

## Board of County Commissioners

Stephen A. Wantz, *President*  
Ed Rothstein, *Vice President*  
C. Richard Weaver, *2<sup>nd</sup> Vice President*  
C. Eric Bouchat  
Dennis E. Frazier



## Carroll County Government

225 North Center Street  
Westminster, Maryland 21157  
410-386-2043; 1-888-302-8978  
fax 410-386-2485  
MD Relay ~ 7-1-1/800-735-2258

### **Notice of Commissioner Meetings & Agenda for the Week of March 25, 2019**

Please Note: This weekly notice and agenda is subject to change. Please call 410-386-2043 to confirm a meeting you plan to attend. All meetings, unless otherwise noted, will be held at the Carroll County Office Building, Room 311. All or part of a meeting may be conducted in closed session.

- *Indicates Outside Activities*

#### **Monday ~ March 25, 2019**

*10:00 a.m. Emergency Response & Safety Grants Reception  
Halethorpe, Maryland  
Commissioner Wantz*

*7:00 p.m. Heroin Still Kills Community Showing Event  
Mt. Airy, Maryland  
Commissioner Bouchat*

#### **Tuesday ~ March 26, 2019**

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

##### **Item 1**

FY20 Recommended Budget Presentation  
Department of Management & Budget ~ Mr. Ted Zaleski

#### **Wednesday ~ March 27, 2019**

*10:00 a.m. Maryland Association of Counties Board Meeting  
Annapolis, Maryland  
Commissioner Wantz*

*11:00 a.m. Maryland Association of Counties Legislative Meeting  
Annapolis, Maryland  
Commissioners Wantz & Rothstein*

**Wednesday ~ March 27, 2019 (Continued)**

- 12:30 p.m. *Recreation & Parks Luncheon & Advisory Board Meeting  
Hashawha Environmental Center ~ Westminster, Maryland  
Commissioners Weaver, Bouchat & Frazier*
- 4:00 p.m. *Lorien Taneytown Care Forward Launch  
Taneytown, Maryland  
Commissioner Wantz*
- 6:00 p.m. *Chamber of Commerce Teacher Awards Ceremony  
Winters Mill High School ~ Westminster, Maryland  
Commissioners Wantz, Weaver & Frazier*
- 6:00 p.m. *Comprehensive Rezoning ~ Public Outreach Meeting #2  
South Carroll Senior Center ~ Sykesville, Maryland  
Commissioner Rothstein*

**Thursday ~ March 28, 2019**

- 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

*Priority Carroll*

**Item 1**

Legislative Briefing  
Mike Fowler, Legislative Liaison

**Item 2**

Public Comment on this item  
Briefing/Discussion/Possible Decision  
Request Approval to Submit Grant Application  
And Acceptance of Grant Award  
[FY2020 Discretionary Grant ~ Adult Drug Court](#)  
Carroll County Circuit Court ~ Judge Fred S. Hecker  
Department of Management & Budget ~ Mr. Ted Zaleski

**Item 3**

Public Comment on this item  
Discussion/Decision  
[Request Approval to Accept Continuum of Care](#)  
2018 Planning Grant  
Department of Citizen Services ~ Ms. Christine Kay  
Department of Management & Budget ~ Mr. Ted Zaleski

## **Thursday ~ March 28, 2019 (Continued)**

### **Item 4**

Public Comment on this item

Discussion/Decision

[IR Text Amendment](#)

Department of Planning ~ Ms. Lynda Eisenberg

### **Item 5**

Public Comment on this item

Briefing/Discussion/Decision

[Bid Approval ~ Glass Beads for Roads](#)

Department of Public Works ~ Mr. Jeff Castonguay

Bureau of Purchasing ~ Mr. Mike Myers

### **Item 6**

Public Comment on this item

Briefing/Discussion/Decision

[Bid Approval ~ Office Trailer for Hodges](#)

Department of Public Works ~ Mr. Jeff Castonguay

Bureau of Purchasing ~ Mr. Mike Myers

### **Item 7**

Public Comment on this item

Briefing/Discussion/Decision

[Bid Approval ~ Brine Maker](#)

Department of Public Works ~ Mr. Jeff Castonguay

Bureau of Purchasing ~ Mr. Mike Myers

### **Item 8**

Public Comment on this item

Briefing/Discussion/Decision

[Bid Approval ~ Traffic Paint](#)

