

Board of County Commissioners

Stephen A. Wantz, *President*
Ed Rothstein, *Vice President*
C. Richard Weaver, *2nd 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
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MD Relay ~ 7-1-1/800-735-2258

Notice of Commissioner Meetings & Agenda for the Week of April 15, 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 ~ April 15, 2019

*7:00 p.m. Carroll County Special Education Citizens' Advisory Committee Recognition & Appreciation Awards Ceremony ~ Westminster, Maryland
Commissioners Bouchat & Frazier*

Tuesday ~ April 16, 2019

*2:00 p.m. Veterans Advisory Board Meeting
Westminster, Maryland
Commissioner Weaver*

*6:00 p.m. 80th Anniversary Banquet of Union Bridge Ladies Auxiliary
Union Bridge, Maryland
Commissioner Bouchat*

*6:30 p.m. Oklahoma Road Middle School & Freedom District Lions Club
Presentation of Screenagers ~ Eldersburg, Maryland
Commissioner Rothstein*

*6:30 p.m. Carroll County 4-H Achievement Program
Westminster, Maryland
Commissioners Weaver & Frazier*

*7:00 p.m. District 1 Advisory Meeting (Silver Run/Union Mills)
Pleasant Valley Fire Company ~ Westminster, Maryland
Commissioner Wantz*

Wednesday ~ April 17, 2019

*10:00 a.m. Carroll County Special Olympic Spring Games
Westminster, Maryland
Commissioners Wantz & Rothstein*

*5:30 p.m. Carroll Community College Board Meeting/Dinner
Westminster, Maryland
Commissioner Frazier*

Thursday ~ April 18, 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

Public Comment on this item
Briefing/Discussion/Decision
Request Approval to Submit & Accept
[FY20 Homeless Solutions Program Grant](#)
Department of Citizen Services ~ Ms. Christine Kay
Department of Management & Budget ~ Mr. Ted Zaleski

Item 2

Public Comment on this item
Briefing/Discussion/Decision
[Bid Approval ~ Turf Mowing for County Buildings & Parks](#)
Department of Public Works ~ Mr. Jeff Castonguay
Bureau of Purchasing ~ Mr. Mike Myers

Item 3

Public Comment on this item
Briefing/Discussion/Decision
[Bid Approval ~ 2019 Hot Mix Asphalt Paving – 2](#)
Department of Public Works ~ Mr. Jeff Castonguay
Bureau of Purchasing ~ Mr. Mike Myers

Thursday ~ April 18, 2019 (Continued)

Item 4

Public Comment on this item

Briefing/Discussion/Decision

[Bid Approval ~ Roof Replacements at Union Mills Homestead](#)

Department of Public Works ~ Mr. Jeff Castonguay

Bureau of Purchasing ~ Mr. Mike Myers

Item 5

Public Comment on this item

Briefing/Discussion/Decision

[Banking Services ~ Resolution for Deposit Account](#)

Department of the Comptroller ~ Mr. Robert Burk

Item 6

Public Comment on this item

Briefing/Discussion

[Not In Carroll ~ After School Program Funding](#)

Carroll County Health Department ~ Mr. Ed Singer

Public Comment

Administrative Session ~ Open

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

Item 7

FY20 Proposed Budget Work Session

Department of Management & Budget ~ Mr. Ted Zaleski

5:00 p.m. Psi Beta Chapter Candidate Induction Ceremony
Carroll Community College ~ Westminster, Maryland
Commissioner Frazier

6:00 p.m. Downtown Sykesville Connection ~ Main Street Presentation
Sykesville, Maryland
Commissioner Rothstein

Friday ~ April 19, 2019

7:30 a.m. *BWI Partnership Signature Breakfast
Hanover, Maryland
Commissioner Rothstein*

County Offices Closed in observance of Good Friday

Saturday ~ April 20, 2019

Sunday ~ April 21, 2019

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

Department of Citizen Services
Briefing Paper
4/18/19
Open Session

Issue: FY20 DHCD Homelessness Solutions Program Grant Application

Briefing/Discussion/Decision

Background: The MD Department of Housing and Community Development (DHCD) provides state and federal funding for homeless services each year through a mix of formula and competitive dollars. Carroll's score on the application will determine the amount of competitive funding awarded.

