

**Board of County Commissioners**

Stephen A. Wantz, *President*  
Ed Rothstein, *Vice President*  
C. Richard Weaver, *2<sup>nd</sup> 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  
fax 410-386-2485  
MD Relay ~ 7-1-1/800-735-2258

**Notice of Commissioner Meetings & Agenda for the Week of May 27, 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 ~ May 27, 2019**

**County Offices Closed in observance of Memorial Day**



**Tuesday ~ May 28, 2019**

*8:00 a.m. Carroll County Chamber of Commerce Business Breakfast with Commissioner Frazier ~ Westminster Branch Library Commissioners Wantz, Rothstein, Bouchat & Frazier*

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

**Item 1**

FY20 Budget Adoption  
Department of Management & Budget ~ Mr. Ted Zaleski

Administrative Session ~ Open

**Tuesday ~ May 28, 2019 (Continued)**

7:00 p.m. *Senator Katie Fry Hester Town Hall Meeting  
Sykesville, Maryland  
Commissioners Rothstein & Bouchat*

**Wednesday ~ May 29, 2019**

11:00 a.m. *Maryland Crime Information Network Briefing & Lunch  
Westminster, Maryland  
Commissioners Wantz & Rothstein*

2:00 p.m. *Carroll Community College 26<sup>th</sup> Commencement Reception  
Westminster, Maryland  
Commissioners Wantz, Rothstein, Bouchat & Frazier*

3:00 p.m. *Carroll Community College 26<sup>th</sup> Commencement Ceremony  
Westminster, Maryland  
Commissioners Wantz, Rothstein, Bouchat & Frazier*

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

6:30 p.m. *Heroin Still Kills Presentation  
Finksburg Branch Library  
Commissioners Weaver & Bouchat*

**Thursday ~ May 30, 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

3<sup>rd</sup> Quarter Budget Update

Department of Management & Budget ~ Mr. Ted Zaleski

**Thursday ~ May 30, 2019 (Continued)**

**Item 2**

Public Comment on this item  
Briefing/Discussion/Decision  
[Request Approval for Use of Not in Carroll Funding](#)  
C C Health Department ~ Mr. Ed Singer  
Department of Citizen Services ~ Ms. Christine Kay

**Item 3**

Public Comment on this item  
Briefing/Discussion/Decision  
Request Approval to Award Contract for  
[After School Programming](#)  
C C Health Department ~ Mr. Ed Singer  
Department of Citizen Services ~ Ms. Christine Kay  
Bureau of Purchasing ~ Mr. Mike Myers

**Item 4**

Public Comment on this item  
Briefing/Discussion/Decision  
Request Approval to Submit Governor's Office for Children's  
[FY19 Training Grant Application](#) and Award Acceptance  
Department of Citizen Services ~ Ms. Christine Kay

**Item 5**

Public Comment on this item  
Discussion/Decision  
Request Approval for use of Term Contract  
[Pavement Testing & Rehabilitation Recommendations](#)  
Department of Public Works ~ Mr. Jeff Castonguay

**Item 6**

Public Comment on this item  
Discussion/Possible Decision  
Request Approval to Accept Grant Award  
[FY2020 Jurisdictional Family Services Grant](#)  
Circuit Court/Family Law Administration  
Carroll County Circuit Court ~ Judge Fred Hecker  
Department of Management & Budget ~ Mr. Ted Zaleski

**Thursday ~ May 30, 2019 (Continued)**

**Item 7**

Public Comment on this item

Briefing/Discussion/Decision

[Employee Salary Increases for FY20](#)

Department of Human Resources ~ Ms. Kim Frock

**Item 8**

Public Comment on this item

Briefing/Discussion/Decision

[Employee Bonuses for FY20](#)

Department of Human Resources ~ Ms. Kim Frock

**Item 9**

Public Comment on this item

Briefing/Discussion/Decision

[Woodsyde Restoration Project](#)

Preliminary & Final Design Phase

Budget Increase

Department of Land & Resource Management ~ Mr. Tom Devilbiss

**Public Comment**

Administrative Session ~ Open

CLOSED ~ Land Acquisition

*4:00 p.m. Crawford Yingling Insurance 100<sup>th</sup> Anniversary Celebration  
Ribbon Cutting Ceremony at 5:00 p.m. ~ Westminster, Maryland  
Commissioners Wantz, Rothstein, Weaver & Frazier*

**Friday ~ May 31, 2019**

*6:00 p.m. CCVESA Graduation of Emergency Services Training Program  
Westminster, Maryland  
Commissioner Frazier*

**Saturday ~ June 1, 2019**

2:00 p.m.     *Eagle Scout Court of Honor Ceremony*  
*Immanuel Lutheran Church ~ Manchester, MD*  
*Commissioner Wantz*

4:00 p.m.     *The Church of the Ascension 175<sup>th</sup> Anniversary Celebration*  
*Westminster, Maryland*  
*Commissioner Frazier*

**Sunday ~ June 2, 2019**

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

3:00 p.m.     *Westminster Rescue Mission Fundraiser*  
*Westminster, Maryland*  
*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.

