

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

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Westminster, Maryland 21157
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MD Relay ~ 7-1-1/800-735-2258

Notice of Commissioner Meetings & Agenda for the Week of November 27, 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 ~ November 27, 2017

Tuesday ~ November 28, 2017

9:00 a.m. *Special Opioid Prevention & Teen Support Program
Winters Mills High School ~ Westminster, Maryland
Commissioners Frazier & Wantz*

Wednesday ~ November 29, 2017

6:00 p.m. Planning & Zoning Commission Meeting
County Office Building ~ Reagan Room
Commissioner Frazier

Thursday ~ November 30, 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

Thursday ~ November 30, 2017 (Continued)

Item 1

[Public Hearing #2 ~ Community Development Block Grant](#)

CHANGE, Inc. Respite Inn Renovations

Public Comment will be taken during the Public Hearing

Department of Citizen Services ~ Ms. Christine Kay

Department of Management & Budget ~ Mr. Ted Zaleski

Item 2

Public Comment on this item

Discussion/Decision

[Request to Award Contract for Waste Transfer Agreement](#)

Department of Public Works ~ Mr. Jeff Castonguay

Item 3

Public Comment on this item

Discussion/Decision

[Northern Landfill Capping ~ Change Orders](#)

Department of Public Works ~ Mr. Jeff Castonguay

Item 4

Public Comment on this item

Briefing/Discussion/Decision

[Request Approval for Upgrade of 911 Phone](#)

Equipment and Service Provider Change

Department of Public Safety ~ Mr. Scott Campbell

Item 5

Discussion/Decision

Planning & Zoning Commission Questions

Reference Freedom Plan

Board of County Commissioners

Item 6

Briefing/Discussion/Decision

Long Term Advisory Council By-Laws

Board of County Commissioners

Public Comment

Approval/Adoption of Minutes

Administrative Session ~ Open

Closed ~ Land Acquisition

Friday ~ December 1, 2017

- 8:00 a.m. *Carroll County Fuel Oil Dealers Association Legislative Breakfast
Rafael's Restaurant ~ Westminster, Maryland
Commissioners Weaver, Frazier, Wantz & Rothschild*
- 11:00 a.m. *Carroll County Association of Realtors Legislative Luncheon
Rock Salt Grille ~ Westminster, Maryland
Commissioners Weaver, Frazier, Wantz & Rothschild*
- 6:00 p.m. *Starry Night Event
Carroll Community College ~ Westminster, Maryland
Commissioner Wantz*

Saturday ~ December 2, 2017

- 10:00 a.m. *Dream Big Union Bridge ~ Billboard Kiosk Dedication
Union Bridge, Maryland
Commissioners Wantz & Rothschild*
- 10:00 a.m. *Door to Virtue Masonic Lodge Dedication & Consecration Ceremonies
for Memorial Flagpole & Signage ~ Westminster, Maryland
Commissioner Frazier*
- 6:00 p.m. *Taneytown Tree Lighting Ceremony
Taneytown Police Station
Commissioner Wantz*

Sunday ~ December 3, 2017

- 8:05 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
a great place to live, a great place to work, a great place to play

**Citizen Services
Briefing Paper
11/30/17**

Open Session - Public Hearing

Issue

FY17 Community Development Block Grant (CDBG) Award for Change, Inc. Respite Inn requires second public hearing.

Background

In FY17, MD Department of Housing and Community Development (MD DHCD) was allocated a total of \$7,205,995 in CDBG funding to assist local governments with neighborhood revitalization, housing opportunities, economic development and improved public facilities and services. Priority is given to projects that benefit low and moderate income persons. In FY17, MD DHCD awarded \$178,560 in CDBG funds to the Board of Carroll County Commissioners to support the renovation of the Change, Inc. Respite Inn.

Project Highlights

The availability of adequate and appropriate respite care is crucial to the health of the entire family. Change, Inc. Respite Inn offers families requiring care for a loved one a choice when expected and unexpected events arise such as a well-deserved vacation, surgeries or illnesses. This service enhances and preserves the health and wellness of the family, client and community.

- The Respite Inn renovation project launched in February 2017 and was completed on time and on budget in August 2017.
 - The renovation timeline included closing the Inn for 6 weeks to overnight guests; however, the Inn was able to open 1 week earlier than planned.
- Key enhancements for individuals, families and staff
 - Addition of the 4 season sun room
 - New outdoor space
 - New canopy (shelter from weather when arriving)
 - New circular driveway
 - Completely accessible and user-friendly bathroom
 - New furnishings
 - Overall look and enhanced feel of Inn
- Occupancy rate
 - Projected for FY 2018
 - 90% utilization
 - Inn is fully booked through end of February 2018

Action: Hold public hearing as advertised in the Carroll County Times on 11/22/17.

Staff Recommended Motion – I move that the Board of Commissioners close the public hearing and leave the record open for 10 days.

Attendees:

Christine Kay, Director, Citizen Services
Mike Shriver, Executive Director, Change, Inc.
Debby Standiford, Grants Office

Department of Public Works
Briefing Paper
November 30, 2017
Open Session

Issue: Waste Transfer Agreement Request for Proposals (RFP) through Northeast Maryland Waste Disposal Authority

Discussion/Decision: Request to Award Contract for Waste Transfer

Background:

Carroll County is a member of the Northeast Maryland Waste Disposal Authority (Authority). Through Carroll County's membership in the Authority, an agreement exists for the County's transfer of waste. The current agreement with Advanced Disposal is on an annual renewal basis for the fiscal year.