Impact: The following programs are supported with this grant.

FY20 Programs	Program Overview
Men's Shelter	In FY18, the 8 bed Men's Shelter provided 2,375 bed nights and case management to 44 homeless men.
Family Shelter	In FY18, the 20 bed Family Shelter provided 7,228 bed nights and case management to 36 homeless adults and 44 homeless children.
Women's Shelter	In FY18, the 23 bed Women Shelter provided 7,311 bed nights and case management to 48 homeless adults and 27 homeless children.
Cold Weather Shelter	In FY18, the 25 bed (plus 10 overflow beds at Rescue Mission) Cold Shelter provided 5,608 bed nights to 184 homeless men and women.
Rapid Rehousing	In FY18, the program served 58 adults and 69 children providing case management and rental stipends for 6 - 12 months.
Outreach	Outreach events are held at local soup kitchens 1 to 2 times a year to connect homeless with services. 125 to 150 attend each event.

Note: Due to grant requirements, beginning in FY19, the Family and Women shelters changed locations and the Family Shelter is now the only shelter in Carroll to serve children.

As the grantee, the County subgrants some funding to HSP; the Department of Citizen Services will provide fiscal and programmatic oversight for those subgrants. Citizen Services will also operate the outreach activities and the Rapid-Rehousing program for youth.

FY20 Grant Budget

Grant	Formula Request	Competitive Request	County Match*	Total
Men's Shelter**(HSP)	\$30,529			\$30,529
Family Shelter** (HSP)	\$133,391	\$5,991	\$43,876	\$183,258
Cold Weather Shelter **(HSP)	0	\$56,000	0	\$56,000
Women's Shelter (HSP)	0	0	\$129,594	\$129,594
Adult and Family Rapid Rehousing - Stipends and Staff** (HSP)	\$113,580	\$33,009	\$8,274	\$154,863
Shelter Administration			\$42,093	\$42,093
Youth (18-24) Rapid Rehousing Stipends and Staff (County)		\$50,000	0	\$50,000
Outreach Events (County)	\$1,500	0	0	\$1,500
Administrative Costs (County)	\$5,500	\$5,000	0	\$10,500
Total	\$284,500	\$150,000	\$223,837	\$658,337

* All County Match will be met with HSP's FY20 County Budget Allocation

** Shelters and Administrative Offices provided by the Board of Carroll County Commissioners

Staff Recommended Motion: I move that the Board of Commissioners approve the submission of the FY20 Homelessness Solutions Grant Application and accept the award

Attending:

Christine Kay, Citizen Services

Scott Yard, Human Services Program

Debby Standiford, Grants Office

DATE: March 28, 2019
 TO: The Carroll County Board of Commissioners
 RE: Turf Mowing for County Buildings and Parks
 #78-F-6-18/19

EXECUTIVE SUMMARY:

The Bureau of Facilities in cooperation with the Bureau of Purchasing solicited bids from qualified contractors to provide all labor, equipment and materials to provide mowing services for various locations through-out Carroll County. Bids were received from the following contractors:

Vendors & Bid Results:

1. Chesapeake Landscape Group	Sykesville, MD	\$64,717.92	
2. P2 Cleaning	Laurel, MD	\$80,111.04	
3. Outdoor Lawn and Property Services	Westminster, MD	\$170,592.00	
4. Quality Outdoor, Inc.	Sykesville, MD	\$186,720.00	
5. Gorman Property Maintenance, LLC	Sewell, NJ	\$390,720.00	
6. Premier Landscape & Lawn Services, LLC	Walkersville, MD	\$29,322.72	Only bid 2 of the 4 sectors

The bid price is based on 24 mowing's per season provided every property were mowed weekly. The Bureau of Facilities recommends award to Chesapeake Landscape Group in the amount of up to \$64,717.92 annually for the turf mowing of County Buildings and Parks throughout Carroll County. Recommendations are within the project budget.