Department of Public Works ~ Mr. Jeff Castonguay

Bureau of Purchasing ~ Mr. Mike Myers

### **Item 9**

Public Comment on this item

Briefing/Discussion/Decision

[Bid Approval ~ Revised Maintenance of Traffic Operations](#)

Schoolhouse Road Pumping Station and Force Main

Department of Public Works ~ Mr. Jeff Castonguay

Bureau of Purchasing ~ Mr. Mike Myers

### **Public Comment**

Administrative Session ~ Open

**Thursday ~ March 28, 2019 (Continued)**

Closed ~ Public Security Briefing

Closed ~ Legal Advice

Closed ~ Personnel

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

**Item 6**

FY20 Agency Hearings

Department of Management & Budget ~ Mr. Ted Zaleski

*5:30 p.m.      Retirement Celebration for Judge J. Barry Hughes*  
*Martin's ~ Westminster, Maryland*  
*Commissioners Wantz & Bouchat*

**Friday ~ March 29, 2019**

*6:30 p.m.      Taneytown Area Elementary School Battle of the Books*  
*Francis Scott Key High School ~ Union Bridge, Maryland*  
*Commissioner Wantz*

**Saturday ~ March 30, 2019**

*9:00 a.m.      Mt. Zion United Methodist Church Pancake Breakfast*  
*Finksburg, Maryland*  
*Commissioner Weaver*

*10:00 a.m.      Luna Moth Project Dedication Ceremony*  
*Bear Branch Nature Center ~ Westminster, Maryland*  
*Commissioners Wantz, Rothstein, Weaver, Bouchat & Frazier*

**Sunday ~ March 31, 2019**

7:05 a.m. “The Commissioners’ Report” – WTTR  
Commissioner Frazier

*11:00 a.m. Shepherds Staff Empty Bowl  
Portico of St. John’s ~ Westminster, Maryland  
Commissioner Wantz*

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**

**Circuit Court/Adult Drug Court (CCADC)**

**Briefing Paper**

**3/28/19**

**Open Session**

**Issue:** FY 2020 Discretionary Grant Application and Acceptance of Award

**Background:** CCADC, a court-operated program under the direction of the Carroll County Circuit Court, is a coordinated effort to identify adult non-violent substance abusing offenders who live in Carroll County and place them under strict court monitoring and community supervision, coupled with effective substance abuse treatment and referrals to supportive services. Participants in CCADC typically have a significant number of arrests related to their addiction, multiple criminal cases, periods of unsuccessful supervision, lengthy periods of incarceration and multiple failures at substance abuse treatment.

Since April 2007, the CCADC has accepted four hundred and nine (409) individuals with one hundred and ninety two (192) participants successfully completing the program and fifty seven (57) current participants. Those who successfully complete the 13 month program, as well as the current participants, significantly reduce their substance use, time of incarceration and further involvement in the criminal justice system.

Grant funding has covered the vast majority of the cost of the CCADC since its inception. The CCADC has also successfully applied for federal grant funds and used community fundraising to cover program costs.

**FY20 Application Budget**

	<b>OPSC Grant Request</b>	<b>County Cash Match</b>
Salary and Benefits – Coordinator , Case Manager, Part-time Case Manager	\$174,795	
Salary – Part time PDO (Existing Staff)	\$20,800	
Salary and Benefits – .25 FTE Peer Recovery Support Specialist (New Staff)	\$15,226	
Administrative Costs		\$4,745*
Administrative Costs	\$434	
Consults/Contracts	\$101,065	
Equipment/Software	\$144	
Supplies	\$41,753	
Staff Training/Travel	\$10,752	
<b>Total Grant Request</b>	<b>\$364,969</b>	
<b>Total County Cash Match</b>		<b>\$4,745</b>
<b>Total Program</b>		<b>\$369,714</b>

\*Not an eligible grant expense

**Action:** Discussion/Decision

**Staff-Recommended Motion:**

I move that the Board of Commissioners approve the submission of the FY 2020 Office of Problem-Solving Court’s Discretionary grant application and the acceptance of the award.

**Attendees:**

Judge Fred S. Hecker, Associate Judge, Circuit Court,  
Dena Black, Drug Court Coordinator, Circuit Court  
Caren Jagoda, Grants Analyst, Management and Budget

**Department of Citizen Services  
Briefing Paper  
March 28, 2019  
Open Session**

**Issue:** Accept the Continuum of Care Planning Grant Award

**Background:** The Continuum of Care is a national, competitive annual application that funds a number of homeless services project in Carroll County.

