild*

11:30 a.m. *Speaking Engagement ~ Random House Retirees Association  
Westminster, Maryland  
Commissioner Wantz*

1:30 p.m. ~~*Board of County Commissioners Closed Session ~ Personnel*~~  
*Board of County Commissioners Closed Administrative Session*

6:00 p.m. *Hampstead National Night Out  
Hampstead Volunteer Fire Company  
Commissioner Weaver*

6:00 p.m. *Westminster National Night Out  
City of Westminster Police Department  
Commissioner Frazier*

6:00 p.m. *Manchester National Night Out  
Manchester Fire Department Carnival Grounds  
Commissioner Wantz*

**Wednesday ~ August 2, 2017**

6:00 p.m. Planning & Zoning Commission Meeting  
County Office Building ~ Reagan Room  
Commissioner Frazier

**Thursday ~ August 3, 2017**

8:30 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*

**Item 1**

Public Comment on this item  
Briefing/Discussion  
[CY2018 Health & Dental Insurance Employee Rates](#)  
Department of Human Resources ~ Ms. Kim Frock

**Item 2**

Public Comment on this item  
[Briefing ~ Human Resource & Payroll Software Update](#)  
(Virtual timecard Interface)  
Department of the Comptroller ~ Mr. Robert Burk  
Department of Human Resources ~ Ms. Kim Frock

**Item 3**

Public Comment on this item  
Briefing/Discussion/Decision  
[Request for Signature Authority](#) and  
Execute Change order with Intellitime  
Department of the Comptroller ~ Mr. Robert Burk  
Bureau of Purchasing ~ Mr. Mike Myers

**Item 4**

Public Comment on this item  
Briefing/Discussion/Possible Decision  
[Corporate Resolutions](#) (3) for  
Treasury and Investment Services  
Department of the Comptroller ~ Mr. Robert Burk

**Thursday ~ August 3, 2017 (Continued)**

**Item 5**

Public Comment on this item

Discussion/Decision

Request Approval to Authorize Pubic Safety Director  
to sign Interim Support, Maintenance and Upkeep

[Agreement for Current CAD Application \(New Briefing Paper\)](#)

Department of Public Safety ~ Mr. Scott Campbell

**Item 6**

Public Comment on this item

Discussion/Decision

[Request Approval of Change Orders](#) for

Contracts 16-R-1, 16-R-2 and 16-R-3

Department of Public Works ~ Mr. Jeff Castonguay

**Public Comment**

Approval/Adoption of Minutes

Administrative Session ~ Open

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

**Item 7**

Planning Policy Discussion

Board of County Commissioners

**Public Comment**

CLOSED ~ Land Acquisition 3-305(b)(3)

CLOSED ~ Land Acquisition 3-305(b)(3)

**Friday ~ August 4, 2017**

**Saturday ~ August 5, 2017**

*11:00 a.m. Old Fashioned Corn Roast Festival  
Union Mills Homestead ~ Westminster, Maryland  
Commissioners Frazier, Wantz, Howard & Rothschild*

*3:00 p.m. Eagle Scout Court of Honor Ceremony  
Westminster, Maryland  
Commissioner Frazier*

**Sunday ~ August 6, 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*

**DEPARTMENT OF HUMAN RESOURCES**  
***Briefing Paper***  
**August 3, 2017**

**ISSUE:**

Discussion - Calendar Year 2018 Health and Dental Insurance Employee Rates

**BACKGROUND:**

Carroll County Government provides health and dental insurance benefits to eligible employees. The Board of Commissioners annually establishes the portion of costs contributed by the employees.

Information packets will be sent to all eligible employees by October 13, 2017. The Open Enrollment period is October 16, 2017 through November 17, 2017. On October 18, 2017 all health insurance vendors will be on site at the County Office Building and the Maintenance Center to meet with employees.

**Action**

For Discussion Only/No action required

**Attendees:** Kimberly L. Frock, Director, HR  
Robin L. Hooper, Human Resources Mgr.

**Department of the Comptroller**  
**Briefing Paper**  
**August 3, 2017**  
**Open Session**

**Briefing/**

**Discussion:** Human Resource and Payroll Software Project Update: VTI (Virtual TimeCard Interface)

**Background:** Over the past year, our project team has been involved in an implementation of the Human Resource and Payroll Software Replacement Project. The implementation of the workforce management software, known as VTI (by Intellitime) is almost complete. This software provides on-line scheduling, time and attendance reporting, and leave and holiday management. Configuration and testing of the Vista HRMS system continues.

We are here today to provide an update on the VTI phase of the project, briefly demonstrate the software and discuss the timeline for going live with Phase 1.

**Action:** Update only.

**Attendees:** Heather Plank, Project Manager, Department of the Comptroller  
Robert Burk, Comptroller  
Kim Frock, Director, Department of Human Resources

**Department of the Comptroller  
Briefing Paper  
August 3, 2017  
Open Session**

**Briefing/Discussion/Possible Decision:**

Request for signature authority, execute change order with Intellitime.

