

Board of County Commissioners

Dennis E. Frazier, *President*
Stephen A. Wantz, *Vice President*
C. Richard Weaver, *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 January 1, 2018

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 ~ January 1, 2018

County Offices closed in observance of New Years Day



Tuesday ~ January 2, 2018

Wednesday ~ January 3, 2018

6:00 p.m. Planning & Zoning Commission Work Session
County Office Building ~ Reagan Room
Commissioner Wantz

Thursday ~ January 4, 2018

8:00 a.m. *Carroll County Chamber of Commerce Legislative Breakfast*
New Windsor, Maryland
Commissioners Frazier, Howard & Rothschild

10:00 a.m. **Board of County Commissioners Open Session**
County Office Building ~ Room 311

Positively Carroll

Thursday ~ January 4, 2018 (Continued)

Item 1

Public Comment on this item

Discussion/Decision

[Hampstead Annexation No. 41 Patmos](#)

Department of Planning ~ Ms. Lynda Eisenberg

Item 2

Public Comment on this item

Briefing/Discussion/Possible Decision

Request Approval to Accept the

[Kahlert Foundation Grant](#)

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 Approval to Submit Application for

[Regional Training Grant](#) from the

Governor's Office for Children

Department of Citizen Services ~ Ms. Christine Kay

Item 4

Public Comment on this item

Briefing/Discussion/Decision

Request approval to accept the

[Family Self-Sufficiency Grant](#)

Department of Citizen Services ~ Ms. Christine Kay

Department of Management & Budget ~ Mr. Ted Zaleski

Item 5

Public Comment on this item

Discussion/Decision

[Chapter 170 Construction Code Modifications](#)

Request Approval to Proceed to Public Hearing

Department of Public Works ~Mr. Jeff Castonguay

Item 6

Public Comment on this item

Briefing/Discussion/Possible Decision

Request Approval for Contract Award reference

[Installation of Two Air-Cooled Systems](#) for

Carroll County Library Headquarters

Department of Public Works ~ Mr. Jeff Castonguay

Thursday ~ January 4, 2018 (Continued)

Item 7

Public Comment on this item

Briefing/Discussion/Decision

[Bid Approval ~ Preventative Generator Maintenance](#)

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 ~ Northern Landfill Cell 3 Subcell](#)

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 ~ Charles Carroll Elementary School Demolition](#)

Department of Public Works ~ Mr. Jeff Castonguay

Bureau of Purchasing ~ Mr. Mike Myers

Item 10

Public Comment on this item

Briefing/Discussion/Decision

[Bid Approval ~ CourtSmart System and Audio Video Refresh](#)

Department of Technology Services ~ Mr. Mark Ripper

Bureau of Purchasing ~ Mr. Mike Myers

Item 11

Public Comment on this item

Briefing/Discussion/Decision

[Bid Approval ~ Central MD Service and Distribution Center](#)

Department of Land & Resource Management ~ Mr. Tom Devilbiss

Bureau of Purchasing ~ Mr. Mike Myers

Public Comment

Approval/Adoption of Minutes

Administrative Session ~ Open

6:30 p.m. *Carroll County Farm Bureau Legislative Dinner
Westminster, Maryland
Commissioners Weaver & Rothschild*

7:00 p.m. *Charles Carroll Recreation Council Meeting
Bear Branch Nature Center ~ Westminster, Maryland
Commissioner Wantz*

Friday ~ January 5, 2018

Saturday ~ January 6, 2018

8:30 a.m. *Carroll County Education Association Legislative Breakfast*
Westminster, Maryland
Commissioners Frazier, Weaver, Howard & Rothschild

2:00 p.m. *Louis Jordan Memorial Service*
Union Bridge Fire Hall ~ Union Bridge, Maryland
Commissioner Wantz

Sunday ~ January 7, 2018

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.

