

Board of County Commissioners

Stephen A. Wantz, *President*
C. Richard Weaver, *Vice President*
Dennis E. Frazier, *Secretary*
J. Douglas Howard
Richard S. Rothschild



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 August 8, 2016 **Revision 1 dated August 8, 2016**

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 ~ August 8, 2016

Tuesday ~ August 9, 2016

10:00 a.m. Board of County Commissioners Closed Administrative Session

7:00 p.m. *Carroll County Ag Center Board Meeting*
Westminster, Maryland
Commissioner Wantz

Wednesday ~ August 10, 2016

2:30 p.m. *Carroll County Board of Education Meeting*
Westminster, Maryland
Commissioner Rothschild

Thursday ~ August 11, 2016

9:30 a.m. **Board of County Commissioners Open Session**
County Office Building ~ Room 311

Positively Carroll

Item 1

Public Comment on this item
Briefing/Discussion

[Request for Change to One Grant Funded Position](#)

And One New Funded Position

Department of Economic Development ~ Mr. Jack Lyburn

Thursday ~ August 11, 2016 (Continued)

Item 2

Public Comment will be taken during the Public Hearing
[Public Hearing](#)
Medical Cannabis
Department of Planning ~ Mr. Phil Hager

Item 3

Public Comment on this item
Discussion/Decision
Request Approval of Community Block Grant
[Award for CHANGE, Inc. Respite Inn Project](#)
Department of Citizen Services ~ Ms. Christine Kay
Department of Management & Budget ~ Mr. Ted Zaleski

Item 4

Public Comment on this item
Briefing/Discussion/Decision
Request Approval for Grant Application
[Westminster Community Pond Environmental](#) and
Educational Trail Signage
Department of Land & Resource Management ~ Mr. Tom Devilbiss
Department of Management & Budget ~ Mr. Ted Zaleski

Item 5

Public Comment on this item
Discussion/Decision
Request Approval for transfer of funds (Impact Fees) from
[Gov. Frank Brown Trail to MacBeth Way Trail Connection](#)
Department of Recreation & Parks ~ Mr. Jeff Degitz

Item 6

Public Comment on this item
Briefing/Discussion/Possible Decision
Request Approval of Budget Transfer
[John Pickett Road](#)
Department of Public Works ~ Mr. Jeff Castonguay

Item 7

Public Comment on this item
Briefing/Discussion/Decision
[Bid Approval ~ Cured in Place Pipe Lining](#)
Department of Public Works ~ Mr. Jeff Castonguay
Bureau of Purchasing ~ Mr. Mike Myers

Thursday ~ August 11, 2016 (Continued)

Item 8

Public Comment on this item

Briefing/Discussion/Decision

[Bid Approval ~ CAT 826K Landfill Compactor](#)

Department of Public Works ~ Mr. Jeff Castonguay

Bureau of Purchasing ~ Mr. Mike Myers

Item 9

Public Comment on this item

Briefing/Discussion/Decision

[Bid Approval ~ IntelliTime Clocks and Accessories](#)

Department of the Comptroller ~ Mr. Robert Burk

Bureau of Purchasing ~ Mr. Mike Myers

Item 10

Public Comment on this item

Briefing/Discussion/Decision

[Bid Approval ~ Hot Mix Asphalt Paving of Eleven \(11\) Road](#)

Department of Public Works ~ Mr. Jeff Castonguay

Bureau of Purchasing ~ Mr. Mike Myers

Item 11

Public Comment on this item

Briefing/Discussion/Decision

[Bid Approval ~ Group Dental Benefits](#) for

Carroll County Government

Department of Human Resources ~ Ms. Kim Frock

Bureau of Purchasing ~ Mr. Mike Myers

Public Comment

1:00 p.m.