**Background:** Requesting an additional two month term on the contract (\$24,150) to cover additional services by Intellitime for configuration, consulting and training of the VTI workface management system. This amount will cover estimated costs through the end of September. We expect the Intellitime portion of this project to be completed without additional monies needed. Anticipated go-live is August 24, 2017 for Phase 1. This request is within project budget.

**Action:** I am requesting the Board grant signature authority to move forward with the change order.

**Staff-Recommended Motion:**

I move to grant signature authority to the Bureau of Purchasing to execute a change order with Intellitime of \$24,150.

**Attendees:** Heather Plank, Project Manager, Department of the Comptroller  
Robert Burk, Comptroller  
Cindy Miller, Senior Buyer, Bureau of Purchasing

Vote

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

**Department of the Comptroller  
Briefing Paper  
August 3, 2017  
Open Session**

**Briefing/  
Discussion/  
Possible Decision:**

Corporate Resolutions (3) for Treasury and Investment Services

**Background:** M & T Bank, UBS and MBS are requiring updated agreements to be executed by the County following recent changes in staff.

These agreements establish the individuals acting as designated representatives with authority to conduct financial transactions on behalf of the County (Comptroller, Bureau Chief of Accounting, Investment Officer). These are updates to existing business relationships and services.

The County Attorney's Office has reviewed the documents for legal sufficiency.

**Action:** Adoption of the Corporate Resolutions with M & T Bank, UBS and MBS.

**Staff-Recommended Motion:**

I move the adoption of corporate resolutions for treasury and investment services with  
M & T Bank, UBS and MBS.

**Attendee:** Robert Burk, Comptroller, Department of the Comptroller

Vote

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



# Department of Public Safety

Briefing Paper

August 3, 2017

Open Session

**Issue:**

Interim support of existing Computer Aided Dispatch (CAD) application

**Discussion / Decision:**

Discussion / Possible Decision

**Background:**

As identified in the comprehensive project description previously presented to the Board of County Commissioners on April 3, 2017, the proposed transition of the County's CAD application to a new product/vendor included the potential need to procure interim support of the County's current CAD application until the transition to the new CAD application could be completed. Accordingly, the need for 3 months of such interim support has been confirmed. Funding to cover this potential expense in the amount of \$60,000 was identified in the project proposal, and subsequently included the County's Adopted FY2018 Budget. The actual cost of the interim support, \$54,070, is nearly \$6,000 less than funds budgeted, thus no additional monies are required in order to fulfill this request. Please note that this matter is being presented to the BCC due to the cost of the transaction exceeding delegated signatory authority; Board approval is required in order to proceed.

**Action:**

Please authorize the Director of the Department of Public Safety to sign the interim support, maintenance, and upkeep agreement for the current CAD application, as proposed.

**Staff-Recommended Motion:**

*"I move that the Director of the Department of Public Safety be authorized to sign the interim CAD support, maintenance, and upkeep agreement with Public Safety Systems, Inc., as proposed."*

**Attendees:**

Scott R. Campbell, Director, Dept. of Public Safety

Mark Ripper, CIO / Director, Dept. of Technology Services

**Department of Public Works**  
**Briefing Paper**  
**August 3, 2017**  
**Open Session**

**Issue:** Approval of Change Order Requests

Contract 16-R-1 Hot Mix Asphalt Overlay of Thirty-one (31) Roads – C. J. Miller, LLC

Contract 16-R-2 Hot Mix Asphalt Overlay of Five (5) Roads – Gray & Son, Inc.

Contract 16-R-3 Hot Mix Asphalt Overlay of Eleven (11) Roads – C. J. Miller, LLC  
(8585 – FY16 Pavement Management)

**Discussion/Decision:** Discussion/Decision on Approval of Change Order Requests

**Background:**

The Department of Public Works contracted with two local contractors (C.J. Miller, LLC and Gray & Son, Inc.), through the competitive bid process with the County, to reclaim, mill and pave various roads within Carroll County in three separate projects.

Several unforeseen issues arose as construction was underway, that have increased the project costs for each project. Pay items that were affected are reclaiming, placing hot mix asphalt base and surface courses, stone aggregate for undercutting soft areas, milling, patching, and topsoil. The unforeseen issues resulted in increased project costs, summarized below:

Contract No.	Original Contract Amount	Approved Change Orders	Current Change Order Amount	Revised Contract Amount
16-R-1	\$3,188,865.48	\$59,535.70	<b>\$42,220.31</b>	\$3,290,621.49
16-R-2	\$2,558,000.00	\$315,000.00	<b>\$127,050.00</b>	\$3,000,050.00
16-R-3	\$1,908,747.03	\$12,210.80	<b>\$72,000.07</b>	\$1,992,957.90

The three projects are complete. Approval of additional funds to supplement the purchase orders is needed to proceed with final contractor payment. Funds are available in **Account 8585** to cover these change order requests.

**Action:**

Decision on approving the change order requests in the amounts identified.

Contract 16-R-1        \$42,220.31  
Contract 16-R-2        \$127,050.00  
Contract 16-R-3        \$72,000.07

**Staff-Recommended Motion:**

I move that the Board of Commissioners approve the change order requests.

**Attendees:**

Donnell Davis, Deputy Director, Public Works

Deborah A. Butler, PE, Chief, Engineering