

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
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MD Relay ~ 7-1-1/800-735-2258

Notice of Commissioner Meetings & Agenda for the Week of April 1, 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 1, 2019

*12:00 p.m. Carroll Business Network
Sykesville, Maryland
Commissioner Rothstein*

*6:00 p.m. Dream Big Union Bridge Meeting
Union Bridge, Maryland
Commissioner Bouchat*

Tuesday ~ April 2, 2019

*8:00 a.m. Economic Outlook 2019
Westminster, Maryland
Commissioners Wantz, Rothstein, Weaver, Bouchat & Frazier*

11:00 a.m. Board of County Commissioners Open Session
County Office Building ~ Room 311

Item 1

FY20 Agency Budget Hearings
Department of Management & Budget ~ Mr. Ted Zaleski

Tuesday ~ April 2, 2019 (Continued)

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

Item 2

Public Comment on this item
Briefing/Discussion/Possible Decision
Request Approval to Submit Grant Application
and Accept Grant Award
[FY2019 Mid-Year Conflict Resolution Project Grants](#)
Circuit Court/Family Law Administration
Carroll County Circuit Court ~ Judge Fred Hecker
Department of Management & Budget ~ Mr. Ted Zaleski

Item 3

FY20 Agency Budget Hearings
Department of Management & Budget ~ Mr. Ted Zaleski

Wednesday ~ April 3, 2019

9:00 a.m. Seniors on the Go Expo
Carroll County Ag Center ~ Westminster, Maryland
Commissioners Wantz, Rothstein, Weaver, Bouchat & Frazier

12:00 p.m. Speaking Engagement ~ Rotary Club
Westminster, Maryland
Commissioner Wantz

Thursday ~ April 4, 2019

8:00 a.m. Carroll County Agribusiness Breakfast Meeting
Baughers Restaurant ~ Westminster, Maryland
Commissioner Weaver

9:30 a.m. Board of County Commissioners Closed Administrative Session

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

Priority Carroll

Thursday ~ April 4, 2019 (Continued)

Item 1

Legislative Briefing

Mike Fowler, Legislative Liaison

Item 2

Public Comment on this item

Briefing/Discussion/Possible Decision

[Veterans Shuttle](#)

Department of Public Works ~ Mr. Jeff Castonguay

Item 3

Public Comment on this item

Briefing/Discussion/Decision

[Bid Approval ~ 2019 Hot Mix Asphalt Paving 1](#)

Department of Public Works ~ Mr. Jeff Castonguay

Bureau of Purchasing ~ Mr. Mike Myers

Item 4

Public Comment on this item

Briefing/Discussion/Possible Decision

[Request Approval for Access Control Project](#)

at Court House Annex & Historic Courthouse

Department of Public Works ~ Mr. Jeff Castonguay

Department of Technology Services ~ Mr. Mark Ripper

Item 5

Public Comment on this item

Briefing/Discussion/Possible Decision

Request Approval for Grant Award

[FY2020 Physical Security Grant ~ C C Circuit Court](#)

Carroll County Circuit Court ~ Judge Fred S. Hecker

Department of Management & Budget ~ Mr. Ted Zaleski

Item 6

Public Comment on this item

Briefing/Discussion/Possible Decision

Request Approval to Accept FY2020

Maryland State Department of Education,

[Division of Rehabilitation Services \(DORS\) Grant Award](#)

Department of Economic Development ~ Mr. Jack Lyburn

Department of Management & Budget ~ Mr. Ted Zaleski

Thursday ~ April 4, 2019 (Continued)

Item 7

Public Comment on this item

Briefing

[Presentation ~ Opioid Litigation](#)

Department of the County Attorney ~ Mr. Tim Burke

Public Comment

Administrative Session ~ Open

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

Item 8

Public Comment on this item

Briefing/Discussion

[Enterprise Funds Overview](#)

Department of the Comptroller ~ Mr. Robert Burk

Department of Management & Budget ~ Mr. Ted Zaleski

Department of Public Works ~ Mr. Jeff Castonguay

Item 9

Public Comment on this item

Briefing/Discussion/Decision

[Utility Rates Recommendation](#)