**Project:** The Planning Grant award allows Citizen Services to provide programmatic and financial monitoring of the Continuum of Care projects quarterly or as needed. In addition, the agency provides assistance to other Circle of Caring Homelessness Board functions as required by the Continuum of Care grant. This is the 6th year for this award and it is renewable annually with a competitive submission. There was no change in the award amount from last year.

**Continuum of Care Planning Grant (CY 2020)**

Continuum of Care Planning Grant Award	\$11,849
County Cash Match*	\$2,962
<b>Total Project</b>	<b>\$14,811</b>

\*Cash match was approved by the Board at the time of application and is budgeted

Carroll County also received funding for all the projects requested by Human Services Programs and the Carroll County Health Department including those projects that were ranked in 2<sup>nd</sup> tier.

**Other Continuum of Care Awards**

(1 year projects)	Grant Award	County Cash Match	Total Program
HSP – PSH I, II, VIII	\$161,097	\$13,166	\$174,263
CCHD - Shelter Plus Care	\$135,161	0	\$135,161
HSP – Coordinated Intake	\$32,098	\$14,371	\$46,469
HSP Safe Haven	\$74,314	\$250,881	\$325,195
<b>Total Award</b>	<b>\$402,670</b>		
Cash Match - HSP Budget*		<b>\$250,881</b>	
Other County Cash Match**		<b>\$27,537</b>	
<b>Total Program</b>			<b>\$681,088</b>

\*Included in HSP’s budget allocation from the County Commissioners

\*\* The match was included in the FY19 County Operating Budget

**Action:** Discussion/Decision

**Staff-Recommended Motion:** I move that the Board of Commissioners accept the Continuum of Care Planning Grant Award for CY 2020.

**Attendees:**

Christine Kay, Director, Citizen Services  
Danielle Yates, Chief, Bureau of Housing and Community Development  
Debby Standiford, Grants Manager, Management and Budget

# Department of Planning

## Briefing Paper

March 28, 2019

## Open Session

### Issue:

Text amendment to the IR District

### Background:

On December 21, 2018 Shaffer and Shaffer, LLP submitted a proposed text amendment to the Industrial Restricted (IR) zone on behalf of their client St. John's Properties Incorporated. The amendment is for the allowance of a brewery on IR zoned land.

- *Sections 158.134 (B) (1) and 158.134 (D) (1) require that the Commissioners shall refer zoning text amendments and comprehensive rezoning to the Planning Commission.*

In order for this proposed text amendment to move through the process it must be referred by the Board of County Commissioners to the Planning Commission for their recommendation as cited above. The Board referred this to the Planning Commission on January 17, 2019.

On February 6, 2019 staff presented the proposed amendment to the Planning Commission and on February 19, 2019 the Planning Commission forwarded their recommendation to the Board for their consideration. A public hearing was held on March 14, 2019.

### Staff Recommended Motion:

I move that the Board of County Commissioners Adopt the IR text amendment as written allowing breweries in the IR zoning district.

### Attending:

Lynda Eisenberg, Director  
Mary Lane, Planning Manager



DATE: March 14, 2019  
 TO: The Carroll County Board of Commissioners  
 RE: Glass Beads for Roads

**EXECUTIVE SUMMARY:**

The Bureau of Purchasing in cooperation with the Bureau of Roads requests your approval to award the contract for the purchase of approximately 88,000 lbs of reflective glass beads from Potters Industries (Valley Forge, PA) in the amount of \$47,520. These reflective glass beads will be used on various Carroll County roads. The purchase will be made from a contract which was competitively bid by Baltimore County, MD. This amount is within the adopted budget and no additional funds will be necessary.

**Staff Recommended Motion:**

I move that the Board of Commissioners award the contract for the purchase of 88,000 lbs of reflective glass beads from Potters Industries in the amount of \$47,520.

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Bureau of Purchasing Date

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Board of Commissioners Date

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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 Bouchat:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Rothstein:	<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: March 14, 2019  
 TO: The Carroll County Board of Commissioners  
 RE: Office Trailer for Hodges

**EXECUTIVE SUMMARY:**

The Bureau of Purchasing in cooperation with the Bureau of Roads requests your approval to award the contract for the purchase of a 12' x 56' office trailer from Mobile Modular (Charlotte, NC) in the amount of \$46,943. This trailer will be used at the Hodges Salt Facility for office space and sleeping quarters during snow operations. This trailer is a replacement for an older trailer that is badly deteriorating. This amount is within the adopted budget and no additional funds will be necessary.