Board of County Commissioners Open Session

County Office Building ~ Room 311

Item 12

Public Comment on this item

Briefing/Discussion/Possible Decision

[Request Approval for Additional Funding](#)

Taneytown Senior Center Parking Lot Expansion

Department of Public Works ~ Mr. Jeff Castonguay

Thursday ~ August 11, 2016 (Continued)

Item 13

Public Comment on this item
Briefing/Discussion/Possible Decision
[Request Approval of Transfer of Funds](#) to
Taneytown Senior Center Parking Expansion project
Department of Public Works ~ Mr. Jeff Castonguay

Item 14

Public Comment on this item
Briefing/Discussion/Possible Decision
Request for One-Time Funding for
Town of Union Bridge Paving Project
Town of Union Bridge ~ Mayor Perry Jones

Item 15

Public Comment on this item
Briefing/Discussion
Request for Additional Funding for
[Mobile Speed Trailers](#)
Carroll County Sheriff's Office ~ Sheriff James DeWees

Item 16

Public Comment on this item
Briefing/Discussion/Possible Decision
[Bid Approval ~ Federal Tactical Rifle](#)
Ballistics Ammunition
Carroll County Sheriff's Office ~ Sheriff James DeWees
Bureau of Purchasing ~ Mr. Mike Myers

Item 17

Public Comment on this item
Briefing/Discussion/Possible Decision
[Bid Approval ~ Portable Truck Scales](#)
Carroll County Sheriff's Office ~ Sheriff James DeWees
Bureau of Purchasing ~ Mr. Mike Myers

Item 18

Public Comment on this item
Briefing/Discussion/Possible Decision
[Bid Approval ~ 55 Taser & Associated Accessories](#)
Carroll County Sheriff's Office ~ Sheriff James DeWees
Bureau of Purchasing ~ Mr. Mike Myers

Thursday ~ August 11, 2016 (Continued)

Item 19

Public Comment on this item

Briefing/Discussion/Possible Decision

[Bid Approval ~ ADMS Training System Total Support Plan](#)

Department of Public Safety ~ Mr. Scott Campbell

Bureau of Purchasing ~ Mr. Mike Myers

Item 20

Public Comment on this item

Briefing/Discussion/Decision

[Family Unification Program](#) and Family

Self-Sufficiency Demonstration Program

Bureau of Housing

Department of Citizen Services ~ Ms. Christine Kay

Item 21

Public Comment on this item

Briefing/Discussion/Decision

[Request Approval of Town/County Agreement](#)

Town of Sykesville

Department of Management & Budget ~ Mr. Ted Zaleski

Public Comment

Approval/Adoption of Minutes

Administrative Session ~ Open

Closed ~ Land Acquisition

Closed Administrative Session immediately following Closed Land Acquisition Session

Friday ~ August 12, 2016

*12:00 p.m. Governor's Emergency Management Advisory Council Meeting
Savage, Maryland
Commissioner Wantz*

Saturday ~ August 13, 2016

Sunday ~ August 14, 2016

9:05 a.m. “The Commissioners’ Report” – WTTR
Commissioner Frazier

**** Upcoming Events****

<i>8/25/16</i>	<i>Joint Commissioners/Municipalities Meeting</i>	<i>7:00 p.m.</i>
<i>9/15/16</i>	<i>Joint Commissioners/Delegation Meeting</i>	<i>2:00 p.m.</i>

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

Briefing Paper
Open Session August 11, 2016

Issue: Request for Change to One Grant Funded Position and One New Funded Position

Background: The Workforce Innovation & Opportunity Act (WIOA) went into effect July 1, 2015.

However, the WIOA final regulations were received June 30, 2016. Statewide WIOA partners convened on July 21st to discuss inter-agency partner planning and the new law requirements outlined in the recently released regulations. These changes require extensive partner negotiation and planning, new services to be planned and implemented, and additional performance measures. The new requirements necessitate additional supervisory staff to carry out the plan and meet ongoing performance requirements. BERC had these positions in the past and now request that they be activated to meet the tenets of the new law. One position is a supervisory upgrade and both positions are fully grant funded. Grant funding is available and both positions have the approval of Management & Budget and Human Resources.

