

**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 September 4, 2017**  
**Revision 1 dated September 5, 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 ~ September 4, 2017**

***County Offices Closed in observance of Labor Day***



**Tuesday ~ September 5, 2017**

6:30 p.m. *District 5 Town Hall Meeting*  
*South Carroll Senior Center ~ Eldersburg, Maryland*  
*Commissioner Howard & Rothschild*

**Wednesday ~ September 6, 2017**

7:30 a.m. *BWI Partnership Breakfast*  
*Linthicum, Maryland*  
*Commissioners Howard*

9:00 a.m. *Carroll County Opioid Roundtable*  
*Carroll Community College ~ Westminster, Maryland*  
*Commissioner Wantz*

6:00 p.m. *Joint Board of County Commissioners/Planning Commission Meeting*  
*County Office Building ~ Reagan Room*  
*Commissioners Weaver, Frazier, Wantz, Howard & Rothschild*

**Thursday ~ September 7, 2017**

8:00 a.m. *Carroll County Agribusiness Breakfast Meeting  
Baugher's Restaurant ~ Westminster, Maryland  
Commissioner Weaver*

9:00 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**

Commissioner Updates

**Item 2**

Public Comment on this item

Briefing/Discussion/Possible Decision

[Request Approval for FY18 Homeless Service Fair](#)

Application/Award

Department of Citizen Services ~ Ms. Christine Kay

Department of Management & Budget ~ Mr. Ted Zaleski

**Item 3**

Public Comment on this item

Briefing/Discussion/Possible Decision

[Request Acceptance of the FY18 Promoting Safe &](#)

Stable Families Program Grant Award

Department of Citizen Services ~ Ms. Christine Kay

Department of Management & Budget ~ Mr. Ted Zaleski

**Item 4**

Public Comment on this item

Briefing/Discussion/Possible Decision

Request Approval to Submit Grant Application to

[HUD – Family Self-Sufficiency Program](#)

Department of Citizen Services ~ Ms. Christine Kay

Department of Management & Budget ~ Mr. Ted Zaleski

**Thursday ~ September 7, 2017 (Continued)**

**Item 5**

Public Comment on this item  
Briefing/Discussion/Decision  
Request Approval & Acceptance of  
[FY18 Eviction Assistance Program Grant](#)  
Department of Citizen Services ~ Ms. Christine Kay  
Department of Management & Budget ~ Mr. Ted Zaleski

**Item 6**

Public Comment on this item  
Discussion/Decision  
[Request Approval of the FY18 Town/County Agreements](#)  
Town of Sykesville & Town of Union Bridge  
Department of Management & Budget ~ Mr. Ted Zaleski

**Item 7**

Public Comment on this item  
Discussion/Decision  
[Request Approval of FY 17 Year-End Adjustments](#)  
Department of Management & Budget ~ Mr. Ted Zaleski

**Item 8**

Combined Education Committee Discussion  
Board of County Commissioners

**Public Comment**

Approval/Adoption of Minutes

Administrative Session ~ Open

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**1:00 p.m. Board of County Commissioners Open Session**  
County Office Building ~ Room 311

**Item 9**

Public Comment on this item  
Discussion/Decision  
[Detention Center Employee Retirement Package](#)  
Department of Human Resources ~ Ms. Kim Frock

**Thursday ~ September 7, 2017 (Continued)**

**Item 10**

Public Comment on this item

Discussion/Decision

Request Approval to Proceed to Public Hearing

Chapter 33, Finances and Taxation

[PACE/Clean Energy](#)

Department of the County Attorney ~ Mr. Tim Burke

Department of the Comptroller ~ Mr. Robert Burk

Department of Economic Development ~ Mr. Jack Lyburn

**Item 11**

Public Comment on this item

[Briefing ~ Artificial Turf Field Update](#)

Department of Recreation & Parks ~ Mr. Jeff Degitz

**Item 12**

Public Comment on this item

Discussion/Decision

[Request Approval of Transfer of Funds](#) for

Construction of Westminster Community Trail Extension

Department of Recreation & Parks ~ Mr. Jeff Degitz

**Item 13**

Public Comment on this item

Briefing/Discussion/Decision

[Bid Approval ~ Asphalt Paving at Multiple Locations](#)

Department of Recreation & Parks ~ Mr. Jeff Degitz

Bureau of Purchasing ~ Mr. Mike Myers

**Item 14**

Public Comment on this item

Briefing/Discussion/Decision

[Bid Approval ~ New/Replacement Playground Equipment](#)

