Agenda for the Week of November 28, 2011
Revision 1 dated November 29, 2011

Please Note: This weekly agenda is subject to change. Please call 410-386-2043 to confirm a meeting you plan to attend. All meetings will be held at the Carroll County Office Building Room 311. (Unless otherwise noted)

- Indicates Outside Activities

Monday ~ November 28, 2011

8:30 a.m.  Home Builders Association Meeting
Westminster, Maryland
Commissioner Howard

6:00 p.m.  Planning & Zoning Commission Work Session
County Office Building ~ Room 003
Commissioners Howard, Frazier & Rothschild

Tuesday ~ November 29, 2011

10:00 a.m. Administrative Session ~ Closed

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

Public Comment

Junction Presentation

Discussion/Decision ~ Submissions received in response to Request for Proposal
Communications/Public Information Services
Board of County Commissioners
Tuesday ~ November 29, 2011 (Continued)

12:00 p.m. Administrative Session ~ Closed

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

Public Comment

County-Owned Properties Discussion
Department of Public Works ~ Mr. Tom Rio

Board of County Commissioners sitting as Board of Health

Wednesday ~ November 30, 2011

9:30 a.m. Small Business Development Meeting
County Office Building ~ Room 312
Commissioners Howard & Roush

6:00 p.m. Fort Meade Town Hall Meeting
Fort Meade, Maryland
Commissioner Howard

Thursday ~ December 1, 2011

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

Public Comment

Bid Approval ~ Smartnet Support
Office of Technology Services ~ Mr. Mark Ripper
Bureau of Purchasing ~ Mr. Richard Shelton

Bid Approval ~ Provide and Install Cured In-Place Pipe
for Carroll County Bureau of Utilities Requirements
Department of Public Works ~ Mr. Tom Rio
Bureau of Purchasing ~ Mr. Richard Shelton
Thursday ~ December 1, 2011 (Continued)

**Bid Approval ~ Provide Utilities Closed Circuit Television**
Sewer Collection Inspection Services
Department of Public Works ~ Mr. Tom Rio
Bureau of Purchasing ~ Mr. Richard Shelton

**Request to Transfer Funds to the Bureau of Aging** for
Carroll Area Transit Vouchers
Department of Citizen Services ~ Ms. Jolene Sullivan
Department of Management & Budget ~ Mr. Ted Zaleski

**Request Approval of Carroll County Board of Education**
FY 12 Operating Budget Transfers 3 and 4
Carroll County Public Schools ~ Mr. Steve Guthrie
Department of Management & Budget ~ Mr. Ted Zaleski

**Discussion of Impact Fees**
Department of Management & Budget ~ Mr. Ted Zaleski

Review and Approval of the Revised Homeless
**Women's Shelter Grant Application**
Human Services Programs of Carroll County, Inc. ~ Ms. Cindy Parr
Department of Management & Budget ~ Mr. Ted Zaleski

**Update on Agricultural Preservation Task Force**
Department of Land Use, Planning & Development ~ Mr. Tom Devilbiss

6:30 p.m.  **Carroll County Chapter Maryland Municipal League Dinner Meeting**
*Manchester, Maryland*
Commissioner Howard, Shoemaker, Frazier, Roush & Rothschild

Friday ~ December 2, 2011

6:30 p.m.  **“Sneak Peek” of Open House of Old World Country Christmas**
*Carroll County Farm Museum ~ Westminster, Maryland*
Commissioners Howard, Roush & Rothschild

6:30 p.m.  **Future Farmers of America Dinner**
*Manchester Valley High School ~ Manchester, Maryland*
Commissioners Shoemaker & Frazier
Saturday ~ December 3, 2011

Sunday ~ December 4, 2011

7:00 a.m.  “The Commissioners’ Report” – WTTR
Commissioner Howard

**Upcoming Events**

12/6/11 ~ 6:00 p.m.  Christmas Tree Lighting Ceremony
Front of County Office Building

1/6/12 ~ 8:00 a.m.  Economic Development Summit
“GET BUSINESS NOW”
Carroll Community College

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 Jolene G. Sullivan, The Americans With Disabilities Act Coordinator, 410-386-3600 or 1-888-302-8978, or MD Relay 7-1-1/800-735-2258 or email jsullivan@ccg.carr.org 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
Issue: Review of County Owned Property

Background: Present all county owned land holdings/building locations to the Board of Commissioners for their understanding and review.