Department of Planning

Briefing Paper

January 4, 2018

Open Session

Issue:

Hampstead Annexation No. 41 - Patmos

Background:

The Town of Hampstead is currently processing Annexation No.41 - Patmos. This annexation area consists of two properties that total 36.0993 acres. The subject properties are located on the south side of Maryland 30 Business (South Main Street), and are contiguous to the boundary line of the existing corporate limits for the Town of Hampstead. The annexation area is in the County's "**I-R**" **Restricted Industrial Zoning District**, and has a land use designation in the *2010 Hampstead Community Comprehensive Plan* as "**I-R**" **Restricted Industrial**, "**B-G**" **General Business**, and "**P-C**" **Public Conservation**. The Town has indicated its intent to place the annexation area in the "**I-R**" **Restricted Industrial**, "**B-G**" **General Business**, and "**P-C**" **Public Conservation Zoning Districts**. The change in the zoning districts will not significantly change the zoning, so a zoning waiver is not required.

A full staff report was presented to the Planning and Zoning Commission on December 19, 2017. Following their review, the Planning and Zoning Commission is forwarding this report to the Board of County Commissioners for their review and concurrence. A comment letter with the Board's signatures will be sent to the Town.

Staff Recommended Motion: I move that the Board Approve, Sign and Forward the Comment Letter to the Town of Hampstead regarding Annexation No. 41 - Patmos.

Attendees:

Lynda Eisenberg, Acting Director, Department of Planning
Clare Stewart, Planning Technician, Department of Planning

Department of Citizen Services – Bureau of Aging and Disabilities
Briefing Paper
January 4, 2018
Open Session

Issue: Kahlert Foundation grant for Veteran Services Program

Discussion/Decision

Background: The Kahlert Foundation has awarded the Veteran Services Program of Carroll County a grant for FY2018. The grant funds will support a part-time Program Coordinator who will provide case management services to Veterans. The monies will also provide financial resources for Carroll County Veterans who are in need.

Kahlert Foundation Grant Budget

Budget Item	
Program Coordinator position	\$25,000
Financial Assistance for Veterans	\$100,000
Required County Match	\$0
Total Grant Award	\$125,000

Action: Discussion/Decision on the acceptance of the Kahlert Foundation grant award.

Staff Recommended Motion: I move that the Board of Commissioners approve the Kahlert Foundation Grant for the Veteran Services Program of Carroll County.

Attendees:

Christine Kay, Director, Department of Citizen Services
Celene Steckel, Chief, Bureau of Aging & Disabilities
Gina Valentine, Supervisor, Bureau of Aging & Disabilities
Debby Standiford, Grants Manager, Grants Office

Department of Citizen Services – Local Management Board
Briefing Paper
January 4, 2018
Open Session

Issue: Governor’s Office for Children Funding for Regional Training

Discussion/Decision: The Governor’s Office for Children (GOC) is offering funding up to \$25,000 to Local Management Boards for Regional Trainings. The Carroll County Local Management Board will apply for \$ 10,000 for two trainings in conjunction with Frederick County. Some of the training topics we will explore include the impact of opioid use on the foster care system and suicide awareness and intervention.

Background: Carroll County is continuing to develop a better safety net for all ages regarding mental health resources and treatment. These trainings will raise awareness as well as provide education and tools to service providers.

Budget for Regional Training Grant

Governor’s Office for Children Funding	\$ 10,0000
County Match	\$ 0
Total Program Cost	\$ 10,000

Staff Recommended Motion: I move that the Board of Commissioners approve the Regional Training Grant.

Attendees:

Christine Kay, Director, Carroll County Citizen Services
Lisa Hecker, Manager, Carroll County Local Management
Debby Standiford, Manager, Carroll County Grants Office

Department of Citizen Services – Bureau of Housing and Community Connections
Briefing Paper
January 4, 2018
Open Session

Issue: CY18 Family Self-Sufficiency Program

Discussion/Decision: Approval to accept the CY 2018 Family Self-Sufficiency Award

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 maintaining 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.

2018 FSS Budget

FSS – Federal Grant Award	\$55,822
Housing Administrative Funds	\$14,009
County Cash Match	\$0
Total	\$69,831

Action: Discussion/Decision

Staff Recommended Motion: I move that the Board of Commissioners accept the CY18 Family Self-Sufficiency Program Grant Award.