Staff Recommended Motion:

I move that the Board of Commissioners approve the two grant funded positions as presented.

Action: Approval to post and hire

Attendees: Denise Beaver, Deputy Director
Denise Rickell, Business & Employment Resource Center Manager

Department of Planning

Briefing Paper

August 11, 2016

Open Session

Issue:

Public Hearing – Zoning Text Amendment - Medical Cannabis

Background:

On August 11th, the Board of County Commissioners will convene a Public Hearing to accept testimony in support and/or opposition to a proposed zoning text amendment. The proposed legislation will amend the provisions of Chapter 158 of the Code of Local Ordinances in order to implement authorizing provisions, definitions, limits and safeguards for medical cannabis growing, processing and dispensing operations.

At a prior meeting, the Board of Commissioners unanimously approved a motion directing staff to return a proposal dealing with medical cannabis to the Planning Commission to have the proposal finalized as a zoning text amendment in preparation for further legislative action. At their meeting on July 19, the Planning & Zoning Commission endorsed the proposed zoning text amendment and asked that it be forwarded to the Board of County Commissioners with a recommendation of approval.

On July 21st, the Board authorized staff to proceed to a Public Hearing in this matter. In accordance with established procedures and pursuant to state and County statutes, this Hearing was advertised in a newspaper of general circulation within the prescribed timeframes.

Action:

Accept testimony

Staff Recommended Motion: I move that the Board close this Hearing and keep the record open for a period of not less than ten (10) days prior to considering a motion for adoption.

Attendees:

Philip R. Hager, Director, Department of Planning
Jay Voight, Zoning Administrator
Mary Lane, Planner, Department of Planning
Tim Burke, Esq., County Attorney

Briefing Paper – Grant Award
FY17 Community Development Block Grant (CDBG)
CHANGE, Inc.
8/11/16

Project: CHANGE, Inc. – Capital Project – Community Development Block Grant
Department/Agency: Grants Office/Citizen Services
Funding Agency: U. S. Department of Housing and Urban Development (HUD) passed through the Maryland Department of Housing and Community Development (DHCD)

Background

Carroll County’s project for the CHANGE Respite Inn was one of 12 projects awarded in the State’s FY17 Community Development Block Grant competition. The State awarded a total of \$4.7 million in funding state-wide.

Agency

CHANGE, Inc. has worked in Carroll County since 1969 to help individuals with special needs reach their potential and lead fulfilling lives. One of the services provided by CHANGE, Inc. is the Respite Inn. The Respite Inn provides overnight accommodations for up to 2 weeks (and sometimes longer) in order to provide families and caregivers with respite for their family member with a disability. As one of only 5 overnight respite facilities in the state, the Respite Inn draws from Carroll as well as the surrounding counties. In FY15, the three bedroom facility served 97 clients and operated at 97% capacity which included 137 overnights (60% occupancy for available overnights). Additionally, the Respite Inn provides services to 164 Carroll County Public School (CCPS) Vocational Opportunities for Independent Change and Empowerment (VOICE) Program participants.

Project Overview

The Respite Inn renovations will address ADA concerns in the bathroom and back patio door. A new HVAC system, new windows and new lighting will increase energy efficiency. Finally, safety concerns will be addressed by reconfiguring the driveway and front entrance and replacing flooring. The project was awarded the entire request.

Respite Inn FY17 CDBG Award

Source		Status	Amount
Federal Government	CDBG	Awarded	\$103,560
CHANGE, Inc.	Existing Funds	Secured	\$25,000
CHANGE, Inc. – In Kind Match	Staff – Project Administration	Secured	\$10,898
County – In Kind Match	Staff - Administrative Support	Secured	\$1,044
Total Project			\$140,502

Staff Recommended Motion: I move that the Board of Commissioners accept the CDBG award for the CHANGE Respite Inn project.