Desired Action: No desired action.
Board of County Commissioners

sitting as

Board of Health

AGENDA

November 29, 2011

Four (4) Development-Related Policies
- Percolation Test Averaging
- Accessory Dwelling Units
- Commercial Septic Sizing
- Home Based Businesses

HB-5 Exceptions
- Bull Property
- Sadie Johnson Property
Issue:

Revised development related policies concerning Commercial Septic System Design, Accessory Dwelling Units, Home Based Businesses, and Averaging Percolation Tests.

Background:

Over the past couple of years, the Carroll County Health Department’s Environmental Health Bureau has been reviewing its policies concerning development related issues. We considered changes in practice and changes in technology, and interpretation of the regulations in neighboring jurisdictions. Our goal was to make the process of developing property as simple, straight forward, and fair as possible while continuing to ensure public health is adequately protected. The following are the primary changes we plan to implement:

- Allow certain types of home based businesses to be established in a residence without requiring additional sewage disposal area or increase in the size of the on-site sewage disposal system under certain conditions.
- Allow the use of septic design flows of less than 400 gallons per day for each tenant space on a commercial site by re-interpreting the definition of “store” in the portion of the Code of Maryland Regulations (COMAR) 26.04.02.05J., which require, “Four Hundred Gallons, estimated sewage flow, per store shall be used as a minimum figure.” Formal guidance from Maryland Department of the Environment had interpreted the term store as any retail space. This re-interpretation will allow for considerably smaller required sewage disposal areas and on-site sewage disposal system sizes under certain conditions.
- Allow the averaging of certain percolation tests on lots of record which would have previously been considered as failing in accordance with the on-site septic regulations in COMAR 26.04.02.05O.(3). It is our professional opinion that allowing averaging of percolation rates that exceed 30 minutes per inch under the circumstances outlined in our policy meet the intent of the regulations and adequately protect public health. We also intend to expand this policy to include newly created lots after a brief trial period on existing lots of record, provided we do not encounter unexpected problems.
- Allow reduction in the design flow guidance for apartments and reduce the area required to be reserved for replacement systems under certain conditions. This would result in smaller system sizes and less cost to the property owner.

Action:

For Informational Purposes Only – No Formal Action Required.

Attendees:
Larry Leitch, Health Officer
Ed Singer, Director of Environmental Health (CCHD)
Leigh Broderick, Supervisor of Development Review (CCHD)
Issue:


Background:

The developer is proposing construction of 2 houses on lots that would be reconfigured out of 2 existing parcels. The developer is requesting an exception to HB-5 which prohibits the use of private wells in an area served by public water. The developer’s consultant submitted a letter claiming the cost of construction of a public water main to serve the property would create an undo hardship. After meeting with the consultant and discussing the costs of private wells, pumps, tanks and other equipment required, it is apparent that the costs are relatively equal. In addition to the cost, the consultant also raised the issue of obtaining an easement that would allow access to the public water service line near the north central portion of the property through the Foggy Bottom Subdivision. There is no existing easement and the consultant believes it is unlikely the adjacent property owners would grant the needed easement.

The Health Department met with the County’s Bureaus of Development Review and Engineering, and the consultant, Mr. Crocken. The group agreed that Mr. Crocken’s argument that access to the water line would create a hardship is valid if the property owners of lots 9 and 10 of the Foggy Bottom Subdivision are unwilling to grant access to the water line through an easement. Mr. Crocken agreed to pursue the possibility of obtaining an easement to connect to public water as a first course of action and is requesting the exemption to HB-5 contingent upon making a good-faith effort and being unsuccessful in obtaining an easement.

The Health Department recommends granting the exemption to HB-5 to allow the use of private wells on this property contingent upon the consultant’s unsuccessful good faith effort to obtain a public water utility easement and provided satisfactory wells are drilled in close proximity to where they are shown on the plan. All other regulatory requirements concerning the installation of wells must be met.