Department of Recreation & Parks ~ Mr. Jeff Degitz

Bureau of Purchasing ~ Mr. Mike Myers

**Item 15**

Public Comment on this item

Briefing/Discussion/Decision

[Bid Approval ~ Purchase of Water Meters](#)

Department of Public Works ~ Mr. Jeff Castonguay

Bureau of Purchasing ~ Mr. Mike Myers

**Thursday ~ September 7, 2017 (Continued)**

**Item 16**

Public Comment on this item

Discussion/Decision

[Chapter 170, Construction Code Amendments](#)

Department of Public Works ~ Mr. Jeff Castonguay

**Item 17**

Public Comment on this item

Discussion/Decision

[Permit Fee Recommendations](#)

Department of Public Works ~ Mr. Jeff Castonguay

**Item 18**

Public Comment on this item

Briefing/Discussion/Decision

Request Approval for Use of Term Contract to

[Replace a Pipe Culvert on Blacks School House Road](#)

Department of Public Works ~ Mr. Jeff Castonguay

**Item 19**

Public Comment on this item

Briefing/Discussion/Decision

[Bid Approval ~ Emergency Equipment](#)

Supply and Install

Department of Public Works ~ Mr. Jeff Castonguay

Bureau of Purchasing ~ Mr. Mike Myers

**Item 20**

Public Comment on this item

Briefing/Discussion/Decision

[Bid Approval ~ Two \(2\) Freightliner 108SD Dump Trucks](#)

Department of Public Works ~ Mr. Jeff Castonguay

Bureau of Purchasing ~ Mr. Mike Myers

**Item 21**

Public Comment on this item

Briefing/Discussion/Decision

[Bid Approval ~ One \(1\) Chevy Silverado 2500 Pick Up](#)

Department of Public Works ~ Mr. Jeff Castonguay

Bureau of Purchasing ~ Mr. Mike Myers

**Thursday ~ September 7, 2017 (Continued)**

**Item 22**

Public Comment on this item

Briefing/Discussion/Decision

[Bid Approval ~ Thirty \(30\) Tasers](#)

Carroll County Sheriff's Office ~ Sheriff James DeWees

Bureau of Purchasing ~ Mr. Mike Myers

**Item 23**

Public Comment on this item

Briefing/Discussion/Decision

[Request Approval for Change to Vehicle Purchase List for FY2018](#)

Carroll County Sheriff's Office ~ Sheriff James DeWees

**Item 24**

Public Comment on this item

Briefing/Discussion/Decision

[Bid Approval ~ One \(1\) Chevy Tahoe ~ Sheriff's Office](#)

Carroll County Sheriff's Office ~ Sheriff James DeWees

Bureau of Purchasing ~ Mr. Mike Myers

**Item 25**

Public Comment on this item

Briefing/Discussion/Decision

[Bid Approval ~ Two \(2\) Ford Escapes ~ Sheriff's Office](#)

Carroll County Sheriff's Office ~ Sheriff James DeWees

Bureau of Purchasing ~ Mr. Mike Myers

**Item 26**

Public Comment on this item

Briefing/Discussion/Decision

[Bid Approval ~ Sixteen \(16\) Vehicles ~ Sheriff's Office](#)

Carroll County Sheriff's Office ~ Sheriff James DeWees

Bureau of Purchasing ~ Mr. Mike Myers

**Public Comment**

**Friday ~ September 8, 2017**

**Saturday ~ September 9, 2017**

2:00 p.m.      *Eagle Scout Court of Honor Ceremony*  
*National Guard Armory ~ Westminster, Maryland*  
*Commissioner Frazier*

**Sunday ~ September 10, 2017**

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

2:00 p.m.      *Eagle Scout Court of Honor Ceremony*  
*Mt. Zion United Methodist Church ~ Finksburg, Maryland*  
*Commissioner Weaver*

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 Citizen Services – Bureau of Housing**  
**Briefing Paper**  
**September 7, 2017**  
**Open Session**

**Issue:** FY18 Homeless Service Fair Application/Award

**Discussion/Decision:** FY18 Homeless Service Fair Application/Award for FY2018 (July 1, 2017 – June 30, 2018)

**Background:** The MD Department of Housing and Community Development awards \$5,000 in funding each year for jurisdictions to conduct outreach activities to homeless and those at-risk of homelessness.

In Carroll County, the Circle of Caring Homelessness Board through its Outreach Committee holds quarterly events at local soup kitchens to connect Carroll County residents with services.

