

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 October 9, 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 ~ October 9, 2017

County Offices Closed in observance of Columbus Day

*6:00 p.m. A Culinary Experience benefitting Rape Crisis
Martin's ~ Westminster, Maryland
Commissioners Weaver & Wantz*

Tuesday ~ October 10, 2017

*8:00 a.m. Shock Trauma Center Board of Visitors Meeting
Baltimore, Maryland
Commissioner Wantz*

*9:00 a.m. Planning & Zoning Commission Meeting
County Office Building ~ Reagan Room
Commissioner Frazier*

*5:30 p.m. Carroll Community College Joint Reception
Board of County Commissioners/Delegation
Westminster, Maryland
Commissioners Weaver, Frazier, Wantz, Howard & Rothschild*

*7:00 p.m. Town of Hampstead Council Meeting Speaking Engagement
Hampstead, Maryland
Commissioner Weaver*

Tuesday ~ October 10, 2017 (Continued)

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

Wednesday ~ October 11, 2017

7:30 a.m. *BWI Partnership Signature Breakfast
Linthicum Heights, Maryland
Commissioner Howard*

5:00 p.m. *Carroll County Board of Education Meeting
Westminster, Maryland
Commissioner Howard*

5:00 p.m. *Red Cross 100th Anniversary in Carroll County
Carroll County Farm Museum ~ Westminster, Maryland
Commissioners Weaver, Frazier, Wantz & Howard*

Thursday ~ October 12, 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 Hearing

Public Comment will be taken during the public hearing

[Community Development Block Grant](#)

Department of Citizen Services ~ Ms. Christine Kay

Department of Management & Budget ~ Mr. Ted Zaleski

Item 2

Discussion/Decision

Public Comment on this item

Request Approval to Accept Grant Award

for [FY 2018 Violence Against Women Act](#)

for the Carroll County Sheriff's Office

Carroll County Sheriff's Office ~ Sheriff James DeWees

Department of Management & Budget ~ Mr. Ted Zaleski

Thursday ~ October 12, 2017 (Continued)

Item 3

Discussion/Decision
Public Comment on this item
Request Approval to Accept Grant Award
for [FY 2018 Violence Against Woman Act](#)
for the Carroll County State's Attorney's Office
Carroll County State's Attorney's Office ~ Mr. Brian DeLeonardo
Department of Management & Budget ~ Mr. Ted Zaleski

Item 4

Briefing/Discussion/Possible Decision
Public Comment on this item
[Bid Approval ~ Water Laboratory Analysis](#) of
Raw and Finished Drinking Water
Department of Public Works ~ Mr. Jeff Castonguay
Bureau of Purchasing ~ Mr. Mike Myers

Item 5

Briefing/Discussion/Possible Decision
Public Comment on this item
[Bid Approval ~ Hot Mix Asphalt Paving](#) for the
Resurfacing of Bennett Cerf Parking Lot
Department of Public Works ~ Mr. Jeff Castonguay
Bureau of Purchasing ~ Mr. Mike Myers

Item 6

Briefing/Discussion/Possible Decision
Public Comment on this item
[Request Approval for In-House Paving](#) of
Landon C. Burns Park
Department of Public Works ~ Mr. Jeff Castonguay

Item 7

Briefing/Discussion/Possible Decision
Public Comment on this item
[Bid Approval ~ Janitorial Services](#) for
Various County Owned Buildings
Department of Public Works ~ Mr. Jeff Castonguay
Bureau of Purchasing ~ Mr. Mike Myers

Thursday ~ October 12, 2017 (Continued)

Item 8

Briefing/Discussion/Possible Decision

Public Comment on this item

[Request Approval for Budget Transfers for Self-Help Projects](#)

Department of Recreation & Parks ~ Mr. Jeff Degitz

Item 9

Discussion/Decision

Public Comment on this item

[Request Approval to order Dell & Havis Products](#) and

Execute Installation Agreement with Hankey's Radio

Department of Public Safety ~ Mr. Scott Campbell

Public Comment

Approval/Adoption of Minutes

Administrative Session ~ Open

- 11:00 a.m. Nova Springs Assisted Living Grand Re-Opening Ceremony
Finksburg, Maryland
Commissioner Weaver*
- 2:00 p.m. Annual Consolidated Transportation Plan Tour
County Office Building ~ Reagan Room
Commissioners Weaver, Frazier, Wantz, Howard & Rothschild*
- 5:00 p.m. Carroll Chamber of Commerce Small Business Awards
Westminster, Maryland
Commissioner Howard*
- 5:30 p.m. Union Mills Homestead Foundation Annual Dinner Meeting
Westminster, Maryland
Commissioners Frazier & Wantz*