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
Debby Standiford, Grants Manager, Management and Budget

Department of Public Works
Briefing Paper
1/4/18

Issue: Code Modifications to Chapter 170 construction Codes

Briefing/Discussion:

Homeowners currently are required by local ordinance to take an exam to perform certain plumbing and electrical work in an owner occupied residence.

Additionally an item regarding roof snow load from the last code change effective October 1, 2017 was inadvertently excluded in the previous change.

Background:

The Bureau of Permits and Inspections is proposing to remove the homeowner exam requirement from Chapter 170 Construction Codes by adding specific language and requiring an affidavit to be signed by the homeowner. The vast majority of applicants pass the exam and we believe some citizens forgo permits due to the testing requirements. The proposal was presented to both the Plumbing and Electrical Boards with each Board discussing the merits of the proposal. Both Boards believed that it was important to have projects properly permitted for the safety of the end user and that this proposal may encourage permitting. Both Boards unanimously approved of the Bureau moving forward with drafting a code change.

During the previous code change for October 1, 2017 the roof snow load change was intended to apply to both residential and commercial construction. Only the residential portion was entered in the local ordinance.

Desired Action:

Briefing/Discussion/Decision

Staff Recommended Motion:

I move that the Board of Commissioners approve proceeding to a public hearing.

Department of Public Works

Briefing

January 4, 2018

Open Session

Issue:

Concurrence – Install Two Liebert Air-Cooled Systems for the New Windsor Library

Background:

The Carroll County Bureau of Facilities requests your concurrence to award Air Zone Systems an award not to exceed the amount of \$26,890.00. This is to provide all the necessary labor and materials to install two (2) Liebert Air-Cooled Systems for the New Windsor Library.

Three quotes were obtained:

1. Air Zone Systems	New Windsor, MD	\$26,890.00
2. SMSI	Westminster, MD	\$35,813.00
3. HVAC Services	Reisterstown, MD	\$48,700.00

Action:

Discussion/Possible Decision to award a contract to Air Zone Systems in the amount of \$26,890.00 to install two (2) Liebert Air-Cooled Systems for the New Windsor Library.

Staff-Recommended Motion: I move that the Board of Commissioners approve the contract to Air Zone Systems in the amount of \$26,890.00.

Attendees:

Jeff Castonguay, Director, Public Works
Scott Moser, Deputy Director, Public Works
Doug Lindsay, Chief, Bureau of Facilities

DATE: December 13, 2017
 TO: The Carroll County Board of Commissioners
 RE: Preventative Generator Maintenance
 78-F-4-17/18

EXECUTIVE SUMMARY:

The Bureau of Purchasing in cooperation with the Bureau of Facilities solicited bids from qualified contractors to provide all labor, materials, supplies and equipment to provide Preventative Emergency Generator Maintenance and Emergency Services at five (5) locations throughout Westminster and one (1) location in New Windsor. The Bureau of Facilities recommends award for these services be awarded to Universal Utilities, Inc. based on the lowest unit prices overall. Unit prices were for; per hour rate, testing, all after hours, holidays and an annual fee. The attached bid tabulation shows the breakdown of unit pricing per location. This is within the project budget and no additional funds will be needed.

Vendors:

- | | |
|------------------------------------|-----------------|
| 1. Universal Utilities, Inc. | Manchester, MD |
| 2. Cummins, Inc. | Glen Burnie, MD |
| 3. CTN, LLC | Roanoke, VA |
| 4. Greentech Fuel Management, Inc. | Westminster, MD |
| 5. Dyna Tech Industries, Ltd. | Lebanon, PA |

Staff Recommended Motion:

I move that the Board of Commissioners award the contract for Preventative Generator Maintenance to Universal Utilities, Inc. based on the overall lowest unit pricing provided.

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 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: December 20, 2017
 TO: The Carroll County Board of Commissioners
 RE: Northern Landfill Cell 3 Subcell
 60-F-2-17/18

EXECUTIVE SUMMARY:

The Bureau of Purchasing in cooperation with the Bureau of Solid Waste requests your approval to award the contract for the Northern Landfill Cell 3 Subcell project to DSM in the amount of \$97,995.00. The scope of work includes the construction of a new HDPE liner rain flap stormwater diversion berm dividing the active and inactive waste disposal area within Cell 3 at the Carroll County Northern Landfill. The County formally bid this project and received five (5) bids. This amount is within the project budget and no additional funds are necessary.

