Notice of Commissioner Meetings & Agenda for the Week of February 20, 2017

Revision 1 dated February 17, 2017

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 ~ February 20, 2017

County Offices Closed in Observance of Presidents’ Day

5:30 p.m. Carroll County District 5 Night in Annapolis
Annapolis, Maryland
Commissioner Weaver

Tuesday ~ February 21, 2017

9:00 a.m. Board of County Commissioners’ Open Session
County Office Building ~ Room 311

Item 1
Legislative Briefing
Department of Planning ~ Mr. Phil Hager

Public Comment
Tuesday ~ February 21, 2017 (Continued)

10:00 a.m.  Planning & Zoning Commission
            County Office Building ~ Reagan Room
            Commissioner Frazier

2:00 p.m.  Veterans Advisory Council Meeting
            Westminster, Maryland
            Commissioners Weaver & Howard

Wednesday ~ February 22, 2017

7:00 a.m.  BWI Partnership Signature Breakfast
            Linthicum Heights, Maryland
            Commissioner Howard

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

3:00 p.m.  Carroll County Board of Education FY18 Budget Adoption Session
            Westminster, Maryland
            Commissioner Howard

4:00 p.m.  Carroll County Board of Education Work Session
            Westminster, Maryland
            Commissioner Howard

Thursday ~ February 23, 2017

7:30 a.m.  Howard County BOOM! Event
            Columbia, Maryland
            Commissioner Howard

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/Decision
Request Approval to Accept Year 1 and
Application Submittal for Year 2 State Capital Funds
Westminster Basement Renovation Project
Carroll County Public Library ~ Ms. Lynn Wheeler

Item 2
Public Comment on this item
Discussion/Decision
Westminster Annexation No. 66 ~ Crowell Property
Department of Planning ~ Mr. Phil Hager

Item 3
Public Comment on this item
Briefing ~ Broadband Advisory Committee Update
Department of Technology Services ~ Mr. Mark Ripper
Department of Economic Development ~ Mr. Jack Lyburn

Item 4
Public Comment on this item
Request Approval for Budget Transfer
Westminster Senior Center S.I.P. Bathroom Renovation
Department of Public Works ~ Mr. Jeff Castonguay

Item 5
Public Comment on this item
Bid Approval ~ Construction Contract for
Westminster Senior Center S.I.P. Bathroom Renovation
Department of Public Works ~ Mr. Jeff Castonguay
Bureau of Purchasing ~ Mr. Mike Myers

Item 6
Public Comment on this item
Briefing/Discussion/Decision
Bid Approval ~ Constellation New Energy
Agent for Natural Gas
Department of the Comptroller ~ Mr. Robert Burk
Bureau of Purchasing ~ Mr. Mike Myers
Thursday ~ February 23, 2017 (Continued)

**Item 7**
Public Comment on this item
Briefing/Discussion/Possible Decision
**Bid Approval ~ Land Lease** for
Aircraft Hangar Development
Department of Public Works ~ Mr. Jeff Castonguay
Bureau of Purchasing ~ Mr. Mike Myers

**Public Comment**

Approval/Adoption of Minutes

Administrative Session ~ Open

1:00 p.m.  **Point Breeze Credit Union Ribbon Cutting**
           Westminster, Maryland
           Commissioners Weaver, Frazier, Wantz, Howard & Rothschild

3:00 p.m.  Long Term Advisory Council Meeting
           County Office Building ~ Reagan Room
           Commissioners Howard & Rothschild

7:00 p.m.  **Finksburg Planning Citizen’s Council Meeting**
           Finksburg Branch Library ~ Finksburg, Maryland
           Commissioner Weaver

7:00 p.m.  **Recreation & Parks Meeting regarding Westminster Memorial Park**
           Westminster Baptist Church ~ Westminster, Maryland
           Commissioner Frazier

Friday ~ February 24, 2017

9:00 a.m.  **Carroll County State’s Attorney’s High School Program: Healthy Relationships**
           Gateway School ~ Westminster, Maryland
           Commissioner Weaver

10:00 a.m. Agriculture Commission Meeting
           County Office Building ~ Room 105
Commissioner Weaver

Saturday ~ February 15, 2017

8:00 a.m.  Judging at History Day Competition
           Winters Mill High School ~ Westminster, Maryland
           Commissioner Wantz

10:00 a.m. Read Across America Event
           Town Mall of Westminster
           Commissioner Frazier

Sunday ~ February 26, 2017

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.