Friday ~ October 13, 2017

Saturday ~ October 14, 2017

*10:00 a.m. Carroll County Farm Museum Fallfest
Westminster, Maryland
Commissioner Weaver*

*4:30 p.m. Honoring Those We Serve Annual Blue Mass
St. John's Roman Catholic Church ~ Westminster, Maryland
Commissioner Howard*

Sunday ~ October 15, 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

Citizen Services

Briefing Paper

October 12, 2017

Open Session

Issue

The FY18 Community Development Block Grant (CDBG) application requires a public hearing. The proposed application will request additional case management for homeless in Carroll County.

Background

MD Department of Housing and Community Development is holding a special CDBG competition to support homeless projects in non-entitlement jurisdictions. Carroll's application will compete against applications submitted by other non-entitlement jurisdictions in the state for an estimated \$2,000,000 in funding.

The Circle of Caring Homeless Board has identified Case Management as a gap in the services currently provided within the County. With chronic homelessness and street homelessness on the rise in Carroll County over the last 4 years, this grant could help fill this gap and serve these populations. Case Management for Veterans, through the County Veteran's Services staff, has proven very effective in reducing the number of homeless veterans in our community.

The final application will be available for review on November 2, 2017. Contact the Carroll County Grants Office, 225 N. Center St., Westminster, MD at 410-386-2212 for a copy.

Preliminary Budget (2 years)

CDBG Request	\$120,000
25% Match*	\$40,000
Total Program (2 years)	\$160,000

* Match will be met using existing grants or existing County Budget Allocations.

Action: Hold the Public Hearing

Staff Recommended Motion - I move that the Board of Commissioners close the Public Hearing and leave the record open for 10 days.

Danielle Yates, Bureau Chief, Citizen Services
Amanda Knott, Grants Manager, Human Services Programs, Inc.
Debby Standiford, Grants Manager, Management and Budget

Sheriff

Briefing Paper

October 12, 2017

Open Session

Issue: FY 2018 Violence Against Women Act (VAWA) Grant Award

Discussion/Decision – Acceptance of the FY 2018 Violence Against Women Act (VAWA) Grant Award

Background: The Carroll County Sheriff’s Office’s Domestic Violence (DV) Unit is staffed by two full-time Deputies and two full-time Domestic Violence Facilitators. The Domestic Violence Facilitators log orders, enter data into national and state computer systems, perform criminal background checks, interview victims, conduct gun checks and perform lethality screenings. The Deputies in the DV Unit serve orders, seize firearms, provide evidence to the DV Prosecutor, perform safety checks and contact victims.

In FY 2016, the unit served 1,563 Interim, Temporary, Final and Show Cause Protective and Peace Orders. With the support of the grant funded position, the DV Unit insures that 98% of the orders are entered within 24 hours.

The award will partially fund the salary of the Domestic Violence Facilitator #1. The County match for this grant is provided by the remainder of the salary and benefits of the Domestic Violence Facilitator #1

FY 2018 VAWA Award Budget

Position	Grant Funding*	County Cash Match	Total Cost
DV Facilitator # 1 - Salary	\$20,000	\$18,923	\$38,923
DV Facilitator # 1 - Benefits	\$0	\$12,629	\$12,629
Total	\$20,000	\$31,552	\$51,552

* 2018 grant application amount is capped at the previous year’s award of \$20,000

Action: Accept FY 2018 VAWA Grant Award

Staff-Recommended Motion: I move that the Board of Commissioners accept the FY 2018 Violence Against Women’s Act (VAWA) Grant Award.

Attendees:

Vicky McDonold, Director, Administrative Services, Sheriff’s Office
Caren Jagoda, Grants Analyst, Management and Budget

State's Attorney's Office

Briefing Paper

October 12, 2017

Open Session

Issue: Acceptance of the Violence Against Women's Act (VAWA) grant award for the State's Attorney's Office

Background: The Special Victims Unit (SVU Unit) of the Carroll County State's Attorney's Office addresses the challenges of prosecuting domestic violence (DV) and sexual crimes and working with victims of those crimes. This specialized unit includes three Prosecutors and a Special Victims Unit Advocate who aggressively prosecute domestic violence and sexual assault cases shifting the focus of these crimes from victim responsibility for prosecution to offender accountability. The Unit holds perpetrators of domestic violence and sexual assault accountable through implementation of the pro-prosecution, evidence-based prosecution and victimless prosecution models. Training is another priority of the SVU Unit with training for the unit's three prosecutors in the specialized areas of domestic violence and sexual assault, as well as continued training of law enforcement.