Number of Bids: 5

1. DSM	Baltimore, MD	\$97,995.00
2. Kibler	Finksburg, MD	\$102,000.00
3. Atlantic	Jobstown, NJ	\$105,675.00
4. Kinsley	Timonium, MD	\$109,950.00
5. CJ Miller	Hampstead, MD	\$153,500.00

Staff Recommended Motion:

I move that the Board of Commissioners award the contract for the Northern Landfill Cell 3 Subcell project to DSM in the amount of \$97,995.

_____ Date

Bureau of Purchasing

_____ Date

Board of Commissioners

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: December 20, 2017
 TO: The Carroll County Board of Commissioners
 RE: Charles Carroll Elementary School Demolition
 11-F-3-17/18

EXECUTIVE SUMMARY:

The Bureau of Purchasing in cooperation with the Bureau of Building Construction requests your approval to award the contract for the demolition of Charles Carroll Elementary School to P&J Contracting Company in the amount of \$302,450.00. The scope of work includes the demolition of the building, removal and disposal of all debris and stabilizing the site. The County received five (5) proposals for the project and P&J was the highest rated and lowest cost proposal. This amount is within the project budget and no additional funds are necessary.

Number of Bids: 5

1. P&J Contracting	Baltimore, MD	AWARDED
2. BS Environmental	Sykesville, MD	
3. PCS, Inc.	Hanover, MD	
4. Potts & Callahan	Baltimore, MD	
5. White Pine Construction	Finksburg, MD	

Staff Recommended Motion:

I move that the Board of Commissioners award the contract for the Charles Carroll Elementary School demolition to P&J Contracting in the amount of \$302,450.00.

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:

DATE: December 20, 2017
 TO: The Carroll County Board of Commissioners
 RE: CourtSmart System and Audio Video Refresh

EXECUTIVE SUMMARY:

The Bureau of Purchasing in cooperation with the Department of Technology Services requests your approval to award the contract for the CourtSmart System and Audio Video Refresh to CourtSmart in the amount of \$116,374.00. This is to replace the current CourtSmart digital recording system in use at the Carroll County Circuit Court which was installed in 2006 and is at end-of-life. This amount is within the project budget and no additional funds are necessary.

CourtSmart is in use at every District Court as well as the majority of Circuit Courts in the State of Maryland and is a single source procurement.

Staff Recommended Motion:

I move that the Board of Commissioners award the contract for the CourtSmart System and Audio Video Refresh to CourtSmart in the amount of \$116,374.00.

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:				

DATE: December 21, 2017
 TO: The Carroll County Board of Commissioners
 RE: Central MD Service and Distribution Center
 75-F-6-17/18

EXECUTIVE SUMMARY:

The Carroll County Bureau of Purchasing in cooperation with the Bureau of Resource Management solicited bids from qualified contractors to provide the labor, material, equipment, and services necessary for the reconstruction of the Central MD Service and Distribution Center Stormwater Management Pond Retrofit, located off Klees Mill Road, Sykesville, MD 21784.

Vendors & Bid Results:

1. White Pine Construction Corp	Finksburg, MD	\$530,762.00
2. Stambaugh's Inc.	Union Bridge, MD	\$582,436.00
3. Kibler Construction	Finksburg, MD	\$590,000.00
4. CJ Miller, LLC	Hampstead, MD	\$664,100.00
5. Hamilton Site Construction	Mount Airy, MD	\$815,218.00
6. MT Laney Company Inc.	Eldersburg, MD	\$932,150.00
7. Heath Contractors	Sykesville, MD	\$1,414,663.00

Staff Recommended Motion:

I move that the Board of Commissioners award the contract for the Central MD Service and Distribution Center to White Pine Construction Corporation in the amount of \$530,762.00.

_____ Date

Bureau of Purchasing

_____ Date

Board of Commissioners

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:				