Department of Public Works ~ Mr. Jeff Castonguay

Department of Management & Budget ~ Mr. Ted Zaleski

Department of the Comptroller ~ Mr. Robert Burk

Item 10

FY20 Agency Budget Hearings

Department of Management & Budget ~ Mr. Ted Zaleski

Friday ~ April 5, 2019

10:00 a.m. Carroll County Farm Museum Volunteer Recognition
County Office Building ~ Reagan Room
Commissioner Rothstein

Friday ~ April 5, 2019 (Continued)

- 12:30 p.m. Senator Cardin Meeting with Commissioners
County Office Building
Commissioners Rothstein, Weaver, Bouchat & Frazier
- 6:30 p.m. *Finksburg Area Elementary Schools Battle of the Books*
Winters Mill High School ~ Westminster, Maryland
Commissioner Weaver
- 6:30 p.m. *Westminster Area Middle Schools Battle of the Books*
Westminster High School ~ Westminster, Maryland
Commissioner Frazier

Saturday ~ April 6, 2019

- 10:00 a.m. *Finksburg Baseball Opening Day Ceremony*
Finksburg, Maryland
Commissioner Weaver
- 11:30 a.m. *Christian Farmers Outreach Luncheon*
Pleasant Valley Fire Company ~ Westminster, Maryland
Commissioner Frazier
- 5:00 p.m. *Sykesville/Freedom District Fire Department Annual Banquet*
Sykesville, Maryland
Commissioner Rothstein

Sunday ~ April 7, 2019

- 7:05 a.m. “The Commissioners’ Report” – WTTR
Commissioner Bouchat
- 1:00 p.m. *Gamber Fire Department Open House*
Finksburg, Maryland
Commissioners Weaver & Frazier
- 1:00 p.m. *30th Annual Maryland Memorial Service for Crime Victims*
Sykesville, Maryland
Commissioner Rothstein

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.

Circuit Court's Family Law Administration

Briefing Paper

April 2, 2019

Open Session

Issue: FY 2019 MACRO's Mid-Year Conflict Resolution Projects Grant Application and Acceptance of Award

Background: The Family Law Administration assists the Courts, litigants, and attorneys to handle domestic matters relating to families and children in the Court system. The services include referrals to other agencies, self-help information, both legal and non-legal, free limited legal assistance at the Family Advice Clinic, mediation and visitation services coordination, assistance in domestic violence or emergency evaluation matters, and case tracking and management. This Department was created within the Circuit Court to ensure that court cases are handled in a way that achieves the best results possible for each family involved in the Court system

A second round of FY 2019 Conflict Resolution Grants has become available and is only for short-term projects that will be completed between May 1, 2019 and June 30, 2019.

The request will provide funding for the ADR Practitioner to attend the annual MSBA Conference.

FY19 Budget

Grant Request (State)	\$1,743.08
County Cash Match	\$0.00
Total Program	\$1,743.08

Action:

Discussion/Decision

Staff-Recommended Motion: I move that the Board of Commissioners approve the submission of the FY 2019 MACRO's Mid-Year Conflict Resolution Projects Grant Application and Acceptance of Award.

Attendees:

Powel Welliver, Family Law Administrator, Circuit Court's Family Law Administration
Caren Jagoda, Senior Grants Analyst, Management and Budget

Department of Public Works
Briefing Paper
April 4, 2019
Open Session

Issue: Future of the Veterans Shuttle

Discussion/Decision

Background: The program provides transportation services for Carroll County veterans to approved VA hospitals and clinics. The majority of the trips are to Baltimore, Martinsburg and Ft. Detrick. The Bureau of Aging and Disabilities confirms each individual's qualifications and the veteran schedules the ride(s) with Carroll Transit Service (CTS). The program has been growing, with a 37% increase in hours from FY17 to FY18. Ridership for FY19 continues to increase in both hours and rider needs. The FY19 budget is \$142,000 with a proposed FY20 budget of \$142,000.

There are several ways this service could be run to help curtail escalating costs. Scenarios presented will range from continuing service as is to considerable modifications to the program. Options will be presented to the Board for a decision on the future of the service.

Staff Recommended Motion: I move that the Board of Commissioners direct staff to proceed with a Board approved service scenario for FY20 Veterans Shuttle Service.