The VAWA grant award will support the salary of the DV prosecutor which opened 467 DV cases in 2016. The County provides the match for the VAWA grant by funding the balance of the DV Prosecutor's salary and the benefits.

FY 2018 Award Budget – 10/1/17 to 9/30/18

Position	Grant Funds*	County Cash Match	Total
DV Prosecutor Salary	\$55,453	\$26,580	\$82,033
DV Prosecutor Benefits	\$0	\$42,885	\$42,885
Total	\$55,453	\$69,465	\$124,918

Action: Discussion, Possible Decision

Staff-Recommended Motion:

I move that the Board of Commissioners accept the FY 18 Violence Against Women's Act Grant Award.

Attendees:

Brian DeLeonardo, State's Attorney, State's Attorney's Office
Ashley Pamer, Senior Assistant State's Attorney, State's Attorney's Office
Caren, Grants Analyst, Management and Budget

DATE: October 2, 2017

TO: The Carroll County Board of Commissioners

RE: Water Laboratory Analysis of Raw and Finished Drinking Water
71-F-2-17/18

EXECUTIVE SUMMARY:

The Carroll County Bureau of Purchasing seeks a qualified and responsible firm to conduct sampling and analysis of raw and finished drinking water. All work shall be in compliance with mandates and requirements designated by Federal and State of Maryland monitoring requirements for public water supplies. The successful firm will be responsible to follow all applicable Federal, State and County regulations while performing this contract and comply with all reporting practices. The contract will be awarded for one (1) year beginning October 1, 2017. A renewal option of four (4) additional one year renewal periods may be exercised by the County, pending fiscal availability and satisfactory vendor performance

The Bureau of Purchasing received one proposal which was evaluated by the Bureau of Utilities and found to be technically and financially viable to perform the services as required by this contract.

Vendors & Bid Results:

1. Microbac Baltimore MD

Staff Recommended Motion:

I move that the Board of Commissioners award the contract for water laboratory analysis of raw and finished drinking water to Microbac.

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: October 4, 2017

TO: The Carroll County Board of Commissioners

RE: Hot Mix Asphalt Paving for the Re-surfacing of Bennett Cerf Parking Lot

EXECUTIVE SUMMARY:

The Bureau of Purchasing in cooperation with the Bureau of Facilities requests your concurrence to award CJ Miller a purchase order for the Milling and Paving of Bennett Cerf Parking Lot.

The project received three bids from local contractors and we request award be made to the contractor submitting the lowest bid as follows.

Vendors & Results:

CJ Miller	Hampstead, MD	\$57,710.00
Highland Turf	Finksburg, MD	\$58,705.00
MT Laney	Eldersburg, MD	\$63,580.00

Staff Recommended Motion:

I move that the Board of Commissioners approve the award to CJ Miller for the Milling and Paving of the Bennett Cerf Parking Lot in the amount of \$57,710.00.

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: _____				

Carroll County Department of Public Works
Briefing Paper
October 12, 2017
Open Session

Issue:

Discussion/Decision – In-house Paving of the Landon C. Burns Park.

Background:

A cost comparison was done for the paving of the Landon C. Burns Park. Bids were obtained by three term contractors and the Bureau of Roads using the same specifications. This work will include the upper and lower parking lot regrading and paving. The lowest bid from local contractors came in at \$71,021. The Bureau of Roads can complete the paving of the Landon C. Burns Park project in-house for \$38,000.

Action:

Request permission to proceed with the in-house paving of the Landon C. Burns Park in the amount of \$38,000.

Staff Recommended Motion:

I move that the Board of Commissioners approve the in-house paving of Landon C. Burns Park in the amount of \$38,000.

DATE: October 3, 2017
 TO: The Carroll County Board of Commissioners
 RE: Janitorial Services for Various County Owned Buildings
 78-F-2-17/18

EXECUTIVE SUMMARY:

The Carroll County Bureau of Purchasing in cooperation with Bureau of Facilities solicited bids from qualified janitorial cleaning contractors. A total of fifty-eight (58) vendors were notified about this bid through the county's web site. Out of the 59 vendors notified thirty-five (35) vendors downloaded this bid, out of those 35, five (5) of these vendors were from Carroll County. Out of these 35 vendors seven (7) vendors submitted bids.