**FY18 Quarterly Homeless Outreach Events**

Number of Events	4
Number of Agencies Attending	40-60
Number of Participants at Each Event	100-175

**Action:** The Bureau of Housing requests approval of the FY2018 grant application submission and acceptance of the award.

**Staff Recommended Motion:** I move that the Board of Commissioners approve the FY18 Homeless Service Fair grant submission and acceptance of the award.

**Attendees:**

Christine Kay, Director, Citizen Services

Tasha Cramer, Service Coordinator, Carroll County Health Department

Caren Jagoda, Grants Analyst, Grants Office



**Department of Citizen Services – Local Management Board**  
**Briefing Paper**  
**September 7, 2017**  
**Open Session**

**Issue:** Promoting Safe and Stable Families Grant Award

**Discussion/Decision:** Accept Funding for FY18 for Safe and Stable Families Program

**Background:** Maryland Department of Human Services provides federal funding to Carroll County Department of Social Services to assist families at risk of being separated from their children.

The Safe and Stable Program grant is managed by the Carroll County Local Management Board (CCLMB) through contracts with the Carroll County Youth Service Bureau (CCYSB) and Human Service Programs of Carroll County (HSP). The Safe and Stable Program serves 43 at-risk and low income families by providing parent-child therapy and teaching parenting and self-sufficiency skills. The CCLMB provides program monitoring and fiscal oversight.

**Budget:**

<b>FY18 Safe and Stable Families Grant</b>	
Federal Grant Funds	<b>\$125,824</b>
County Cash Match	<b>0</b>
<b>Total Budget</b>	<b>\$125,824</b>

**Action:** Briefing/Discussion/Decision

**Staff Recommended Motion:** I move that that the Board of Commissioners accept the FY18 funding for Safe and Stable Families Program.

**Attendees:**

Christine Kay, Director, Citizen Services

Lisa Hecker, Program Manager, Local Management Board

Caren Jagoda, Grants Analyst, Grants, Budget and Management

Department of Citizen Services – Bureau of Housing and Community Connections  
Briefing Paper  
September 7, 2017  
Open Session

**Issue:** CY 2018 Family Self-Sufficiency Program

**Discussion/Decision:** Approval to submit the application for the CY 2018 Family Self-Sufficiency Program

**Background:** The Family Self Sufficiency Program (FSS) was established within the Carroll County Bureau of Housing in 1996. This voluntary program is designed to assist residents who receive HUD to become more economically self-sufficient by providing supportive services. Community partnerships have been established with local agencies to meet the varying needs of FSS families. In the target period of the grant, there were 27 participants. During an initial assessment, program participants establish goals and sign a five-year contract. The goals focus on working toward economic self-sufficiency and typically include furthering education, attending job training, obtaining and maintain suitable employment, repairing credit, and attending housing counseling programs. The coordinator refers participants to community partners that will help improve their education, job skills, and family life. Upon successful completion of the FSS contract, participants are encouraged to use their escrow accounts for activities that enhance self-sufficiency. These might include purchasing a vehicle, paying off debt, pursuing additional education, or putting a down payment on a home.

**Proposed FSS Budget**

FSS - Federal Grant Request	\$67,867
Housing Administrative Funds	\$1,964
County Cash Match	\$0
<b>Total</b>	<b>\$69,831</b>

**Note:** The maximum amount of funding has increased significantly this year.

**Action:** Discussion/Decision

**Staff Recommended Motion:** I move that the Board of Commissioners approve the submission of the CY 2018 Family Self-Sufficiency Program Grant application.

**Attendees:**

Christine Kay, Director, Department of Citizen Services  
Danielle Yates, Chief, Bureau of Housing and Community Connections  
Carol Smith, Program Coordinator, Bureau of Housing and Community Connections  
Caren Jagoda, Grants Analyst, Management and Budget

Department of Citizen Services  
Briefing Paper  
September 7, 2017  
Open Session

**Issue:** FY18 Eviction Assistance Program Grant Award

**Discussion/Decision:** Acceptance of FY18 Eviction Assistance Program Award

**Background:** The Maryland Department of Human Services offers funding to support homeless prevention programs throughout the state. The Eviction Assistance Program funds are passed through to HSP which helped 35 Carroll County households remain in their homes in FY17. As the applicant, the County through the Department of Citizen Services provides fiscal and programmatic oversight.

**Budget:** The funding level is lower compared to FY 17, with all jurisdictions receiving a proportional decrease of approximately 22%.

