

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

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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 January 15, 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 15, 2018

County Offices closed in observance of Martin Luther King, Jr. Day

Tuesday ~ January 16, 2018

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

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

Wednesday ~ January 17, 2018

8:00 a.m. *Speaking Engagement ~ Carroll County Chamber of Commerce Board Meeting*
Westminster, Maryland
Commissioner Frazier

10:00 a.m. *Maryland Association of Counties Land Use Subcommittee Meeting*
Annapolis, Maryland
Commissioner Rothschild

10:30 a.m. *Maryland Association of Counties Legislative Committee Meeting*
Annapolis, Maryland
Commissioners Wantz & Rothschild

Wednesday ~ January 17, 2018 (Continued)

4:00 p.m. *Board of Education Strategic Plan Work Session
Westminster, Maryland
Commissioner Weaver*

6:00 p.m. *Carroll Community College Board Meeting/Dinner
Westminster, Maryland
Commissioner Wantz*

Thursday ~ January 18, 2018

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 Comment on this item
Briefing/Discussion/Possible Decision
[Request Approval for the ATP Application Process](#)
Department of Public Works ~ Mr. Jeff Castonguay
Department of Management & Budget ~ Mr. Ted Zaleski

Item 2

Public Comment on this item
Briefing/Discussion/Decision
Request approval for Use of Term Contract for
Pavement Condition Surveys for the
[Pavement Management Program](#)
Department of Public Works ~ Mr. Jeff Castonguay

Item 3

Public Comment on this item
Briefing/Discussion/Decision
Request approval for Use of Consultant Term Contract
for preparation of environmental permits for the
[rehabilitation of three pipe culvert structures](#)
Department of Public Works ~ Mr. Jeff Castonguay

Thursday ~ January 18, 2018 (Continued)

Item 4

Public Comment on this item
Briefing/Discussion/Possible Decision
[Bid Approval ~ Furnish and Install Fencing](#)
at Various Carroll County Parks
Department of Recreation & Parks ~ Mr. Jeff Degitz
Bureau of Purchasing ~ Mr. Mike Myers

Item 5

Public Comment on this item
Briefing
[Presentation ~ Relationship between Parks & Property Values](#)
Department of Recreation & Parks ~ Mr. Jeff Degitz

Item 6

Public Comment on this item
Briefing
[Presentation of Recreation & Parks Annual Report](#)
Department of Recreation & Parks ~ Mr. Jeff Degitz

Item 7

Public Comment on this item
Briefing
[County Financial Position Overview](#)
Department of the Comptroller ~ Mr. Robert Burk

Public Comment

Approval/Adoption of Minutes

Administrative Session ~ Open

Friday ~ January 19, 2018

*7:30 a.m. BWI Partnership Breakfast ~ Governor Hogan
Hanover, Maryland
Commissioners Wantz & Howard*

Saturday ~ January 20, 2018

6:00 p.m. *Harney Volunteer Fire Company Installation Banquet*
Taneytown, Maryland
Commissioner Wantz

Sunday ~ January 21, 2018

8:05 a.m. “The Commissioners’ Report” – WTTR
Commissioner Frazier

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 Public Works
Briefing Paper
January 18, 2018
Open Session

Issue: FY19 Annual Transportation Plan

Briefing/Discussion/Decision: Preapproval of the FY19 Annual Transportation Plan and Public Hearing Notice

Background: The Carroll County community transit program provides service to older adults, persons with disabilities and the general public through demand response (door-to-door) service and the TrailBlazer (deviated-fixed routes). The four TrailBlazer deviated-fixed routes connect Eldersburg and Taneytown to Westminster and serve the areas of Westminster and South Carroll. The deviated-fixed route service operates Monday through Friday, with limited Saturday service in Westminster.

The FY19 Annual Transportation Plan will request Federal and State grant funding to support operating and capital expenses. The Board will approve the complete FY19 Annual Transportation Plan, with final budgets, prior to submission in March.

Public Hearing: In order to include public input in the development of the Annual Transportation Plan, the opportunity to request a public hearing will be advertised on January 24, 2018. If a public hearing is requested, it will be held on February 22, 2018. The projected FY19 budgets will be included in the advertisement for the public hearing.