A briefing and discussion was provided on May 25, 2017 during which approval was given to conduct an RFP through the Authority for these services. Bids were due October 17, 2017. Based on review of those results, Best and Final Offers were requested of 3 bidders and those final bids were received November 21.

We are asking for approval to issue an agreement on the waste transfer services. The current contract price for waste transfer is \$56.74 per ton. The lowest bid is from Republic Services, Inc. for \$54.74 per ton.

Action: Award of contract to chosen bidder. County's award approval will be relayed to NMWDA.

Staff-Recommended Motion:

I move that the Board of Commissioners approve award of the initial 3 year waste transfer agreement to the lowest bidder, Republic Services, Inc., for \$54.74 per ton.

Attendees:

Jeff Castonguay, Director, Department of Public Works
Dave Reese, Deputy Director, Department of Public Works
Dusty Hilbert, Chief, Bureau of Solid Waste

Department of Public Works
Briefing Paper
November 30, 2017
Open Session

Issue: Northern Landfill Capping

Discussion/Decision: Northern Landfill Capping Change Orders

Background:

The Northern Landfill Capping construction project is budgeted in the Solid Waste Community Investment Plan (CIP) for \$3,960,000, including Design and Construction.

The capping project's engineering and design was awarded to Geosyntec, Inc. in December 2015 and construction was awarded to Ryan Central, Inc. in November 2016. Northern's capping agreement was part of a combined contract for Hodges slope repair and Northern's leachate pond rehabilitation.

The project start was delayed until June 2017 and is still underway. Permitting constraints, due primarily to safety and design upgrades needed to the dam, required the project be split into two (2) phases. As-built conditions in existing stormwater ponds resulted in additional design and permitting changes. Smaller associated change orders have been necessary to adjust to field conditions. The change orders before us have been reviewed and negotiated.

Construction

<u>Change Orders</u>	<u>Description</u>	<u>Contractor</u>
\$32,164.00	Stormwater Basin #1	Ryan Central
\$18,000.00	Additional Condensate Sump	Ryan Central
\$144,700.00	Stormwater Basin #2	Ryan Central
\$19,874.00	Seep Repair	Ryan Central
\$40,000.00	Contingent Bid Item - Waste Excavation	Ryan Central
\$3,100.00	Additional Topsoil Stripping	Ryan Central

Engineering

<u>Change Order</u>	<u>Description</u>	<u>Contractor</u>
\$51,527	Construction Quality Assurance	Geosyntec

The Bureau is requesting approval of change orders to keep the project on schedule and accommodate conditions that warranted changes. Weather permitting, capping will be completed this calendar year.

With total change orders (\$309,365), the capping project's final cost will be \$3,965,647.50, which is \$5,647.50 over budget for the project.

Action: Discussion/Decision

Staff-Recommended Motion: I move that the Board of Commissioners approve a total of \$309,365 in change orders to the Northern Landfill Capping project.

Attendees:

Jeff Castonguay, Director, Department of Public Works
Dave Reese, Deputy Director, Department of Public Works
Dusty Hilbert, Chief, Bureau of Solid Waste

Department of Public Safety

Briefing Paper

November 30, 2017

Open Session

Issue:

“Refresh” (upgrade) of 9-1-1 telephone hardware @ Carroll County’s Primary Public Safety Answering Point (PSAP) in New Windsor, as well as at both Secondary PSAP’s (i.e., Westminster Police Dept. and Maryland State Police – Westminster Barrack), and a change to a new “9-1-1 Customer Premise Equipment (CPE) Provider”.

Brief / Discussion / Decision:

Brief / Discussion / Decision

Background:

Historically, the Maryland Emergency Number Systems Board (ENSB) funds the cost to upgrade the 9-1-1 telephone system at each respective jurisdiction’s primary and secondary PSAP’s. 9-1-1 telephone systems must be at least five (5) years old to be eligible for an upgrade (a.k.a. - “refresh”). Accordingly, contingent upon the approval of the Carroll County Board of Commissioners, the ENSB has approved a request by Carroll County to fully fund the upgrade of the 9-1-1 telephone system at its Primary PSAP, as well as both of Carroll County’s Secondary PSAP’s, at a total cost of \$629,492.50; please note that, as a result of the approved funding to be provided by the ENSB, no additional funding from Carroll County is required in order to complete the proposed upgrade.

In addition to the proposed 9-1-1 telephone system “refresh”, we propose that “Carousel Industries” become Carroll County’s new “9-1-1 Customer Premise Equipment (CPE) Provider”, in response to a previously announced decision by Verizon (Carroll County’s current CPE Provider) to discontinue operating in this capacity. Please note that, included in the proposed 9-1-1 telephone system upgrade and approved ENSB funding thereof is the first full year of service and support from the CPE Provider which will require annual renewal each year thereafter.

Action:

Approve the proposed “refresh” of Carroll County’s 9-1-1 telephone system, the proposed selection of “Carousel Industries” as the County’s new CPE Provider, and authorize the Director of the Dept. of Public Safety to sign all applicable documents necessary to complete the upgrade, contract with ‘Carousel Industries’, as well as execute future annual renewals of the service and support agreement with the new CPE Provider.

Staff-Recommended Motion:

“I move that the Board of County Commissioners approve the proposed upgrade of the County’s 9-1-1 telephone system and the selection of ‘Carousel Industries’ as the County’s CPE Provider, as well as authorize the Director of the Dept. of Public Safety to execute all documents necessary to complete the proposed upgrade, retain ‘Carousel Industries’ as the County’s new CPE provider, and renew future annual service and support agreements with ‘Carousel’.”

Attendees:

Scott R. Campbell, Director, Dept. of Public Safety

Jack E. Brown, Manager, Dept. of Public Safety – Emergency Communications Center