Christine Kay, Director, Citizen Services
Mike Shriver, Executive Director, CHANGE, Inc.
Debby Standiford, Grants Office

GRANT APPLICATION BRIEFING

August 11, 2016

Program Title: Westminster Community Pond Environmental and Educational Trail Signage

Funder: The Lowe's Charitable and Educational Foundation

Grant Period: November 2016 – May 2017

Department/Agency: Department of Land and Resource Management; Bureau of Resource Management

Background: The Department of Land and Resource Management, Bureau of Resource Management (BRM) is seeking \$8,000.00 from the Lowe's Charitable and Educational Foundation's Community Partners Municipality Grant Program. This funding will support the purchase and installation of four signs to be placed along the walking trail at the newly renovated Westminster Community Pond. The BRM, in partnership with the Department of Recreation and Parks, will use this signage to raise awareness about the pond's impact on the quality of local water sources. The addition of these signs will encourage Carroll County residents to become stewards of the local watersheds and allow them to gain a better understanding of stormwater management and the Forest Conservation Act. The signage will also feature a description of the Eagle Scout constructed wetland, a history of the Community Pond, and a list of the new improvements.

Due Date: August 26, 2016

Application Budget

	Grant Request	County Cash Match	Total Project Costs
	\$8,000.00	\$0.00	\$8,000.00
Total Project Costs:			\$8,000.00

Staff Recommended Motion:

I move that the Board of Commissioners approve to submit the application to the Community Partners Municipality Grant Program.

Attending:

Tom Devilbiss, Director, Department of Land and Resource Management
Colleen Ensor, Watershed Grants Analyst, Bureau of Resource Management
Debby Standiford, Grants Manager, Department of Management and Budget

**Carroll County Department of Recreation and Parks
Briefing Paper**

Issue: A transfer of \$100,000 to cover the cost of construction of the MacBeth Trail.

Transfer From	Transfer To	Amount
Gov. Frank Brown Trail #8513	MacBeth Trail Connection #8514	\$100,000

Background:

On July 14, 2016, the Commissioners approved award of construction of the Macbeth Way Trail to Thomas Bennett & Hunter with budgeted funding. A transfer is required to move \$100,000 of Impact Fees from the Gov. Frank Brown Trail to MacBeth Way Trail to capture the costs in one project.

Staff Recommended Motion:

I move that the Board of County Commissioners approve the transfer of \$100,000 in Impact Fees from Gov. Frank Brown Trail to MacBeth Way Trail Connection.

Carroll County Department of Public Works

Briefing Paper

Open Session

Item: Budget Transfer Request
Pavement Management 15 (8504) to Gravel Roads (8507)

Background: The Department of Public Works was charged with improving the gravel portion of John Pickett Road. An amount of \$500,000 was identified in Gravel Roads for this work.

In order to address the drainage needs, utility relocation, land acquisition, and paving of the portion from the existing paved road to Grimville Road, additional funds are required.

Based on the current estimate, a budget transfer in the amount of \$400,000 (general funds) from Pavement Management 15 to Gravel Roads is being requested by the Department of Public Works.



Staff Recommended Motion: I move that the Board of Commissioners approves the budget transfer request from Pavement Management 15 to Gravel Roads in the amount of \$400,000.

Attendees: David Reese, Deputy Director for Public Works
Deborah A. Butler, PE, Bureau of Engineering

DATE: July 28, 2016
 TO: The Carroll County Board of Commissioners
 RE: Cured in Place Pipe Lining

EXECUTIVE SUMMARY:

The Department of Public Works (Bureau of Utilities) in cooperation with the Bureau of Purchasing recommends award for the contractor services to perform cured in place pipe lining to Progressive Pipeline Management (PPM) in the amount of \$106,200. This is utilizing a term contract which was competitively bid and awarded. This amount is within the project budget and no additional funds will be necessary.