Projected Operating Budget

	FY18	Projected FY19
Vendor Expenses*	\$2,240,968	\$2,130,019
Fuel Expense	\$272,850	\$325,000
Audit Fees	\$3,700	\$3,700
County Operating Expenses**	\$155,815	\$152,750
Total Expense	\$2,673,333	\$2,611,469
Estimated Vendor Revenue	\$706,746	\$680,250
FTA/MTA ***	\$793,498	\$793,498
County Cash Match Operating	\$1,017,274	\$984,971
County Operating Expenses	\$155,815	\$152,750
Total Revenue	\$ 2,673,333	\$ 2,611,469
* Includes 3% salary increase for all CTS staff		
** Includes: Transit Grant Coordinator Salary, Portion of Deputy Director Salary; Training and Support; Software; Printing		
*** Assumes Flat Federal and State Funding		

FY19 Projected Capital Budget

	FTA	MTA	Required County Match	Total
Replacement Vehicles (6)	\$ 297,600	\$ 37,200	\$ 37,200	\$ 372,000
Expansion Vehicles (4)	\$ 198,400	\$ 24,800	\$ 24,800	\$ 248,000
Replacement Tablets (18)	\$ 7,200	\$ 900	\$ 900	\$ 9,000
Preventative Maintenance	\$ 160,000	\$ 20,000	\$ 20,000	\$ 200,000
Marketing Plan	\$ 29,600	\$ 3,700	\$ 3,700	\$ 37,000
Total	\$ 692,800	\$ 86,600	\$ 86,600	\$866,000

Staff Recommended Motion: I move that the Board of Commissioners approve the projected budgets for the FY19 Annual Transportation Plan and advertise the public hearing.

Additional CTS Request:

The base hourly rate for drivers in the projected FY19 budget is \$12.36/hour. CTS is requesting additional increases to the base hourly rate for drivers - \$12.50/hour on 7/1/18 and \$13.00/hour on 1/1/19. This change would increase ongoing annual operating costs by \$66,000.

Attendees: Jeff Castonguay, Director, Public Works
Dave Reese, Deputy Director, Public Works
Debby Standiford, Manager, Grants Office

Department of Public Works
Briefing Paper
January 18, 2018
Open Session

Issue: Use of the current term contract for Pavement Condition Surveys for the Pavement Management Program

Background: Pavement condition surveys are completed biennially, and are scheduled for spring 2018. The survey results are updated in the pavement management system used by Public Works. The pavement management system is used to provide budget optimization and decision making for the capital pavement management plan.

The County's term contractor, Kercher Engineering, Inc. (KEI), provided a proposal to complete the pavement condition surveys, perform quality control, and update the software with the new field information. The proposed fee is \$57,727.50. Funding from the FY18 Pavement Management will be used for these services.

Action:

Briefing/Discussion/Decision on approving the proposal from KEI.

Staff-Recommended Motion:

I move that the Board of Commissioners approve using the current term contract to complete pavement condition surveys in the amount of \$57,727.50.

Attendees:

Jeff Castonguay, Director, Public Works
Donnell Davis, Deputy Director, Public Works
Deborah A. Butler, PE, Chief, Bureau of Engineering

Department of Public Works
Briefing Paper
January 18, 2018
Open Session

Issue:

Consultant term contract approval for the preparation of environmental permits for the rehabilitation of three pipe culvert structures.

Background:

The Department of Public Works (DPW) has identified three pipe culvert structure locations, Bear Run Road over Bear Branch, Hoover Mill Road over Big Pipe Creek, and Rohrbaugh Road over Grave Run, that are in a state of deterioration based on the results of the structure inspections. These structures can be made structurally sound through a shotcrete-lining rehabilitation process. To move forward with this construction approach, environmental permitting approval is required from the Maryland Department of the Environment.

DPW has solicited a proposal from Whitney, Bailey, Cox & Magnani, LLC (WBCM), a reputable multi-disciplined civil consultant in good standing and presently under term contract with the County. WBCM has submitted a proposal in the amount of \$42,468.40 for the field investigation, the preparation of drawings and hydraulic computations, and permitting for each of these locations.