Staff Recommended Motion:

I move that the Board of Commissioners award the contract for Turf Mowing for County Buildings and Parks to Chesapeake Landscape Group in the amount of up to \$64,717.92 annually.

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 Bouchat: Motion 2nd All in Favor Denied
 Commissioner Rothstein: Motion 2nd All in Favor Denied
 Comments: -

 Action Taken: Accepted Denied Other:

DATE: April 1, 2019
 TO: The Carroll County Board of Commissioners
 RE: 2019 Hot Mix Asphalt Paving-2
 80-F-7-18/19

EXECUTIVE SUMMARY:

The Bureau of Purchasing in cooperation with the Bureau of Engineering requests your approval to award the contract for the 2019 Hot Mix Asphalt Paving-2 to Gray & Son, Inc. (Timonium, MD) in the amount of \$4,916,650.40. This project consists of full depth reclaiming existing pavement; milling existing pavement; placing hot mix asphalt base and surface courses; constructing driveway tie-ins; adjusting inlets, manholes and valve boxes; replacing inlets, filling shoulder drop-offs; ADA sidewalk improvements, stabilizing disturbed areas; maintenance of traffic; and all incidental work as indicated in the Specifications or in the Special Provisions
 This amount is within the adopted budget and no additional funds will be necessary.

BIDS:	1. Gray & Son, Inc.	Timonium, MD	\$4,916,650.40
	2. C.J. Miller, LLC	Hampstead, MD	\$5,143,000
	3. M.T. Laney, Inc.	Eldersburg, MD	\$5,244,233.10

Staff Recommended Motion:

I move that the Board of Commissioners award the contract for the 2019 Hot Mix Asphalt Paving-2 to Gray & Son, Inc. in the amount of \$4,916,650.40.

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 Bouchat: Motion 2nd All in Favor Denied
 Commissioner Rothstein: Motion 2nd All in Favor Denied
 Comments: -

 Action Taken: Accepted Denied Other:

Road Name	From (0+00)	To
Avis Court	Wilda Drive	End
Bartholow Road	Klees Mill Road	Linton Road
	Linton Road	Johnsville Road
Bloom Road	MD 91	0.16 mile
	0.16 mile	End
Bollinger Mill Road	MD 32	End of striping
	End of striping	End
Canon Court	Canon Way	Cul-de-sac
Canon Way	Kate Wagner Road	Hook Road
Colonel Joshua Court	Hook Road	Cul-de-sac
Farmstead Drive	Green Pond Court	Nottingham Road
Federal Ann Court	Hook Road	Cul-de-sac
	Hook Road	Colonel Joshua Court
Green Pond Court	MD 32	Cul-de-sac
Greenway Court	Greenway Drive	Cul-de-sac
Heritage Lane	MD 854	T-turn around
High Ridge Drive	Nottingham Road	Woodglen Court
	Woodglen Court	Cul-de-sac
Hook Road	Gist Road	MD 32
	MD 32	MD 97
Mel Court	Meadow Road Branch Road	Cul-de-sac
Nottingham Road – north	Cul-de-sac	MD 32
Nottingham Road – south	MD 32	Cul-de-sac
Old Westminster Pike	MD 97 (eliminate new roundabout)	Ridgemont Drive
Pine Circle - north	Wilda Drive	Cul-de-sac
Pine Circle - south	Wilda Drive	Cul-de-sac
Reams Court	Uniontown Road	Cul-de-sac
Sable Court	Hook Road	End
Sharon Lane	Hook Road	Cul-de-sac
Warren Court	Wilda Court	Cul-de-sac
Waters Edge Court	Johnsville Road	Cul-de-sac
Wilda Drive	MD 32	Nottingham Drive
Woodglen Court	High Ridge Drive	Cul-de-sac