Action:

For deliberation and consideration by the County Board of Health. If the exemption is approved, the Carroll County Health Department will proceed in reviewing the planned development for approval with private on-site wells. The Health Department will require sampling for volatile organic chemicals for these wells due to their proximity to the closed Hodges Road Landfill.

Attendees:
Larry Leitch, Health Officer
Ed Singer, Director of Environmental Health (CCHD)
Leigh Broderick, Supervisor of Development Review (CCHD)
Issue:


Background:

The developer is proposing a 3 lot subdivision in an area planned for public sewerage service. The developer is requesting an exception to HB-5 which prohibits the use of private on-site sewage disposal systems in an area served by public sewerage. The developer claims that the cost of designing and connecting the 3 lots to public sewerage is an undo hardship. According to the developer’s calculations, the cost of connecting to public sewerage is $76,260, while constructing private on-site systems would cost $19,500. The developer also contends that constructing a public sewerage connection will require impacting forested and wetland areas.

The Health Department consulted with the County’s Bureaus of Development Review and Engineering who concur that the information in Mr. Crocken’s request is valid. Based on the information provided, the Health Department is recommending the Commissioners convene as the County Board of Health and approve the requested exemption contingent upon obtaining satisfactory percolation tests and meeting other regulatory requirements concerning the installation of on-site sewage disposal systems.

Action:

For deliberation and consideration by the County Board of Health. If the exemption is approved, the Carroll County Health Department will proceed in reviewing the subdivision for approval with private on-site sewage disposal systems.

Attendees:
Larry Leitch, Health Officer
Ed Singer, Director of Environmental Health (CCHD)
Leigh Broderick, Supervisor of Development Review (CCHD)
DATE: November 18, 2011
TO: The Carroll County Board of Commissioners
RE: SmartNet Support for Cisco Routers & Switches

EXECUTIVE SUMMARY:

The Office of Technology Services in cooperation with the Bureau of Purchasing is requesting your approval of the purchase of a SmartNet Contract that covers maintenance, repairs and upgrades of all of the Cisco Routers and Switches operated by Carroll County Government and the Carroll County Public Network. The Digicon Corporation had the lowest price based on the State of Maryland Department of Information Technology contract which has been competitively bid. The cost of the system is $27,730.53 and we currently have the funding for the contract.

This contract covers the cost of maintenance, repairs, and upgrades. These routers and switches are major components of the data and phone communication of Carroll County Government, Carroll County Public Schools, Carroll County Public Library and Carroll Community College.

Received Budget Approval: X Yes Comments:
Debarment & suspension check completed and this business is in good standing: X Approved
Business is in good standing with the Maryland Department of Assessment and Taxation: X Approved
Business is in good standing with Carroll County Collections Office: X N/A

Your concurrence today will authorize the Bureau of Purchasing to move forward with the award and obtain a legally sufficient contract document for signing by Mr. Mark Ripper, Chief Information Officer, Office of Technology Services

__________________________________________________________________________________________

Bureau of Purchasing

Board of Commissioners

Commissioner Frazier: □ Motion □ 2nd □ All in Favor □ Denied
Commissioner Shoemaker: □ Motion □ 2nd □ All in Favor □ Denied
Commissioner Roush: □ 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: ________________________________

MM/dd
Cc: Mark Ripper, Technology Services
File
Revised 11/6/07
DATE: November 17, 2011

TO: The Carroll County Board of Commissioners

RE: Provide and Install Cured In Place Pipe for Carroll County Bureau of Utilities Requirements 71-F-2-11/12

EXECUTIVE SUMMARY:
The Bureau of Purchasing solicited bids from qualified contractors to provide and install Cured-In-Place-Pipe (CIPP) liner for the rehabilitation of sanitary sewer and storm water pipes. This includes quality control measures that mandate a CIPP liner of consistent and high quality and is for fiberglass-based CIPP products only that are cured with ultra-violet light.

Mr. Joe Barrington, Bureau of Utilities in cooperation with the Bureau of Purchasing recommends award for the above project to be awarded to Progressive Pipeline. This is within the project budget and no additional funds will be needed.