Health Department / Citizens Services Briefing Paper  
May 31, 2019

**Issue:**

Proposed use for Not in Carroll 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 funding for the following programs from Not in Carroll 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. A combination of funding was used during the first year of the implementation of the Mobile Crisis Team, including funding from the State Opioid Operational Command Center Funding, State Behavioral Health Administration, and Not in Carroll funding to operate the Team. 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 from Not in Carroll funding. The cost is \$135,000 for fiscal year 2020.

**Action:**

Discussion and Request Approval

**Staff Recommended Motion:** *I move that the Carroll County Board of Commissioners grant \$135,000 of Not in Carroll Funding to continue the Mobile Crisis Team's call center to be paid through the contract with the Carroll County Health Department.*

**Attendees:**

Ed Singer, County Health Officer  
Christine Kay, Citizens Services  
Corey Hardinger, Citizens Services  
Maggie Kunz, Carroll County Health Department

DATE: May 24, 2019

TO: The Carroll County Board of Commissioners

RE: After School Programs for Carroll County Middle Schools  
#02-F-1-18/19

**EXECUTIVE SUMMARY:**

The County requested detailed proposals to provide drug and alcohol and suicide prevention programs during after school hours in various Carroll County Public Middle Schools. The Request for Proposals requested pricing for two (2) and three (3) day a week programs. The County received two (2) proposals and after evaluating both on technical and financial criteria, the evaluation committee recommended award to the Boys & Girls Club of Westminster, MD as the highest ranked proposer. This money is available in the FY20 adopted budget and no additional funds will be necessary.

**Vendors:**

- 1. Boys & Girls Club of Westminster, MD      **AWARDED**
- 2. Y in Central Maryland

**Staff Recommended Motion:**

I move that the Board of Commissioners award the contract for After School Programs for Carroll County Middle Schools to the Boys & Girls Club of Westminster, MD for two (2) days a week for \$96,014 annually **or** three (3) days a week for \$131,746 annually.

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Bureau of Purchasing Date

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Board of Commissioners Date

Commissioner Wantz:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Weaver:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Frazier:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Bouchat:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Rothstein:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<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:				

**Department of Citizen Services- Local Management Board**  
**Briefing Paper**  
**May 30, 2019**  
**Open Session**

**Issue:** Governor’s Office for Children Funding for Training Grant

**Discussion/Decision:** The Governor’s Office for Children (GOC) is offering funding to Local Management Boards for training. The Carrol County Local Management Board will apply for \$5,000. The possible training topics include trauma informed-care, working with families in poverty, and/or capacity building for the agencies serving children and families.

Background: The Carroll County Local Management is continuing to assess community needs and service gaps and is committed to pursuing opportunities to bring resources, training and education to service providers in the community.

**FY 20 Application**

<b>Training grant request</b>	<b>\$5,000</b>
<b>County match required</b>	<b>\$0</b>
<b>Total</b>	<b>\$5,000</b>

**Staff Recommended Motion:** I move that the Board of Commissioners approve the submission of the FY 20 Training Grant and accept the award.

**Attendees:**

Christine Kay, Director, Citizen Services  
Corey Wilt, Local Management Board  
Debby Standiford, Grants Office



# Department of Public Works

## Briefing Paper

### Open Session

**Issue:** Use of the current term contract with Wood Environmental & Infrastructure Solutions, Inc.

Pavement Testing and Rehabilitation Recommendations (formerly AMEC)

**Background:** Pavement testing and rehabilitation recommendations are completed for the roads identified in the FY2020 capital program. This year, 22 mainline roads and 21 neighborhood roads will be evaluated. The total mileage is 34.24 miles. DPW will review the recommendations for repairs and will include the recommendations in the 2020 paving rehabilitation projects. These projects will be bid early 2020.

The County's term contractor, Wood Environmental & Infrastructure Solutions, Inc., provided a proposal to complete the pavement testing and rehabilitation recommendations. The proposed fee is \$95,792.50. This fee is in line with prior proposals of similar mileage. Funding is available in the FY19 Pavement Management.

**Action:**

Discussion/decision on approving the proposal through the term contract.

**Staff-Recommended Motion:**

*I move that the Board of Commissioners approve using the current term contract to complete pavement testing and rehabilitation recommendations in the amount of \$95,792.50.*

**Attendees:**

Jeff Castonguay, Director, Public Works

Douglas Brown, Deputy Director, Public Works

Deborah A. Butler, PE, Chief, Bureau of Engineering

**Circuit Court/Family Law Administration**

**Briefing Paper**

**May 30, 2019**

**Open Session**

**Issue:** FY 2020 Jurisdictional Family Services Grant Award

**Background:** Carroll County’s Family Law Administration was established by the Circuit Court following the mandates laid out in MD Rule 16-204. The State of Maryland supports this mandate with an annual grant through the Administrative Office of the Court. A division of the Circuit Court for Carroll County, the Family Law Administration provides services to the Courts, litigants and attorneys in matters related to families and children. Services coordinated or administered by this office include Mediation, Visitation Services, Custody Evaluation, assistance for domestic violence victims, and a Family Law Clinic.

