

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
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MD Relay ~ 7-1-1/800-735-2258

Notice of Commissioner Meetings & Agenda for the Week of August 7, 2017

Revision 2 dated August 10, 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 ~ August 7, 2017

Tuesday ~ August 8, 2017

8:30 a.m. *Circle of Caring Committee Meeting*
Westminster, Maryland
Commissioner Frazier

11:00 a.m. *Conowingo Dam Summit*
Darlington Volunteer Fire Company ~ Darlington, Maryland
Commissioner Rothschild

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

7:00 p.m. *Manchester Town Council Meeting*
Manchester, Maryland
Commissioner Wantz

Wednesday ~ August 9, 2017

4:00 p.m. *Carroll County Board of Education Meeting*
Westminster, Maryland
Commissioner Weaver

Wednesday ~ August 9, 2017 (Continued)

7:00 p.m. *Deer Park Expansion Public Meeting
Deer Park United Methodist Church ~ Westminster, Maryland
Commissioners Weaver & Frazier*

Thursday ~ August 10, 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 ~ Gillis Falls Road Presentation
Commissioner Richard Rothschild

Item 2

Public Comment on this item
Briefing/Discussion
[Future of Broadband ~ Update](#)
Department of Technology Services ~ Mr. Mark Ripper

Item 3

Public Comment on this item
Briefing/Discussion/Possible Decision
[Bid Approval ~ Environmental Compliance](#)
Engineering Services
Department of Land & Resource Management ~ Mr. Tom Devilbiss
Bureau of Purchasing ~ Mr. Mike Myers

Item 4

Public Comment on this item
Briefing/Discussion/Possible Decision
Request Approval to Submit the
[Section Eight Management Assessment](#)
Program (SEMAP) Certification
Department of Citizen Services ~ Ms. Christine Kay

Thursday ~ August 10, 2017 (Continued)

Item 5

Public Comment on this item
Briefing/Discussion/Possible Decision
[Request Approval and Signing of Documents](#) related to
Maryland Department of Housing & Community Development
Maryland Mortgage Program
Department of Citizen Services ~ Ms. Christine Kay

Item 6

Public Hearing
Public Comment will be taken during the Public Hearing
[Detention Center Employee Retirement Package](#)
Department of Human Resources ~ Ms. Kim Frock

Item 6

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

Item 7

Public Comment on this item
Discussion/Decision
[Request Approval for Budget Transfer](#) for
Increased Transportation Insurance Coverage
Department of Management & Budget ~ Mr. Ted Zaleski
Department of Public Works ~ Mr. Jeff Castonguay

Item 8

Discussion/Decision
Deadline for Zoning Ordinance Updates
Board of County Commissioners

Item 9

Discussion/Possible Decision
Potential Board of Education Headquarters Relocation to
Friendship Valley Elementary School
Board of County Commissioners

Public Comment

Administrative Session ~ Open

CLOSED ~ Contract Negotiation ~ 3-305(b)(1)

Thursday ~ August 10, 2017 (Continued)

5:00 p.m. *Carroll Biz Challenge*
Westminster, Maryland
Commissioners Frazier, Wantz, Howard & Rothschild

Friday ~ August 11, 2017

Saturday ~ August 12, 2017

Sunday ~ August 13, 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 Technology Services
Briefing Paper
August 10, 2017
Open Session

Briefing/Discussion: Future of Broadband – Interim Committee Report

Background: The purpose of this briefing is to provide the Commissioners with what progress has been made by the Future of Broadband Committee.

Current Issues being considered:

- Still gathering information
- Business Parks
 - Eldersburg Business Center, MD32 & Progress Way, Eldersburg
 - Liberty Exchange, 438 Old Liberty Road, Eldersburg
 - Twin Arch Industrial Park, Century Drive, Mt. Airy
 - Warfield Complex, MD32 & Main Street, Sykesville
- Service Provider Grant Program
- Construction of Fiber in Municipalities
- Possible Survey through Chamber of Commerce

Action: Provide any additional guidance to the committee.

Staff-Recommended Motion:
Discussion only.

Attendees: Mark Ripper, Director ~ Department of Technology Services
Broadband Committee Members

DATE: June 21, 2017

TO: The Carroll County Board of Commissioners

RE: Environmental Compliance Engineering Services
75-F-5-16/17

EXECUTIVE SUMMARY:

The County requested detailed proposals to provide comprehensive professional design services on an “as needed basis” for the Bureau of Resource Management, engineering projects.

This is a requirements contract for a one (1) year period commencing on or about August 1, 2017. There is a renewal option for four (4) additional years, in one (1) year increments, pending fiscal availability and satisfactory performance and at the sole discretion of the County. No single task assignment in a contract will exceed One Hundred Fifty Thousand Dollars (\$150,000).