<table>
<thead>
<tr>
<th>Number of Bids: Three (3)</th>
<th>Vendors &amp; Bid Results:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CIPP Lining Terra-Cotta Pipe</td>
</tr>
<tr>
<td></td>
<td>6”</td>
</tr>
<tr>
<td>Progressive Pipeline Management West Deptford, NJ</td>
<td>$47.67</td>
</tr>
<tr>
<td>Pleasants Construction Inc. Clarksburg, MD</td>
<td>$51.00</td>
</tr>
<tr>
<td>AM-Liner East Inc. Berryville, VA</td>
<td>$59.00</td>
</tr>
</tbody>
</table>

Received Budget Approval: X Yes  Comments:

Debarment & suspension check completed and this business is in good standing: X Approved
Business is in good standing with the Maryland Department of Assessment and Taxation: X Approved
Business is in good standing with Carroll County Collections Office: X N/A

Your concurrence today will authorize the Bureau of Purchasing to move forward with the award and obtain a legally sufficient contract document for signing by Mr. Tom Rio, Director, Public Works.

Bureau of Purchasing Date

Board of Commissioners Date

Commissioner Frazier: ☐ Motion ☐ 2nd ☐ All in Favor ☐ Denied
Commissioner Shoemaker: ☐ Motion ☐ 2nd ☐ All in Favor ☐ Denied
Commissioner Roush: ☐ 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: ________________________

CM/mm
Cc: Joe Barrington, Utilities & File
Revised 11/6/07 12/2/10
DATE: November 17, 2011

TO: The Carroll County Board of Commissioners

RE: Provide Utility Closed Circuit Television Sewer Collection Inspection Services
71-F-3-11/12

EXECUTIVE SUMMARY:
The Bureau of Purchasing solicited bids from qualified contractors to provide the service of a utility closed circuit television sewer collection system inspection by a trained and certified National Association of Sewer Service Company contractor according to Pipeline Assessment Certified Program coding standards on an “as required” basis. Types of work required under this contract include, but are not limited to video inspection of sewer house connections to a main, gravity sewer main, sewer lines and work estimates. The County does not guarantee any minimum or maximum amount of work under this contract.

Mr. Joe Barrington, Bureau of Utilities in cooperation with the Bureau of Purchasing recommends award for the above project to be awarded to Utility Services Group. This company submitted the lowest prices for 90% of the work anticipated to be done within the scope of this contract. This is within the project budget and no additional funds will be needed.

<table>
<thead>
<tr>
<th>Vendors &amp; Bid Results</th>
<th>House/Building</th>
<th>6-12”</th>
<th>15-20”</th>
<th>24-36”</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. CBS Environmental Services LLC – York PA</td>
<td>0.50</td>
<td>0.85</td>
<td>0.85</td>
<td>0.91</td>
</tr>
<tr>
<td>2. Pipeline Investigations – Halethorpe, MD</td>
<td>1.30</td>
<td>0.84</td>
<td>0.89</td>
<td>1.22</td>
</tr>
<tr>
<td>3. Triad Engineering – Hagerstown, MD</td>
<td>2.25</td>
<td>2.25</td>
<td>2.25</td>
<td>2.25</td>
</tr>
<tr>
<td>4. TRB Specialty Rehab Division – Gambrills, MD</td>
<td>3.50</td>
<td>1.50</td>
<td>2.00</td>
<td>2.75</td>
</tr>
<tr>
<td>5. Utility Services Group – Camp Hill, PA</td>
<td>8.50</td>
<td>0.60</td>
<td>0.65</td>
<td>0.72</td>
</tr>
<tr>
<td>6. Video Pipe Services, Inc. – Newfield, NJ</td>
<td>11.00</td>
<td>1.50</td>
<td>1.50</td>
<td>1.20</td>
</tr>
<tr>
<td>7. ACS Hydrostructures, Linthicum Heights MD</td>
<td>15.00</td>
<td>2.50</td>
<td>2.50</td>
<td>3.00</td>
</tr>
</tbody>
</table>

Received Budget Approval: X Yes Comments: _______________________________________________
Debarment & suspension check completed and this business is in good standing: X Approved
Business is in good standing with the Maryland Department of Assessment and Taxation: X Approved,
Business is in good standing with Carroll County Collections Office: □ Approved □ N/A

Your concurrence today will authorize the Bureau of Purchasing to move forward with the award and obtain a legally sufficient contract document for signing by Mr. Tom Rio, Director, Public Works.