CARROLL COUNTY
a great place to live, a great place to work, a great place to play
Department of Planning

Briefing Paper

February 23, 2017

Open Session

Issue:

Westminster Annexation No. 66- Crowell Property

Background:

The City of Westminster is currently processing annexation request No. 66- Crowell property. This annexation area consists of two properties owned by Robert A. Crowell totaling 0.3548 acre. This property is located on the North side of Sullivan Avenue, east of the intersection with Pennsylvania Avenue. The property to be annexed is contiguous to the boundary line of the existing corporate limits for the City of Westminster. The annexation area is in the County’s R-7,500 Zoning District and has a land use designation in of both the City of Westminster 2009 Comprehensive Plan (Located within the plan on the Annexable Land with Development Potential map) and 2007 Westminster Environs Community Comprehensive Plan as “Urban Residential.” The Town has indicated its intent to place the annexation area in the R-7,500 Zoning District. The change in the zoning districts will not increase the density by more than 50%, so a zoning waiver is not required.

A full staff report was presented to the Planning and Zoning Commission on January 17, 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 City.

Staff Recommended Motion: I move that the Board of Commissioners Approve, Sign and Forward the Comment Letter to the City of Westminster regarding annexation No. 66- Crowell property.

Attendees:

Lynda Eisenberg, Chief, Bureau of Comprehensive Planning
Andrea Gerhard, Bureau of Comprehensive Planning
The Carroll Technology Council’s (CTC) Broadband Advisory Board is here today providing recommendations to the Board of County Commissioners.

We held its first meeting on September 21, 2016. The Board of County Commissioners based on a broadband study completed by Jeff Castonguay asked the Broadband Advisory Board to consider the following goals.

1. Review the Carroll County Fiber Network Summary and Future Planning document that was presented to the Board of Commissioners in the summer of 2016.

2. Evaluate the Carroll Broadband network status and formulate next step recommendations for review by the Carroll County Board of Commissioners to ensure that the network meets economic development, service provider and community needs.

3. Identify gaps in community broadband education and recommend partners and programs.

4. Research and recommend public-private partnership opportunities.

The CTC members of the Carroll Broadband Advisory Board are

**Chair:** Mark Ripper (mripper@ccg.carr.org) CIO Carroll County Government

**Advisory Board Members:**

Chris Ambrose (chris@carrollhospitalcenter.org), Manager of Technical Services / Information  
System Security Officer at Carroll Hospital Center  
Denise Beaver (dbeaver@carrollbiz.org), Deputy Director, Carroll County Department of Economic Development  
Theresa Bethune (theresa@infopathways.com), Owner, Freedom Broadband  
Kevin Brown (kevin@qis.net), President, Quantum Internet & Telephone  
Dave Davidson (DDavidson@westgov.com), Director of IT, City of Westminster  
John Dick (jduck@westgov.com), Deputy Director of Public Works, City of Westminster  
Matt Peeling (Matt.Peeling@mosaicinc.org), CIO Mosaic, Inc.  
David Shaffer (davids@tieroneit.com), CEO Tier One Technology Partners  
Scott Strong (sc077@comcast.net) Northrop Grumman, City Council Member, Town of Mt. Airy  
Kati Townsley (kati@carrolltechcouncil.org) Executive Director, Carroll Technology Council
The Carroll Broadband Advisory board met four times from September to December of 2016 and present the following ideas for expanding broadband access to businesses and residents.

- Carroll Broadband branding – This includes a logo as well as standing up website that includes consumer education on what broadband is and where and how to get it.
- Broadband Symposium as part of the education component.
- Fiber Locator – Listing the County’s Fiber Network Asset so that people know it exists.
- In looking at Public/Private partnerships it was determined that service providers are usually looking for an 18-24 month payback period. Distance from the middle mile to the resident/business has a large effect on cost and profitability.
- Review of dark fiber lease rate possibly with different lease rate for wholesale and retail.
- Renegotiate BGE/Verizon Pole Contracts
- Possibly break out RFP of Fiber network into three separate RFP’s
  - Fiber Construction
  - Fiber Monitoring
  - Internal Infrastructure
- Work w/ Verizon Remote Terminal Locations
- When appropriate review zoning regulations in relation to towers.
Department of Public Works
Briefing paper

Issue:
Request additional funding for the Westminster Sr. Center - Senior Inclusion Program – ADA Compliant Restroom/Transfer of Funds.

Background:
Bids were received for the renovations to the Westminster Sr. Center - Senior Inclusion Program ADA Compliant Restroom project. In order to support the costs for design, construction, and contingency, Public Works is requesting an additional $10,588.00 to complete the project.

Public Works is requesting a transfer of $10,588.00 from General Government Unallocated (account 9957) to Westminster Sr. Center SIP ADA Restroom (account 8519).