The successful firms shall provide the services to include, but not be limited to, the following:

- A. Design and preparation of construction documents, inclusive of all necessary construction drawings, specifications and Request for Proposal documentation for the design of new stormwater management facilities and the retrofit of existing facilities.
- B. Provide design services for floodplain and dam safety analysis, reports, and permits, erosion and sediment control, landscape, etc.
- C. Provide analysis and design services for storm drains as needed in accordance with the Design Manual Volume I Roads and Storm Drains;
- D. Sanitary sewer and water line relocation design.
- E. Necessary geotechnical and hydrogeologic analyses to support both design and permitting;
- F. Drafting/CADD services;
- G. Construction inspection and/or management services;
- H. GIS services, which requires experience with Arc View, Arc Info, and Arc IMS software.
- I. Surveying: boundary, construction baseline, elevations, topographic (aerial and field run), and GPS;
- J. Construction inspection and engineering certification of construction projects;
- K. Provide plans/specifications and estimates for both Carroll County lump sum and MD SHA unit price construction contracts.

The Bureau of Purchasing in cooperation with the Bureau of Resource Management 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 proposal including ability to meet scope requirements, previous project experience, management practices, staff experience, and technical recommendations regarding a sample project. The highest ranked firms for this project are Brudis and Associates, Century Engineering Inc., CLSI, Rummel, Klepper & Kahl, LLP and Wallace Montgomery.

Number of Bids: Fourteen (14)
Vendors & Bid Results:

Brudis & Associates	Columbia, MD	AWARDED
Century Engineering	Hunt Valley, MD	AWARDED
CLSI	Westminster, MD	AWARDED
Rummel, Klepper & Kahl LLP	Baltimore, MD	AWARDED
Wallace Montgomery	Hunt Valley, MD	AWARDED
A.D. Marble & Company	Owings Mills, MD	
AMT	Sykesville, MD	
Fox & Associates, Inc.	Frederick, MD	
Frederick Ward	Bel Air, MD	
Gannett Fleming Inc.	Baltimore, MD	
George, Miles Buhr, LLC	Salisbury, MD	
Landmark	Havre de Grace, MD	
T&M Associates	Lancaster, PA	
The Wilson T. Ballard Co	Owings Mills, MD	

Staff Recommended Motion:

I move that the Board of Commissioners award the contract for Environmental Compliance Engineering Services to Brudis, Century, CLSI, RK&K and Wallace Montgomery.

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:				

Cc: File
CM/mm

Department of Citizen Services – Bureau of Housing and Community Development
Briefing Paper
August 10, 2017
Open Session

Issue: Consideration of the annual Section 8 Management Assessment Program (SEMAP) report to be submitted to the Department of Housing and Urban Development.

Briefing/Discussion/Decision: Submission of the Section 8 Management Assessment Program

Background: HUD requires all local Public Housing Agencies to submit data that HUD then uses to rate the agency's performance based on at least fourteen indicators. HUD evaluates a combination of factors including self-assessment by the local housing agency as part of the SEMAP report as well as information gathered from reports submitted electronically throughout the year. The Carroll County Bureau of Housing and Community Development has prepared the report for FY 2017.

Action: Briefing/Discussion/Decision

Staff Recommended Motion: I move that the Board of Commissioners approve the submission of the SEMAP report.

Attendees:

Christine Kay, Director, Citizen Services

Danielle Yates, Chief, Bureau of Housing and Community Development

Paul Moffett, Program Manager, Bureau of Housing and Community Development

Department of Citizen Services – Bureau of Housing and Community Development
Briefing Paper
August 10, 2017
Open Session

Issue: Approval and signing of documents related to the Maryland Department of Housing and Community Development (DHCD) 2017 On-Behalf-Of Local Government Housing Program.

Briefing/Discussion/Decision: Authorization of \$5,690,937 in bond allocation to the State DHCD's Maryland Mortgage Program On-Behalf-Of Carroll County

Background: The On-Behalf-Of initiative is an annual State bond issue used to promote home ownership. The program offers local governments opportunities to partner with the State to provide mortgage financing for first time home buyers.

By agreeing to have the State administer funds designated for Carroll County, the following process occurs: DHCD issues bonds; the allocation is held for 60 days for Carroll County's exclusive use; bond proceeds not used within the 60 days revert to a Statewide pool of funds available to eligible applicants, including Carroll County residents, on a first-come, first-served basis.

The amount available to Carroll County in this action is 5,690,937. It is recommended that the full amount be authorized to the State to be used in the Maryland Mortgage Program.