The approval of this request will allow DPW to submit and obtain the necessary environmental permits and to be in a position to schedule the rehabilitation of these three pipe culvert structures in 2018. Funding for the preparation of the necessary permits is available in Account Codes 8476 (Rohrbaugh Road) and 9882 (Bridge Structural Repairs).

Action:

Briefing/Discussion/Decision to approve the use of a consultant term contract.

Staff-Recommended Motion:

I move that the Board of Commissioners approves the use of the Whitney, Bailey, Cox & Magnani, LLC term contract for the preparation of environmental permits for the rehabilitation of three pipe culvert structures in the amount of \$42,468.40.

Attendees:

Jeff Castonguay, Director, Public Works
Donnell Davis, Deputy Director, Public Works
Deborah A. Butler, PE, Chief, Bureau of Engineering

DATE: January 11, 2018

TO: The Carroll County Board of Commissioners

RE: Furnish and Install Fencing at Various Carroll County Parks - 36-F-2-17/18

EXECUTIVE SUMMARY:

The Bureau of Purchasing in cooperation with the Department of Recreation & Parks solicited bids from qualified contractors to provide all labor, equipment and materials to furnish and install fencing components at the following County Parks; Cherrytown Road, Landon C. Burns and Sandymount.

The Department of Recreation & Parks recommends award to CCC Fence Inc. in the amount of \$45,000.00 for the furnishing and installing of fence at the various parks mention above. This is within the project budget and no additional funds will be needed.

Vendors & Bid Results:

1. CCC Fence	Westminster, MD	\$45,000.00
2. Long Fence	Ijamsville, MD	\$51,384.00
3. P&H Fencing LLC	Baltimore, MD	\$53,800.00
4. Hercules Fence of MD LLC	Jessup, MD	\$58,128.00
5. Green Dream International	Alexandria, VA	\$59,026.34
6. Abel Fence LLC	Wrightsville, PA	\$82,800.00

Staff Recommended Motion:

I move that the Board of Commissioners award the contract to CCC Fence, Inc. to furnish and install fencing at various Carroll County Parks in the amount of \$45,000.00.

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:

Department of Recreation and Parks
Briefing Paper
Thursday, January 18, 2018

Open Session

Issue: Relationship Between Parks and Property Values

Background: Briefing

The Department of Recreation and Parks has had the pleasure of working with Manchester Valley High School student Ben Decker who has served as an intern in the County Commissioners' Office. As a part of this partnership, a presentation has been prepared that compiles information from previous studies linking proximity to parks to increased property values. This presentation will utilize conclusions from past studies, apply them to Carroll County park locations and quantify increased property values and associated property tax revenue related to Carroll County's parks.

Attendees:

Ben Decker, Student Intern, Manchester Valley High School
Jeff R. Degitz, Director, Department of Recreation and Parks

Department of Recreation and Parks
Briefing Paper
Thursday, January 18, 2018

Open Session

Issue: Presentation of Recreation and Parks 2017 Annual Report

Background: Briefing

Each year, the Department of Recreation and Parks prepares an annual report to summarize activities that occurred during the fiscal year including program information, facility usage, operating and capital budget data and related benefits derived from these services. The report can be viewed on the department's web site and hard copies will be available in the County Office Building and at major park facilities.

Action:

Briefing for informational purposes

Attendees:

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

**Department of the Comptroller
Briefing Paper
January 11, 2018
Open Session**

Issue: County Financial Position Overview

Briefing/Discussion

Background: Following the recent release of the County's [FY 17 Financial Statements](#), and prior to the upcoming budget process, I will provide the Board and the public with an overview of the County's current financial position. Areas I will cover include:

- [FY 17 Audited Financial Statement Results](#)
- Credit Ratings
- Fund Balances & Reserves
- Debt & Debt Service Position
- Pension, OPEB, and LOSAP Funding Status
- Enterprise Funds
- Financial Ratios and Trends

Action: For information only.

Attendees: Robert Burk, Department of the Comptroller