Desired Action:
Briefing/Discussion/Possible Decision

Staff Recommended Motion:
I move that the Board of Commissioners approve the transfer of $10,588.00 to the Westminster Sr. Center - Senior Inclusion Program ADA Compliant Restroom project.
DATE: February 7, 2017

TO: The Carroll County Board of Commissioners

RE: Westminster Senior Center ADA Restroom Renovations

Executive Summary:
The Bureau of Purchasing in cooperation with the Department of Public Works (Bureau of Building Construction) requests your approval to award the contract for the renovations in the Westminster Senior Center ADA Restroom to Lyons Construction Co. (Hampstead, MD) in the amount of $62,580. Bids were solicited from the County term contractors and Lyons Construction Co. was the lowest bidder. This cost is within the project budget and no additional funds are necessary.

Received Budget Approval: X Yes

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 Approved

Staff Recommended Motion:
I move that the Board of Commissioners award the contract for the Westminster Senior Center ADA restroom renovations to Lyons Construction Co. in the amount of $62,580.

Bureau of Purchasing Date

Board of Commissioners Date

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<tr>
<th>Commissioner Frazier:</th>
<th>□ Motion □ 2nd □ All in Favor □ Denied</th>
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<tr>
<td>Commissioner Weaver:</td>
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<td>Commissioner Wantz:</td>
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<td>Commissioner Rothschild:</td>
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<td>Commissioner Howard:</td>
<td>□ Motion □ 2nd □ All in Favor □ Denied</td>
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Comments: -

Action Taken: □ Accepted □ Denied □ Other:
DATE: February 15, 2017

TO: The Carroll County Board of Commissioners

RE: Constellation New Energy - Agent for Natural Gas

EXECUTIVE SUMMARY:

The Carroll County Bureau of Purchasing recommends award for the contract to act as the County’s agent for natural gas purchases to Constellation New Energy (Louisville, KY) in the approximate amount of $3,000 annually. This contract is the result of a cooperative Request for Proposals conducted by the Baltimore Regional Cooperative Purchasing Committee (BRCPC). The group received four (4) proposals and the evaluation committee recommended award to Constellation New Energy based on scoring as the highest rated technical respondent as well as the lowest cost financial proposal. Each BRCPC member is responsible for establishing their own contract with Constellation New Energy. The scope of services under this contract will include managing the County’s sub account, making future and real-time natural gas purchases as recommended by the County’s energy consultant. This contract is a one-year term with nine (9) one-year renewals available.

I move that the Board of County Commissioners award the contract to act as the agent for the County’s natural gas purchases to Constellation New Energy in the approximate amount of $3,000 annually.

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 Approved

______________________________
Bureau of Purchasing Date

______________________________
Board of Commissioners Date

□ Motion □ 2nd □ All in Favor □ Denied
Commissioner Frazier:

□ Motion □ 2nd □ All in Favor □ Denied
Commissioner Weaver:

□ Motion □ 2nd □ All in Favor □ Denied
Commissioner Wantz:

□ Motion □ 2nd □ All in Favor □ Denied
Commissioner Rothschild:

□ Motion □ 2nd □ All in Favor □ Denied
Commissioner Howard:

Comments: ________________________________

______________________________
Action Taken: □ Accepted □ Denied □ Other: ____________________

MBM/mm
Cc: File
Revised 11/6/07 – 12/2/10
DATE: February 23, 2017

TO: The Carroll County Board of Commissioners

RE: Land Lease for Aircraft Hangar Development

EXECUTIVE SUMMARY:
The Bureau of Purchasing solicited proposals from parties interested in constructing and managing aircraft hangars and related aviation facilities at the Carroll County Regional Airport, 200 Airport Drive, Westminster, Maryland 21157.

The goal of this RFP was to develop long term ground leases at rates and terms most beneficial to the interest of the residents of Carroll County and the Airport. The County has several sites at the airport which are available to individuals or organizations who are interested in building aircraft hangars and related aviation facilities. Capital improvements shall become the property of the County at the expiration of the initial Ground Lease Term or Renewal Term, whichever is applicable.

The Bureau of Purchasing in cooperation with the Carroll County Airport received one (1) proposal for the above project from Dream Aviation. Dream Flight Inc is proposing to build a hangar facility at the airport to operate their business which would include a flight school, aircraft maintenance services, and other aviation related functions.

Received Budget Approval: X Yes Comments:

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

Staff Recommended Motion:
I move that the Board of Commissioners concur with award and authorize the Bureau of Purchasing to move forward to obtain legally sufficient contract documents for signing by Jeffrey D. Castonguay, Director, Department of Public Works.

Bureau of Purchasing

Board of Commissioners

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: ____________________________________________

CM/mm
Cc: File