Attendees: Jeff Castonguay, Director, Public Works
Christine Kay, Director, Citizen Services

DATE: March 18, 2019
 TO: The Carroll County Board of Commissioners
 RE: 2019 Hot Mix Asphalt Paving-1
 80-F-6-18/19

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-1 to C.J. Miller, LLC (Hampstead, MD) in the amount of \$3,924,000. The project consists of full depth reclamation of existing pavement, milling of existing pavement, placement of hot mix asphalt base and surface courses, construction of calming areas on Grave Run Rd, construction of driveway tie-ins, adjustment of inlets, manholes and valve boxes, filling of shoulder drop-offs, stabilization of disturbed areas and all incidental work. This amount is within the adopted budget and no additional funds will be necessary.

BIDS:	1. C.J. Miller, LLC	Hampstead, MD	\$3,924,000
	2. Gray & Son, Inc.	Timonium, MD	\$4,566,000
	3. M.T. Laney, Inc.	Eldersburg, MD	\$5,726,667.25

Staff Recommended Motion:

I move that the Board of Commissioners award the contract for the 2019 Hot Mix Asphalt Paving-1 to C.J. Miller, LLC in the amount of \$3,924,000.

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:

Department of Public Works
Briefing Paper
4/4/19
Open Session

Issue: The existing access control system is becoming obsolete and has limited capabilities. An upgrade is needed to ensure future access control to County buildings and will provide greater flexibility in function.

Background: The Bureau of Facilities requests Board of Commissioners approval to utilize the Marathon Technology Solutions term contract to provide an upgraded access control system throughout multiple buildings. Marathon has been a part of our overall security system upgrades and has installed access control systems at the Robert Moton building for the Board of Elections and Rec and Park and systems within the Commissioner’s office. They’ve also installed and/or replaced cameras at multiple locations as part of our overall security initiative.

The buildings included in this request are the Court House Annex and Historic Court House. The initial scope of work includes the replacement of existing access control systems and devices. During the evaluation of the existing system staff identified areas in which additional devices should be added. This resulted in a cost breakdown of \$219,830 for existing devices, \$60,000 to add 5 switches and \$79,032 for additional devices for a total of \$358,862. A grant from the Administrative Office of the Courts is expected in the amount of \$68,982 to cover a portion of the additional devices.

Total County initial cost \$358,862, final cost after receiving grant \$289,880.

Funding for this project is available as part of a Capital funds project allocated in the FY 18 and FY 19 budgets with some grant funding being available.

Staff Recommended Motion: I move that the Board of Commissioners award the contract to Marathon Technology Solutions to provide the upgrade of the access control system at the Court House Annex and Historic Courthouse in the amount of \$358,862.

Attending:

Jeff Castonguay, Director, Department of Public Works
 Jason Green, Deputy Director, Department of Public Works
 Justin Megonnell, Chief, Bureau of Facilities
 Sixton Kadel, Technology Services

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 Rothstein:	<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
Comments: -				

Circuit Court

Briefing Paper

April 4, 2019

Open Session

Issue: FY 2020 Physical Security Grant and Acceptance of Award

Background: The Circuit Court has requested in past years that a sufficient access control system in both the Court House Annex and Historic Courthouse be installed. The current system when originally installed in 2008 is very limited with only certain card readers being activated in 2013. Our newest courtroom, Courtroom 10, has had an updated access control system installed when it was built in 2015 in preparation for this larger project. It is essential that this system be installed throughout both the Court House Annex and the Historic Courthouse as soon as possible to allow the Circuit Court to implement a long overdue emergency security plan required by the Administrative Office of the Courts. This plan includes the ability to automatically close doors to hallways in the Courthouse Annex that lead to our Judges' chambers and courtrooms should there be an active shooter or other similar type emergency need.

The grant from the Administrative Office of the Courts in the amount of \$68,982 will fund a portion of the project.

Funding for this project is available as part of a Capital funds project allocated in the FY 18 and FY 19 budgets.

Projected Budget

Grant Award (State)	\$ 68,982
County Cash Match	\$289,880
Total Project:	\$358,862

Action: Discussion/Decision

Staff-Recommended Motion:

I move that the Board of Commissioners accept the FY 2020 Physical Security grant award of \$68,982 from the Administrative Office of the Courts.