<b>State Grant Funds</b>	<b>\$8,972</b>
<b>County Cash Match</b>	<b>0</b>
<b>Total</b>	<b>\$8,972</b>

**Action:** Discussion/Decision

**Staff Recommended Motion:** I move that the Board of Commissioners accept the FY18 Eviction Assistance Program Grant

**Attendees:**

Christine Kay, Director, Department of Citizen Services  
Danielle Yates, Chief, Bureau of Housing and Community Connections  
Scott Yard, Director, Emergency and Prevention Programs, Human Services Programs  
Caren Jagoda, Grants Analyst, Grants Office

**Management and Budget**

**Briefing Paper**

September 7, 2017

Open Session

Issue:

**Approval of the FY 18 Town-County Agreement – Town of Sykesville & Union Bridge**

Background:

Annually, Carroll County Government and the Towns agree to the sharing of funds and participation in planning and other government functions.

This agreement will provide intergovernmental funding from the County to the Town of Sykesville in the amount of \$236,235.00, and to the Town of Union Bridge in the amount of \$54,271.00. These amounts are included in the FY 18 budget.

Action:

**Approve the FY 18 Town-County Agreement with the Town of Sykesville & the Town of Union Bridge.**

Staff-Recommend Motion:

**I move that the Board of Commissioners approves the FY 18 Town-County Agreement with the Town of Sykesville & the Town of Union Bridge.**

Attendees:

**Ted, Zaleski, Director, Department of Management and Budget**

**Department of Management and Budget**  
**Briefing Paper**  
*September 7, 2017*

**Issue:**            **FY 17 Year-End Adjustments**

**Background:**

- Each year, in connection with closing the books and the outside audit, variance between actual and budgeted expenditures in the general fund are identified.
  
- Adjustments can be made from the Reserve for Contingency or between agencies.

**Staff Recommended Motion:** I move that the Board of County Commissioners approve the year-end adjustments included in resolution numbers:

- **O-11.17**
- **O-12.17**
- **O-13.17**

**Department of Human Resources**

**Briefing Paper**

September 7, 2017

Open Session

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

**Background:**

On August 10, 2017, the Board of County Commissioners convened a Public Hearing accepting 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. During the public hearing there were no comments offered.

The Board of Commissioners received a briefing on the nature of the proposed amendments and outline of the reasons for the suggested changes on July 6, 2017. The five proposed amendments presented to the Board were:

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.

**Action:**

Decision on Amendments to the Carroll County Pension Plan, incorporated by reference in Code of Public Local Laws and Ordinances of Carroll County Chapter 35, Sections 35.30 – 35.31.

**Staff-Recommended Motion:**

I move that the Board of Commissioners approve Chapter 35, Personnel; Pensions and Retirement Sections 35.30 – 35.31 as amended.

**Attendees: Kimberly Frock, Director Human Resources**

**Department of the County Attorney**  
**Briefing Paper**  
**Thursday, September 7, 2017**  
**Open Session**

**Issue:**

Discussion/Decision – Request to proceed to public hearing -- Chapter 33, Finances and Taxation – Property Assessed Clean Energy (PACE)/Clean Energy Loan Program

**Background:**

The Department of the Comptroller and the Department of Economic Development are proposing that the County establish a Clean Energy Loan Program for commercial property owners related to energy efficiency projects and renewable energy products, commonly referred to as “Property Assessed Clean Energy” (PACE). The loans would be provided by public or private lenders participating in the PACE program and the County’s role would be limited to serving as the program’s sponsor to facilitate loan repayment by including a surcharge on the County’s real property tax bill for the property (the County would incur no liability for the loan).

**Action:**

Discussion/Decision – Request approval to proceed to public hearing on the proposed amendments to Chapter 33.

**Staff recommended motion:**

*I move that the Board direct staff to proceed to public hearing on the proposed amendments to Chapter 33.*

**Attendees:**

Tim Burke, County Attorney  
Rob Burk, Comptroller, Department of the Comptroller  
Jack Lyburn, Director, Department of Economic Development

**Carroll County Department of Recreation and Parks**

**Briefing Paper**

**Thursday, September 7, 2017**

**Open Session**

**Issue:**

Discussion and status update regarding artificial turf athletic field planned for former North Carroll High School stadium

**Background:**

As a part of the fiscal year 2018 capital budget, funding in the amount of \$500,000 was included towards the construction of an artificial turf field that will be located at the former North Carroll High School stadium. The total project cost is estimated to be \$1 million and the remaining funding source was identified as community support

This discussion will provide information on similar efforts in other jurisdictions, possible advertising and sponsorship opportunities and a plan for moving the project forward