Bureau of Purchasing Date

Board of Commissioners

| Commissioner Frazier: | □ Motion | □ 2nd | □ All in Favor | □ Denied |
| Commissioner Shoemaker: | □ Motion | □ 2nd | □ All in Favor | □ Denied |
| Commissioner Roush: | □ 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: _______________________________________________

CM/mm
Cc: Joe Barrington, Utilities
File
Revised 11/6/07 - 12/2/10
Issue: The Bureau of Aging requests the transfer of $10,000 from the Reserve for Contingency to the Bureau of Aging. This amount will be more than offset by returning $16,498 of unspent FY 11 county funds from two Aging grants to the FY12 Reserve.

<table>
<thead>
<tr>
<th>From Account Code</th>
<th>To Account Code</th>
<th>Transfer Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reserve for Contingencies (0310)</td>
<td>FY 12 Bureau of Aging (0316)</td>
<td>$10,000</td>
</tr>
<tr>
<td>FY 11 Senior Inclusion Grant (5793)</td>
<td>Reserve for Contingencies (0310)</td>
<td>6,817</td>
</tr>
<tr>
<td>FY 11 Senior Information Grant (5796)</td>
<td>Reserve for Contingencies (0310)</td>
<td>9,680</td>
</tr>
<tr>
<td></td>
<td>Net Change to Reserve</td>
<td>$6,497</td>
</tr>
</tbody>
</table>

Background:

- Effective December 1, 2011 Carroll Area Transit fares will increase. The rates will increase $.25 to $2.00 depending on distance, and all zone fares will increase by $2.00.
- On November 1, 2011, the Board of County Commissioners agreed to add $10,000 to the Bureau of Aging FY 12 Budget to offset the increased price for the vouchers tickets.
- The supplemental funding only applies to FY 12. On-going funding will be discussed during the FY 13 budget process.

Desired Action: Approve transfers
Department of Management and Budget
Briefing Paper
December 1, 2011

Issue: FY 12 Operating Budget Transfers for Carroll County Public Schools

Background:

- State law stipulates that County Commissioners or County Councils approve the budget of their school system both in total and by category. Any transfer made between categories or any nonlocal funds received by the county school board after the adoption of the school budget must be approved by the County Commissioners or County Councils.

- Carroll County Public Schools Fiscal Year 2012 Operating Budget Transfers 3 and 4 were approved by the Board of Education on November 9, 2011. Approval is now requested from the Board of County Commissioners.

Desired Action: Approval the Transfers
Issue: Discussion of Impact Fees

Background: Background discussion of impact fees and uses

Action: For informational purposes
Project: Homeless Women Crisis Shelter Program

Department: Citizen Services pass through to Human Services Programs (HSP)

Funding Agency: Maryland Department of Human Resources

Deadline: December 5, 2011

Summary: The Department of Citizen Services is applying for Homeless Women Crisis Shelter grant funds from the Maryland Department of Human Resources for FY 2012. This is an interim application for a portion of the first year of the 3-year grant as requested by the State of Maryland. The funds are passed through to HSP to support the operation of the Homeless Women’s Shelter. This grant has been flat funded by the state since at least FY 2002.

The Women’s Shelter has 23 beds and served 48 households (48 women and 44 children) during fiscal year 2011, accruing 5,585 bed nights. The staff at the Women’s Shelter provides response to crisis calls 24/7, case management, needs assessment, service plans, linkages and referrals, advocacy, budget counseling, housing counseling, food and accommodations, and transportation.

Funding
FY 12
State $54,934.50
County Match 0
TOTAL $54,934.50

Matching funds are not required by the grant; however, the cost to operate the Women’s Shelter exceeds the state grant award. The actual anticipated cost to operate this shelter in FY 2012 is $181,604. This exceeds the proposed requested funding of $109,869 by $71,735. The shelter budget also includes federal funds, local funds, local in-kind support, private donations and client fees.

Recommendation: Please approve the grant application

Motion: Second: Approved: Denied: Signed:

Rita Zimmerman, Citizen Services, 410-386-3610
Corina Canon, Human Services Programs, 410-857-2999
Colleen Baumgartner, Grants Office, 410-386-2212
November 23, 2011