The funding supports Personnel; Contractual Services; Equipment;/Software; Supplies; Travel and Training as well as other Direct Costs.

**Budget**

<b>FY 2020 Grant Award (State)</b>	\$484,161
County Cash Match (Already Budgeted)	\$40,249
<b>Total Program</b>	<b>\$524,410</b>

**Action:** Discussion/Decision

**Recommendation:** I move that the Board of Commissioners accept the award for the FY 2020 Jurisdictional Family Services Grant.

**Attendees:**

Powel Welliver, Family Law Administrator, Family Law Administration  
Debby Standiford, Grants Manager, Management & Budget

Department of Human Resources  
Briefing Paper  
May 30, 2019  
Open Session

**Issue:**

**Briefing/Discussion/Decision – Implementation of employee compensation adjustment for FY 2020.**

**Background:**

The FY 2020 Budget adopted on May 28, 2018, included an amount equal to 3% compensation adjustment for employees. Due to changes in the state minimum wage, Human Resources will provide the board with three options for the FY 20 adjustments effective June 27, 2019:

- Option 1
  - Full-time, Part-time and Contingent employees receive:
    - 3% Cost of Living Adjustment (COLA)
  - Year round contractual employees would receive 3% COLA on July 25, 2019
  
- Option 2
  - Full-time, Part-time and Contingent employees receive :
    - 2.0% COLA
    - 1.0% Service/Longevity increment to employees that were on payroll as of June 30, 2018
  - Year round Contractual employees receive:
    - 1.0% COLA to be awarded on July 25, 2019
  
- Option 3
  - Full-time, Part-time and Contingent employees receive :
    - 1.50% COLA
    - 1.5% Service/Longevity increment to employees that were on payroll as of June 30, 2018
  - Year round Contractual employees receive:
    - 1.5% COLA to be awarded on July 25, 2019

**Action:**

**I move that the Board of Commissioners authorize the Director of Human Resources to process the salary increases as recommended.**

**Attendees:**

Kimberly Frock, Director Human Resources  
Robin Hooper, Human Resources Manager

Department of Human Resources  
Briefing Paper  
May 30, 2019  
Open Session

**Issue:**

**Briefing/Discussion/Decision – Implementation of employee bonus for FY 2020.**

**Background:**

The FY 2020 Budget adopted on May 28, 2018, included an amount equal to 1% of budgeted salary to be allocated for employee bonuses.

The bonuses will be provided to all full-time, part-time and contingent employees.

- Option 1 – Years of service
  - Bonus is a flat dollar amount based on years of service (for part-time employees, the bonus will be pro-rated based on full-time equivalency)
- Option 2 – Flat Dollar
  - Bonus is a flat dollar amount to all employees
- Option 3 – Salary Based
  - 1.0% bonus based on current salary for each employee

For each option, the employee must have been on payroll prior to June 30, 2019 to be eligible for the bonus award.

**Action:**

**I move that the Board of Commissioners authorize the Director of Human Resources to process the bonus award as recommended.**

**Attendees:**

Kimberly Frock, Director Human Resources  
Robin Hooper, Human Resources Manager

**Department of Land & Resource Management**  
**Briefing Paper**  
**May 30, 2019**  
**Open Session**

**Issue:**

Briefing/Discussion/Decision – Woodsyde Restoration Project – Preliminary and Final Design Phase

**Background:**

On August 14, 2018, the County approved the award of an engineering contract to Century Engineering, for the Woodsyde Restoration Project in the amount of \$56,900.00 for the conceptual design of the project. Subsequently Century submitted a proposal in the amount of \$143,543.00 for the work associated with preliminary and final plan design, permitting, and construction phase services for three (3) best management practices. The Woodsyde Restoration Project consists of retrofitting two (2) existing stormwater management facilities and the restoration of a 1,600 linear foot of an unnamed tributary to Piney Run in the Eldersburg area.

In December of 2018 during Open Session, the Bureau of Resource Management received approval of the award from the National Fish and Wildlife Foundation - Small Watershed Grant for the preliminary and final design of this project in the amount of \$50,000.00. Therefore, the Bureau of Resource Management is requesting approval to award the preliminary and final plan design to Century Engineering in the amount of \$143,543.00, to be split between County funds of \$93,543.00, and NFWF grant funds of \$50,000.00.

<b>Engineering</b>	<b>Status</b>	<b>Amount</b>	<b>Total</b>
NFWF Grant	In-hand	\$ 50,000.00	
County Funds	In-hand	\$ 93,543.00	
			\$143,543.00

**Action:**

Approval to award the preliminary and final plan design to Century Engineering in the amount of \$143,543.00.

**Staff Recommended Motion:**

I move that the Board of County Commissioners approve the award for the preliminary and final plan design to Century Engineering in the amount of \$143,543.00.

**Attendees:**

Tom Devilbiss, Director, Department of Land and Resource Management  
Gale Engles, Bureau Chief, Bureau of Resource Management  
Chris Heyn, Watershed Restoration Engineer, Bureau of Resource Management