**Action:**

Briefing only

**Attendees:**

Jeff R. Degitz, Director, Department of Recreation and Parks



**Carroll County Department of Recreation and Parks**

**Briefing Paper**

**Thursday, September 7, 2017**

**Discussion/Decision:**

Approve transfer of \$15,000 to supplement the current funding for the Westminster Community Commerce Center Trail to pave trail extension at Westminster Community Pond

<b>Transfer From</b>	<b>Transfer To</b>	<b>Amount</b>
Trail Development # 8725	Westminster Community Trail Commerce Center # 8687	\$15,000

**Background:**

Trails are the most requested amenity in Carroll County parks and can be enjoyed by people of all ages and abilities and are especially popular with our growing senior population. The 900' Westminster Community Trail extension will provide a bicycle pedestrian connection to homes near the Westminster Community Pond, reducing traffic impacts on the park.

This trail extension will provide residents with a defined, walkable connection to the park, consistent with the department's mission of connecting people, parks and programs in support of a strong, healthy community and natural environment. The paved trail will be ADA accessible, allowing for safe travel for all ages.

**Staff Recommended Motion:**

I move that the Board of County Commissioners approve the transfer of \$15,000 from Capital project #8725 to capital project #8687 for the procurement of constructing the Westminster Community Trail extension at Westminster Community Pond

**Attendees:**

Jeff R. Degitz, Director, Department of Recreation and Parks

DATE: August 18, 2017  
 TO: The Carroll County Board of Commissioners  
 RE: Asphalt Paving at Multiple Locations - 36-F-1-17/18

**EXECUTIVE SUMMARY:**

The Bureau of Purchasing in cooperation with the Department of Recreation & Parks solicited bids from qualified contractors to provide all labor, equipment and materials to provide asphalt paving at the following County Parks; Bark Hill, Cape Horn, Sports Complex and the Westminster Community Trail Phase II.

The Department of Recreation & Parks in cooperation with the Bureau of Purchasing recommends award for the asphalt paving of Bark Hill Trail and Parking Lot be awarded to Bollinger & Brooks Construction, Inc. in the amount of \$65,901.00. Award recommendation for Cape Horn, the Sports Complex and the Westminster Community Trail Phase II be made to C.J. Miller, LLC, in the amount of \$227,663.00. The awarded costs include the base price, allowances and alternates. Please see the attached bid tabulation for the breakdown of costs per project. This is within the project budget and no additional funds will be needed.

**Vendors & Bid Results:**

- |  |                  |   |
|--|------------------|---|
| 1. Bollinger & Brooks Construction, Inc. | Manchester, MD   | 1. Bark Hill Trail - \$21,926.00                              |
| 2. CJ Miller, LLC                        | Hampstead, MD    | 2. Bark Hill Parking Lot - \$43,975.00                        |
|  |                  | 3. Cape Horn Walking Trail Overlay - \$38,379.00              |
|  |                  | 4. Sports Complex Entrance Road & Parking Lots - \$150,985.00 |
|  |                  | 5. Westminster Community Trail Phase II - \$38,299.00         |
| 3. Bosley Construction                   | Reisterstown, MD |   |
| 4. DSM Properties, LLC                   | Baltimore, MD    |   |
| 5. Espina Paving, Inc.                   | Woodbridge, VA   |   |
| 6. Goode Design Contracting, Inc.        | Forest Hill, MD  |   |
| 7. HMF Paving Contractors, Inc.          | Frederick, MD    |   |
| 8. MT Laney                              | Eldersburg, MD   |   |

**Staff Recommended Motion:**

I move that the Board of Commissioners award the contract for Asphalt Paving at Bark Hill Park to Bollinger & Brooks Construction, Inc. in the amount of \$65,901.00 and for Cape Horn, the Sports Complex and Westminster Community Trail Phase II to CJ Miller LLC. in the amount of \$227.663.00.

\_\_\_\_\_  
 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:				

DATE: August 28, 2017  
 TO: The Carroll County Board of Commissioners  
 RE: New/Replacement Playground Equipment

**EXECUTIVE SUMMARY:**

The Department of Recreation and Parks in cooperation with the Bureau of Purchasing recommends award for the above project to Playcore Wisconsin, Inc. dba Game Time c/o Cunningham Recreation in the amount of \$283,374.75. This is within the project budget and no additional funds will be needed. U.S. Communities awarded Game Time a cooperative contract for Playground Solutions through a competitively bid process. The cost includes the contractor providing all labor, equipment, materials, delivery and installation to install playground equipment at the following County Parks; Bark Hill, Freedom and Bennett Cerf.