Mr. Thomas P. Robertson, Jr., Facilities Manager recommends award for the Janitorial Services to P2 Cleaning Services in the amount of \$138,750.00. This figure is the annual amount for cleaning all eight (8) buildings. This is within the project budget and no additional funds will be needed.

Vendors & Bid Results:

1. P2 Cleaning Services	Laurel, MD	\$138,750.00
2. Summit Building Services, Inc.	Reisterstown, MD	\$144,402.13
3. Jasso Maintenance, LLC	Rockville, MD	\$151,580.03
4. CJ Maintenance, Inc.	Columbia, MD	\$153,321.58
5. Associated Building Maintenance	Crofton, MD	\$190,374.68
6. Platinum Janitorial Services, LLC	Bethesda, MD	\$245,949.11
7. Jani-King (All for 1, LLC)	Columbia, MD	Non-Responsive

Staff Recommended Motion:

I move that the Board of Commissioners award the contract for Janitorial Services for Various County Owned Buildings to P2 Cleaning Services in the amount of \$138,750.00

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:

Departments of Recreation and Parks / Management and Budget

Briefing Paper

October 12, 2017 11:15 a.m.

Discussion/Decision:

Approve transfer of \$79,837 from Community Self Help to Fall 2017 Recreation and Parks Self-Help projects

Transfer From	Transfer To	Funds
Community Self-Help #9735	Individual self-help project accounts	\$79,837

Summary of Fall 2017 Self Help Projects	County General Funds	Rec Council Support	Project Total
Roaring Run Park infield improvements	\$10,365	\$ 3,189	\$ 13,554
Deer Park soccer goals	3,471	1,157	4,628
Backboards at Eldersburg Elementary	11,482	3,828	15,310
Mobile lighting for Christmas Tree Park	11,350	3,650	15,000
Additional parking area at Cape Horn Park	12,993	4,332	17,325
Infield mix for Taneytown HS Park	8,450	2,550	11,000
Taneytown Memorial Park dugouts and field improvements	9,111	2,538	11,649
Westminster Jaycees Park infield mix	3,625	875	4,500
Fencing replacement at Kate Wagner Park and Avondale Park	8,990	2,730	11,720
Total	\$79,837	\$24,849	\$104,686

Background:

The Recreation and Parks Advisory Board voted to approve nine Self-Help Project requests presented at their October 4 meeting and Department staff is supportive of that decision. Self-Help funds appropriated in the FY 17 Capital Budget, along with funds remaining from previously closed projects, are sufficient to cover the County's portion of funding for the new projects.

Staff Recommended Motion:

I move that the Board of County Commissioners approve the transfer of \$79,837 from Community Self Help #9735 to nine self-help project accounts to be established by the Department of Management & Budget

Attendees:

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

Department of Public Safety

Briefing Paper

October 12, 2017

Open Session

Issue:

Request for Concurrence – Authorize Director of Public Safety to place order for Dell mobile computers, associated Havis mounting hardware, execute installation agreement for same with Hankey's Radio, and pay ensuing invoices.

Discussion / Decision:

We propose the purchase of the required Dell mobile computers and associated Havis mounting hardware, as well as entering in an agreement with Hankey's Radio for the installation of same, in accordance with the comprehensive "Keystone" initiative, (subsequently titled 'Project eCLiPSe'), as previously presented to and approved by the Board of County Commissioners on April 3, 2017.

Background:

On April 3, 2017, the Board of County Commissioners approved a comprehensive proposal to, among other things, transition the County's Computer-Aided Dispatch (CAD) to a new vendor, as well as establish the first-ever countywide 'field mobile' application throughout the County's volunteer fire service. The proposal presented today is 100% compliant with the previously approved scope of the project, the referenced computer equipment has been reviewed and approved by the Dept. of Technology Services, and at a total cost of \$159,308.50, full funding is provided in the Approved FY2018 Capital & Operating Budgets, thus no additional monies are required in order to proceed. Accordingly, I am appearing before you today to request your authorization to proceed as proposed, as I do not have sufficient delegated signature authority to do so, otherwise.

Action:

Briefing, Discussion, and possible Decision

Staff-Recommended Motion:

"I move that the Director of Public Safety be authorized to place the order for the Dell & Havis products, sign the proposed installation agreement with Hankey's Radio, and approve payment of the resultant invoices, as proposed."

Attendees:

Scott R. Campbell, Director, Dept. of Public Safety
Jack E. Brown, Manager, DPS - Emergency Communications
Mark E. Ripper, CIO / Director, Dept. of Technology Services