DATE: April 1, 2019
TO: The Carroll County Board of Commissioners
RE: Roof Replacements at Union Mills Homestead

EXECUTIVE SUMMARY:

The Bureau of Purchasing in cooperation with the Bureau of Building Construction requests your approval to award the contract for multiple roof replacements on various buildings at the Union Mills Homestead to Heavy Timber Construction, Inc. (Thurmont, MD) in the not to exceed amount of \$434,096.73. This amount is within the adopted budget and no additional funds will be necessary.

Main House Roof- \$192,437.34
Grist Mill Roof- \$101,118.61
Tannery Roof- \$93,611.22
Bark Shed Roof- \$46,929.56

Staff Recommended Motion:

I move that the Board of Commissioners award the contract for multiple roof replacements on various buildings at the Union Mills Homestead to Heavy Timber Construction, Inc. in the not to exceed amount of \$434,096.73.

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 Bouchat:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Rothstein:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Comments: -	<hr/> <hr/>			
Action Taken: <input type="checkbox"/> Accepted <input type="checkbox"/> Denied <input type="checkbox"/> Other:				

**Department of the Comptroller
Briefing Paper – Stafftime
April 18, 2019**

Briefing/Discussion/

Possible Decision: Banking Services – Resolution for Deposit Account

Background: The County’s primary bank, B B & T, requires an updated agreement for deposit account to be executed following any changes in designated representatives. Recent staff changes have resulted in new staff occupying the Bureau Chief of Accounting and Investment Officer roles. There are no changes to our current banking services.

The County Attorney’s Office has reviewed the document for legal sufficiency.

Staff Recommended

Motion: I move that the Board of Commissioners adopt the Resolution and Agreement for Deposit Account with B B & T.

C: Tim Burke, County Attorney

Resolution # _____

Vote

_____ Commissioner Wantz	_____ Motion	_____ Second	_____ Favor	_____ Opposed
_____ Commissioner Rothstein	_____ Motion	_____ Second	_____ Favor	_____ Opposed
_____ Commissioner Weaver	_____ Motion	_____ Second	_____ Favor	_____ Opposed
_____ Commissioner Bouchat	_____ Motion	_____ Second	_____ Favor	_____ Opposed
_____ Commissioner Frazier	_____ Motion	_____ Second	_____ Favor	_____ Opposed

Health Department / Citizens Services Briefing Paper
April 19, 2019

Issue:

Proposed use for the County funding committed for opioid issues for Fiscal Year 2020.

Background:

The Senior Opioid Policy Group developed priorities and are recommending to the Board of Commissioners the following priorities for funding for fiscal year 2020:

Continue Support of the call center for the Mobile Crisis Team: The mobile crisis team in Carroll County has been operational for approximately one year, supporting law enforcement, emergency services, and the community at large. Carroll County Government has supported the mobile crisis team with funding for a dedicated call center during fiscal year 2019. We will discuss the first year's roll-out and request continued funding for the call-center portion of the team's operation for fiscal year 2020. The cost is \$135,000.

After School Program RFP: The Senior Opioid Policy Group identified engagement of middle-school-aged youth in after school activities as a high priority in prevention efforts. The Carroll County Procurement Office has received proposals from vendors to establish after school programs in middle schools beginning in fiscal year 2020. We will discuss options for beginning programming in fiscal year 2020 and options for this proposed program in subsequent years.

Action:

Discussion and Request Approval

Staff Recommended Motions:

- I move that the Board of County Commissions continue support of the call center for the crisis team.

- I move that the Board of County Commissioners initiate an after school program.

Attendees:

Ed Singer, County Health Officer
Christine Kay, Citizens Services