Please see the chart below for the breakdown of costs per project.

1.	Bark Hill Park	Install - Power Scape Modular Play Structure for Ages 5-12	\$112,060.00
		Install 2 - 12'x12' Steel (2) Post Shelter with Wood Table and bench.	\$39,342.80
		Freight:	\$2,020.00
		Total:	<b>\$153,422.80</b>
2.	Freedom Park	Removal & Disposal of existing Playground Equipment	\$13,825.00
		Install - Power Scape Modular Play Structure for Ages 5-12	\$105,166.27
		Freight	\$2,020.00
		Install new Swing	\$313.08
		Freight:	\$60.00
		Total:	<b>\$121,384.35</b>
3.	Bennett Cerf Park	Remove/Dispose Existing See-Saw and Install new G2	\$8,392.60
		Freight:	\$175.00
		Total:	<b>\$8,567.60</b>

**Staff Recommended Motion:**

I move that the Board of Commissioners award the contract for new and replacement playground equipment to Game Time c/o Cunningham Recreation in the amount of \$283,374.75

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Bureau of Purchasing Date

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Board of Commissioners Date

Commissioner Wantz:       Motion    2<sup>nd</sup>       All in Favor    Denied

Commissioner Weaver:    Motion    2<sup>nd</sup>       All in Favor    Denied

Commissioner Frazier:    Motion    2<sup>nd</sup>       All in Favor    Denied

Commissioner Rothschild:  Motion    2<sup>nd</sup>       All in Favor    Denied

Commissioner Howard:    Motion    2<sup>nd</sup>       All in Favor    Denied

Comments: \_\_\_\_\_

Action Taken:  Accepted    Denied    Other:

DATE: August 16, 2017  
TO: The Carroll County Board of Commissioners  
RE: Purchase of Water Meters

**EXECUTIVE SUMMARY:**

The County maintains approximately 9000 residential meters. The typical lifespan is approximately 20 years and approximately half of our meters are at or nearing the end of their service life. Meter accuracy diminishes as lifespan end is reached. Meter replacements are on a continued rotation cycle to stay in stride with diminishing metered water and failures.

In 2013 personnel from the Department of Public Works and four (4) other county agencies met and evaluated options as to the most cost effective means available for the replacement of the County's aging and obsolete meters to newer and more accurate technology. Sensus Technologies, the current provider, has compatible equipment, accessories and replacement parts for our existing water meter system. This has been found to be the most cost efficient venue available. The purchase of the new meters allows Carroll County to employ more advanced technology and insure compatibility within the entire system. The Board approved the acquisition as a sole source.

The Department of Public Works/ Bureau of Utilities requests your concurrence to purchase an additional one thousand (1,000) 3IPERL Meter with FlexNet Radio reads.

**Staff Recommended Motion:**

I move that the Board of Commissioners concur with the issuance of a purchase order to LB Water in the amount of \$258,432.00 for water meters.

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

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

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

**Department of Public Works  
Bureau of Permits and Inspections  
September 7, 2017**

**Issue:**

Chapter 170 construction code, **revision to the current building code**

**Background:**

The Board of Commissioners requested the code steering committee review current codes within the Bureau of Permits and Inspections. The Board was briefed on July 6, 2017 regarding 3 proposed changes on this chapter and unanimously approved to proceed to public hearing. The changes included modifying the current ground snow load, modifying the sprinkler ordinance as it relates to renovations and additions and updating to the 2017 National Electrical Code.

The public hearing was held on August 24<sup>th</sup>. The record was left open for 10 days.

**Desired Action:**

Discussion/Decision

**Staff Recommended Motion:** I recommend approval of the proposed code changes to Chapter 170 Construction Codes with an effective date of October 1, 2017.

**Department of Public Works  
Bureau of Permits and Inspections  
September 7, 2017**

**Issue:**

Chapter 170 construction code, **revisions to the current fee schedule**

**Background:**

The Board of Commissioners requested the code steering committee review the current fee schedule within the Bureau of Permits and Inspections. The Board was briefed on July 6, 2017 regarding proposed changes to the fee schedule and unanimously approved to proceed to public hearing. The proposal included several fee increases.

The public hearing was held on August 24th. The record was left open for 10 days.

**Desired Action:**

Discussion/Decision

**Staff Recommended Motion:** I recommend approval of the proposed modification to the current fee schedule within Chapter 170 Construction Codes with an effective date of January 1, 2018.