History

This is a planned project that includes the installation of Cured in Place Piping from Quick Fox Ct. to Slacks Rd, Eldersburg, Md. The Cured in Place Pipe will be installed inside approximately 2150 +/- linear feet of 8" VCP (clay) pipe that was installed in 1974. This eliminates the need for open excavation. The urgency of this project has been identified by our field personal due to a history of repeated sewer back-ups and manhole surcharging caused by root intrusion. Secondly, to address infiltration which is an ongoing problem with clay pipe in wetland wooded areas.

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

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. Jeff Castonguay, Director, Public Works.

Staff Recommended Motion: I move that the Board of Commissioners award the contract for cured in place pipe lining to Progressive Pipeline Management in the amount of \$106,200.

Bureau of Purchasing Date

Board of Commissioners Date

Commissioner Frazier:	<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 Wantz:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Rothschild:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Howard:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Comments: -				
<hr/>				
Action Taken: <input type="checkbox"/> Accepted <input type="checkbox"/> Denied <input type="checkbox"/> Other:				

DATE: July 29, 2016
 TO: The Carroll County Board of Commissioners
 RE: CAT 826K Landfill Compactor

Executive Summary:

The Bureau of Purchasing in cooperation with the Department of Public Works (Bureau of Solid Waste) request your approval to award the contract for a CAT 826K Landfill Compactor to Alban CAT in the amount of \$624,457. This price was established through a national cooperative contract which was competitively bid and awarded and also includes a trade-in for the current compactor. The compactor will be used at the Northern Landfill for daily landfill operations. This cost is within the project budget and no additional funds are necessary.

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

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. Rob Burk, Comptroller.

Staff Recommended Motion:

I move that the Board of Commissioners award the purchase of a CAT 826K Landfill Compactor to Alban CAT in the amount of \$624,457.

 Bureau of Purchasing Date

 Board of Commissioners Date

Commissioner Frazier:	<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 Wantz:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Rothschild:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Howard:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<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:				

DATE: July 29, 2016
 TO: The Carroll County Board of Commissioners
 RE: IntelliTime Clocks and Accessories

Executive Summary:

The Bureau of Purchasing in cooperation with the Department of the Comptroller and Department of Human Resources is requesting approval to purchase additional timeclocks, battery back-ups, PoE splitters and interfaces from IntelliTime Systems Corporation in the amount of \$47,000. This is an addition to hardware already purchased from Intellitime to support the implementation of the new Human Resources/Payroll system. This cost is within the project budget and no additional funds are necessary.

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

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. Rob Burk, Comptroller.

Staff Recommended Motion:

I move that the Board of Commissioners award the purchase of additional timeclocks and accessories to IntelliTime Systems Corporation in the amount of \$47,000.

 Bureau of Purchasing Date

 Board of Commissioners Date

Commissioner Frazier:	<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 Wantz:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Rothschild:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Howard:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<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:				

DATE: July 29, 2016
TO: The Carroll County Board of Commissioners
SUBJECT: Contract / Bid No. 80-F-1-16/17
Hot Mix Asphalt Paving of Eleven (11) Roads

EXECUTIVE SUMMARY:

The Department of Public Works, in cooperation with the Bureau of Purchasing, recommends award for the above project to C.J. Miller, LLC. in the amount of \$1,908,747.00. This is within the project budget and no additional funds will be needed. The cost estimate on this project was \$2,100,000.00

Number of Bids: 3
Vendors and Bid Results:

1.	C.J. Miller, LLC.	-	\$1,908,747.00
2.	Gray & Son, Inc.	-	\$1,995,000.00
3.	M.T. Laney Company, Inc.	-	\$2,097,291.16

Received Budget Approval: 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

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 Castonguay, Director, Public Works.