Attendees:

Judge Fred S. Hecker, Administrative Judge, Circuit Court
Caren Jagoda, Senior Grants Analyst, Management and Budget

Department of Economic Development/BERC

Briefing Paper

April 4, 2019

Open Session

Issue: FY 2020 Maryland State Department of Education, Division of Rehabilitation Services (DORS) Grant Award

Background:

BERC submitted a proposal under the MSDE/DORS Pre-Employment Transition Services Program to implement a program to students with disabilities, as defined in the Workforce Innovation Opportunity Act (29 U.S.C. 733) in order to increase the opportunity for students with disabilities in Carroll County to obtain competitive job experiences for DORS eligible consumers. BERC will assist DORS with the hiring of 50 DORS eligible youth who will be placed at worksites and to include pre-employment work skills instruction and a post-employment training workshop. Additionally BERC will process timecards for these youth through Carroll County Government's payroll system.

The MOU term is for the period of June 1, 2019 through September 30, 2021 for Summer Programs only and contingent on federal funding.

FY 2020 Award Budget

	Grant Award (Federal)
Positions	\$69,356.50
Administrative Costs	\$6,935.65
Participation Fee	\$7,500
County Cash Match	\$0
Total	\$83,792.15

Action: Discussion/Decision

Staff-Recommended Motion: I move that the Board of Commissioners accept FY 2020 Maryland State Department of Education, Division of Rehabilitation Services (DORS) Grant Award.

Attendees:

Jack Lyburn, Director, Economic Development
Denise Beaver, Deputy Director, Economic Development
Denise Rickell, Manager, Business/Employment Resource Center
Caren Jagoda, Senior Grants Analyst, Management and Budget

Department of the County Attorney
Briefing Paper
Thursday, April 4, 2019

Issue:

Pursuing litigation against leading opioid manufacturers.

Background:

During open session on January 24, 2019, the Board instructed the County Attorney to explore the possibility of joining state litigation against opioid manufacturers and distributors. To that end, outside counsel will be making a presentation to the Board to explain the process of initiating and pursuing the litigation against the manufacturers and providers of the drugs in state court. The attorneys work on a “contingent fee” basis, meaning that payment to the attorney for legal services and costs depends upon there being some sort of recovery or award in the case.

Action:

Approve the retention of the law firm of Andrews & Thornton to initiate state litigation against the opioid manufacturers and distributors.

Staff recommended motion:

I move that the Board instruct the County Attorney to retain the services of Andrews & Thornton to initiate litigation against opioid manufacturers and distributors in state court.

Attendees:

Tim Burke, County Attorney

Anne Andrews, Esq., Andrews & Thornton

Department of the Comptroller
Briefing Paper
April 4, 2019
Open Session

Issue: Enterprise Funds Overview

Background: We will provide the Board with an overview of the structure and purpose of enterprise funds in governmental accounting, and further details regarding the enterprise funds used in Carroll County. This will include a discussion of the revenues and rates used in the various enterprise funds and recommended rate changes for FY20 and beyond.

Action: Briefing Only

Attendees: Robert Burk, Department of the Comptroller
Ted Zaleski, Department of Management & Budget
Jeff Castonguay, Department of Public Works

Department of Public Works
Briefing Paper
April 4, 2019
Open Session

Issue: Utility Rates Recommendation

Briefing/Discussion/Decision

Background: We will provide the Board with an overview of the utility rate changes in the recommended budget for FY20 and proposed future rates increases for FY21 and 22 to bring our bureau back to a balanced budget. Last year the Board did not approve a rate increase to cover operating and capital funding, along with additional compression of services due to previous decisions to not increase or reduce the recommended increases. The bureau made major cuts to our project scopes for FY19 as other costs outside of our control continue to rise with no other avenue to balance the expenses, for example; City of Baltimore for raw water and Maryland Environmental Services for the Freedom WWTP. The revenue from rates is necessary to cover the cost of running and maintaining our aging system.

Staff Recommended Motion: I move that the Board of County Commissioners approve the recommended
3 year rate plan included in the FY20 proposed budget.

Attendees: Jeff Castonguay, Department of Public Works
Robert Burk, Department of the Comptroller
Ted Zaleski, Department of Management & Budget