Action: Briefing/Discussion/Decision

Staff Recommended Motion: I move that the Board of Commissioners approve the authorization of 5,690,937 in bond allocation to the State DHCD's Maryland Mortgage Program On-Behalf-Of Carroll County and sign the Statement of Conditions for Participation.

Attendees:

Christine Kay, Director, Citizen Services

Danielle Yates, Chief, Bureau of Housing and Community Development

DEPARTMENT OF HUMAN RESOURCES

Briefing Paper

August 10, 2017

Open Session – Public Hearing

ISSUE:

Public Hearing - Amendments to Carroll County Pension Plan, incorporated by reference in Code of Public Local Laws and Ordinances of Carroll County, Chapter 35, Personnel; Pensions and Retirement Sections 35.30 – 35.31.

BACKGROUND:

On July 6, 2017, staff presented the five proposed amendments to Carroll County Pension Plan, incorporated by reference in Code of Public Local Laws and Ordinances of Carroll County, Chapter 35, Personnel; Pensions and Retirement Sections 35.30 – 35.31.

On August 10, 2017, the Board of County Commissioners will convene a Public Hearing to accept testimony on proposed amendments to the Carroll County Pension Plan, incorporated by reference in Code of Public Local Laws and Ordinances of Carroll County, Chapter 35, Personnel; Pensions and Retirement Sections 35.30 – 35.31.

The five proposed amendments to the Carroll County Pension Plan document are:

1. Change in normal retirement date
 - a. Current – 30 years of eligibility service or age 62
 - b. Proposed – 25 years of eligibility service or age 55 with 15 years of service
2. Change in rate employee contribution
 - a. Current – 5% per bi-weekly base pay
 - b. Proposed – 8% per bi-weekly base pay
3. Change in Military service credit accrual rate
 - a. Current – Pre-employment military service multiplier is 1.0%
 - b. Proposed – Pre-employment military service multiplier is 1.9%
4. Change in vesting period
 - a. Current – 3 year vesting period
 - b. Proposed – 15 year vesting period
5. Change in benefit accrual rate
 - a. Current - .07% for service prior to 10/1/2009 and 1.8% for service after 10/1/2009
 - b. Proposed – For future service after 10/5/2017
 - i. 1.9% for first 15 years
 - ii. 2.2% for years 15 to 25
 - iii. 2.0% for years beyond 25

These changes will apply to all correctional officers hired on or after October 5, 2017. The changes will also apply to all current correctional officers hired prior to October 5, 2017 who affirmatively and irrevocably elect to participate in the amended benefit structure.

The proposed changes mirror those already in effect within the Certified Law Officers Plan.

On July 6, 2017, the Board authorized staff to proceed to a Public Hearing in this matter. In accordance with established procedures and pursuant to State and County statutes, this Hearing was advertised in a newspaper of general circulation within the prescribed timeframes.

Action:

Accept testimony.

Staff Recommended Motion:

I move that the Board close this Hearing and keep the record open for a period of not less than ten (10) days prior to considering a motion for adoption.

Attendees: Kimberly Frock, Director, Human Resources
Werner Mueller, Retirement Plans Manager
Timothy Burke, Esquire County Attorney

DEPARTMENT OF HUMAN RESOURCES
Briefing Paper
August 10, 2017
Open Session

ISSUE:

Decision - Establishing Calendar Year 2018 Health and Dental Insurance Employee Contribution Rates

BACKGROUND:

During open session on August 3rd the Director and the Health Benefits & Compensation Manager presented information on the new health and dental insurance employee contribution rates.

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

Decision on establishing 2018 employee contribution rates

Recommendation:

I move that the Board approve the employee contribution rates for health and dental insurance as recommended on August 3rd by Human Resources.

Attendees: Kimberly L. Frock, Director, HR
Robin L. Hooper, Health Benefits & Compensation Mgr., HR

Department of Public Works
Briefing Paper
August 10
Open Session

Issue: Approve a transfer from the Reserve for Contingency to the Transportation Grant Fund for Umbrella Insurance Coverage.

Background:

On July 27th, the Board of County Commissioners approved a change in the FY 18 transportation services agreement between the County and Ride With Us to require a \$5.0 million umbrella liability policy. With this change, the Board approved increasing the FY 18 contract amount by \$30,000 to fund this coverage from August through December 2017. This action requires a transfer from the Reserve for Contingency to the Grant Fund.

Action: Approve the transfer

Staff-Recommended Motion:

I move that the Board of Commissioners approve a transfer from the Reserve for Contingency to the FY 18 Transportation Grant Fund in the amount of \$30,000.

Attendees:

Jeff Castonguay, Director ~ Department of Public Works
Dave Reese, Deputy Director ~ Department of Public Works
Ted Zaleski ~ Department of Management and Budget