**Bids: (3)**

- 1. Mobile Modular Charlotte, NC \$46,943 (contained more options)
- 2. Allied Trailers Savage, MD \$46,237
- 3. Metro Trailer Pelham, AL \$52,750

**Staff Recommended Motion:**

I move that the Board of Commissioners award the contract for the purchase of a 12' x 56' office trailer from Mobile Modular (Charlotte, NC) in the amount of \$46,943.

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Bureau of Purchasing Date

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Board of Commissioners Date

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

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

Comments: -

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Action Taken:  Accepted    Denied    Other:

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DATE: March 14, 2019

TO: The Carroll County Board of Commissioners

RE: Brine Maker

**EXECUTIVE SUMMARY:**

The Bureau of Purchasing in cooperation with the Bureau of Roads requests your approval to award the contract for the purchase of an EZ Brine Classic Maker from GVM (Biglerville, PA) in the amount of \$48,391. The brine maker will be used by the Bureau of Roads to pre-treat roads before snow events. The use of brine reduces the amount of salt applied during the first phase of snow removal and keeps the roads safer during the beginning of a snow event. An Invitation to Bid was issued and GVM was the only company to provide pricing. This amount is within the adopted budget and no additional funds will be necessary.

**Staff Recommended Motion:**

I move that the Board of Commissioners award the contract for the purchase of an EZ Brine Classic Maker from GVM in the amount of \$48,391.

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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 Bouchat:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Rothstein:	<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:				

DATE: March 14, 2019  
 TO: The Carroll County Board of Commissioners  
 RE: Traffic Paint

**EXECUTIVE SUMMARY:**

The Bureau of Purchasing in cooperation with the Bureau of Roads requests your approval to award the contract for the purchase of approximately 24,200 gallons of traffic paint from Ozark Materials LLC (Greenville, AL) in the amount of \$205,579. This consists of approximately 12,100 gallons of yellow paint and 12,100 gallons of white paint for use on Carroll County roads. This purchase will be made off the State of Maryland contract which was competitively bid. This amount is within the adopted budget and no additional funds will be necessary.

**Staff Recommended Motion:**

I move that the Board of Commissioners award the contract for the purchase of approximately 24,200 gallons of traffic paint from Ozark Materials LLC in the amount of \$205,579.

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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 Bouchat:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Rothstein:	<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:				

DATE: March 19, 2019  
 TO: The Carroll County Board of Commissioners  
 RE: Revised Maintenance of Traffic Operations  
 Schoolhouse Road Pumping Station and Force Main

**EXECUTIVE SUMMARY:**

The Bureau of Purchasing, in cooperation with the Bureau of Utilities, requests your approval to award a change order to the contract for the Schoolhouse Rd pumping station and force main project for the revised maintenance of traffic operations to W.F. DeLauter & Son, Inc. (Emmitsburg, MD) in the amount of \$57,080.30. The original construction documents for this project included maintenance of traffic concept for Oklahoma Avenue that was given preliminary approval by the Town of Sykesville's Planning Commission. This concept allowed for the daily and temporary conversion of a one-way segment of Oklahoma Avenue to a two-way traffic pattern while an adjacent segment of Oklahoma Avenue was closed to through traffic. Following the award of the contract and as construction activity began, it was determined that the two-way traffic pattern would be unable to be implemented. Oklahoma Avenue would be required to remain a single lane roadway and a flagging operation would be needed to allow for the operation of the necessary two-way traffic pattern. The flagging operation will be required for approximately sixty work days. This amount is within the project budget and no additional funds are necessary.

**Staff Recommended Motion:**

I move that the Board of Commissioners award a change order to the contract for the Schoolhouse Rd pumping station and force main project for the revised maintenance of traffic operations to W.F. DeLauter & Son, Inc. in the amount of \$57,080.30.

Received Budget Approval: X Yes      Comments:

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

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 Bureau of Purchasing      Date

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 Board of Commissioners      Date

Commissioner Frazier:	<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 Wantz:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Rothstein:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Bouchat:	<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:				