**Department of Public Works**  
**Briefing Paper**  
**September 7, 2017**  
**Open Session**

**Issue:**

Use of Term Contract to replace a pipe culvert on Blacks School House Road

**Briefing/Discussion/Decision:**

Approval of contract award to Stambaugh, Inc.

**Background:**

The Department of Public Works has prepared construction documents and has received bids through County term contracts to replace the pipe culvert that conveys an unnamed tributary of Piney Creek under Blacks School House Road; 2.3 miles from Stone Road East. Replacement is necessary to address a failing large diameter culvert and deteriorating end walls in advance of the programmed paving of Blacks School House Road.

The project will primarily consist of the removal of 41' of 85"X 54" CMPA and replacement with 40' of 83"X 53" reinforced concrete elliptical pipe and the removal and replacement of the existing end walls.

The necessary permits have been authorized and issued by the Maryland Department of the Environment. Estimated time to complete the work is thirty days, weather permitting.

The proposed fee submitted by Stambaugh, Inc., is \$84,246.00. Funds are available in Account 8624.

**Action:**

Decision on approving contract award to Stambaugh, Inc., for culvert replacement project.

**Staff-Recommended Motion:**

I move the Board of Commissioners approve to award the contract for the culvert replacement project to Stambaugh, Inc., in the amount of \$84,246.00.

**Attendees:**

Jeff Castonguay, Director, Public Works.  
Donnell Davis, Deputy Director, Public Works.  
Eric Silverman, Roads Administrative Supervisor

DATE: August 25, 2017  
 TO: The Carroll County Board of Commissioners  
 RE: Emergency Equipment Supply & Installation  
 94-F-2-17/18

**EXECUTIVE SUMMARY:**

The Bureau of Purchasing in cooperation with the Bureau of Fleet Management request your approval to award the contract for the supply and installation of the emergency equipment for the Sheriff's Department vehicles to Occasion of a Lifetime/Squad Car Supply in the amount of \$112,652.24. This award will be made off a competitive bid solicited by the county. This amount is within the project budget and no additional funds will be necessary.

**Vendors & Bid Results:**

- |  |                  |              |
|--|------------------|--------------|
| 1. Occasion of A Lifetime LLC/Squad Car Supply | Myersville, MD   | \$112,652.24 |
| 2. Priority Install LLC                        | Gaithersburg, MD | \$115,640.00 |
| 3. Beyer Fleet                                 | East Hanover, NJ | \$117,491.60 |

**Staff Recommended Motion:**

I move that the Board of Commissioners award the contract for emergency equipment supply and installation to Occasion of a Lifetime in the amount of \$112,652.24.

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\_\_\_\_\_ Date

Bureau of Purchasing

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\_\_\_\_\_ Date

Board of Commissioners

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:				



DATE: August 28, 2017  
TO: The Carroll County Board of Commissioners  
RE: Two (2) Freightliner 108SD Dump Trucks

**EXECUTIVE SUMMARY:**

The Bureau of Purchasing in cooperation with the Bureau of Fleet Management requests your approval to purchase two (2) Freightliner 108SD single axle trucks with dump bodies in the amount of \$335,514 (\$167,757/truck) from Johnson Truck Center (Landover, MD). This purchase will be made off the State of Maryland contract which was competitively bid. These trucks are additional vehicles and will be used by the Bureau of Roads Operations for general maintenance. This amount is within the project budget and no additional funds are necessary.

**Staff Recommended Motion:**

I move that the Board of Commissioners award the contract for the purchase of two (2) Freightliner 108SD dump trucks from Johnson Truck Center in the amount of \$335,514.

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Bureau of Purchasing Date

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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: -				
<hr/>				
Action Taken: <input type="checkbox"/> Accepted <input type="checkbox"/> Denied <input type="checkbox"/> Other:				

DATE: August 28, 2017  
TO: The Carroll County Board of Commissioners  
RE: One (1) Chevy Silverado 2500 Pick Up

**EXECUTIVE SUMMARY:**

The Bureau of Purchasing in cooperation with the Bureau of Fleet Management requests your approval to purchase one (1) Chevy Silverado 2500 pick-up truck from Sport Chevrolet in the total amount of \$29,430. This purchase will be made off the State of Maryland contract which was competitively bid. The truck will be used by the Bureau of Solid Waste for general maintenance. This amount is within the project budget and no additional funds are necessary.

**Staff Recommended Motion:**

I move that the Board of Commissioners award the contract for the purchase of one (1) Chevy Silverado 2500 pick-up truck from Sport Chevrolet in the total amount of \$29,430.

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

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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:				

DATE: August 28, 2017  
 TO: The Carroll County Board of Commissioners  
 RE: Thirty (30) Tasers

**EXECUTIVE SUMMARY:**

The Bureau of Purchasing in cooperation with the Sheriff's Department is requesting your approval to purchase thirty (30) Tasers from Axon Enterprise, Inc. in the amount of \$43,966.70. The Taser model has been evaluated and determined to be the model best suiting the needs of the Sheriff's Department. Axon Enterprises, Inc. is the only distributor of the Taser brand and is a sole source of supply for this product. This amount is within the project budget and no additional funds are necessary.

**Staff Recommended Motion:**

I move that the Board of Commissioners award the contract for purchase thirty (30) Tasers from Axon Enterprises, Inc. in the amount of \$43,966.70.

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

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\_\_\_\_\_ 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: -				
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Action Taken: <input type="checkbox"/> Accepted <input type="checkbox"/> Denied <input type="checkbox"/> Other:				

# **Carroll County Sheriff's Office**

## **Briefing Paper**

**September 7, 2017**

### **Open Session**

**Issue:**

**Discussion/Decision - Request a change for FY2018 vehicle purchases**

**Background:**

The Carroll County Sheriff's Office is requesting a change to the vehicle selection that was originally provided by Management and Budget as part of the recommended budget for FY2018. The request is to order one vehicle in place of another, keeping the quantity the same. With the change in the vehicle type, the cost difference is \$795.54 less by making the change.

**Action:**

The Carroll County Sheriff's Office is asking the Board of Commissioners to approve the change to the vehicle list approved for purchase. These vehicle purchases are included in FY18 operating funds.

**Motion:**

I move that the Board of Commissioners approve the change to the vehicle purchase list for FY2018.

**Attendees:**

Carroll County Sheriff's Office – Sheriff Jim DeWees and Director Vicky McDonold

DATE: August 30, 2017  
TO: The Carroll County Board of Commissioners  
RE: One (1) Chevy Tahoe- Sheriff's Office

**EXECUTIVE SUMMARY:**

The Bureau of Purchasing in cooperation with the Bureau of Fleet Management requests your approval to purchase one (1) Chevy Tahoe for the Sheriff's Office from Criswell Chevrolet in the total amount of \$38,595. This purchase will be made off the State of Maryland contract which was competitively bid. This amount is within the project budget and no additional funds are necessary.

**Staff Recommended Motion:**

I move that the Board of Commissioners award the contract for the purchase one (1) Chevy Tahoe from Criswell Chevrolet in the total amount of \$38,595.

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

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\_\_\_\_\_ 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:				

DATE: August 30, 2017  
 TO: The Carroll County Board of Commissioners  
 RE: Two (2) Ford Escapes- Sheriff's Office

**EXECUTIVE SUMMARY:**

The Bureau of Purchasing in cooperation with the Bureau of Fleet Management requests your approval to purchase two (2) Ford Escapes for the Sheriff's Office from Apple Ford in the total amount of \$47,088 (\$23,544/ea). This purchase will be made off the State of Maryland contract which was competitively bid. This amount is within the project budget and no additional funds are necessary.

**Staff Recommended Motion:**

I move that the Board of Commissioners award the contract for the purchase two (2) Ford Escapes from Apple Ford in the total amount of \$47,088.

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Bureau of Purchasing Date

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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:				

DATE: August 30, 2017  
TO: The Carroll County Board of Commissioners  
RE: Sixteen (16) Vehicles- Sheriff's Office

**EXECUTIVE SUMMARY:**

The Bureau of Purchasing in cooperation with the Bureau of Fleet Management requests your approval to purchase sixteen (16) vehicles for the Sheriff's Office of various makes and models from Hertrich Fleet Services in the total amount of \$469,871. This purchase will be made off the State of Maryland contract which was competitively bid. These vehicles will be used by the Sheriff's Office and the breakdown of the request is below. This amount is within the project budget and no additional funds are necessary.

Twelve (12) Ford Interceptor SUVs- \$384,936 (\$32,078/ea)  
One (1) Ford Interceptor SUV- \$27,708  
Three (3) Ford Fusions- \$57,227 (2x \$18,944, 1x \$19,339)

**Staff Recommended Motion:**

I move that the Board of Commissioners award the contract for the purchase sixteen (16) vehicles for the Sheriff's Office to Hertrich Fleet Services in the total amount of \$469,871.

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

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\_\_\_\_\_ 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:				

Cc: File  
H:Purchasing/Mmoser/PublicPurchase/Forms/ConcurrenceLetter -Revised 4/26/17