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 Rothschild:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Howard:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied

Comments: _____

Action Taken: Accepted Denied Other: _____

DATE: July 29, 2016
 TO: The Carroll County Board of Commissioners
 RE: Group Dental Benefits for Carroll County Government
 15-F-2-15/16

EXECUTIVE SUMMARY:

The Bureau of Purchasing in cooperation with the Department of Human Resources received proposals for the above project. An evaluation committee was formed to conduct technical and financial review of the proposals submitted. The Committee evaluated all proposals based on criteria detailed in the proposal. The task of each committee member was to independently review and rate the technical and financial portions of the proposal. Once this was completed, the committee members come to consensus and recommend the best value proposal for the work required. The highest ranked firm for this project is Delta Dental of Penn. This expenditure is within the project budget and no additional funds will be needed.

Number of Bids: Seven (7)

Vendors & Bid Results:	1.	CareFirst BlueCross BlueShield	Owings Mill, MD	
	2.	Cigna	Baltimore, MD	
	3.	Delta Dental	Mechanicsburg, PA	AWARDED
	4.	Dominion Dental Services	Alexandria, VA	
	5.	MetLife	Elkridge, MD	
	6.	United Concordia	Hunt Valley, MD	
	7.	United Health Care	Frederick, MD	

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

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 Kimberly Frock, Director, Human Resources.

 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 Rothschild:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Howard:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<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: _____				

Briefing paper

Issue: Request for Additional Funding - Taneytown Senior Center Parking Lot Expansion

Background: On July 28th the Board of Commissioners voted to award the construction of the Taneytown Parking Lot Expansion in the amount of \$196,650 to Hi Tec. On August 1, Hi Tec rescinded their bid. The Bureau of Building Construction recommends awarding the project to the next lowest bidder, White Pine Construction in the amount of \$309,500.

Staff Recommended Motion: I move that the Board of Commissioners approve the request for additional funding and authorize the Bureau of Building Construction to move forward with completion of the Taneytown Senior Center Parking Expansion.

08/11/16

Briefing paper

Issue: Request approval of Capital Budget Resolution - Taneytown Senior Center Parking Lot Expansion

Background: On July 28th the Board of Commissioners voted to award the construction of the Taneytown Parking Lot Expansion in the amount of \$196,650 to Hi Tec. On August 1, Hi Tec rescinded their bid. The Bureau of Building Construction recommends awarding the project to the next lowest bidder, White Pine Construction in the amount of \$309,500.

On July 28, 2016, the Board of Commissioners voted to transfer \$102,155.18 from Public Works Unallocated (9902) to the Taneytown Senior Center Parking Lot Expansion (account 8479).

Public Works is requesting a transfer of \$112,850 from Pavement Management (account 8440) to the Taneytown Senior Center Parking Lot Expansion (account 8479).

Staff Recommended Motion: I move that the Board of Commissioners approve the request to transfer funds to the Taneytown Senior Center Parking Expansion project.

08/11/16

DATE: August 8, 2016
 TO: The Carroll County Board of Commissioners
 RE: Taneytown Senior Center Parking Lot Expansion
 11-F-2-16/17

EXECUTIVE SUMMARY:

The Department of Public Works (Bureau of Building Construction) in cooperation with the Bureau of Purchasing recommends award for the construction services to expand the Taneytown Senior Center parking lot to be awarded to White Pine Construction in the amount of \$309,500. The original project awardee, HiTek Construction, withdrew their bid after award but before contract execution. The County requested bids for construction services and received three (3) bids. This amount is within the project budget and no additional funds will be necessary.

Number of Bids: 3	1. HiTek Construction, Inc.	\$196,650 (Bid withdrawn)
	2. White Pine Construction	\$309,500
	3. LW Wolfe Enterprises, Inc.	\$382,525

Received Budget Approval: 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

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. Jeff Castonguay, Director, Public Works.

Staff Recommended Motion:

I move that the Board of Commissioners award the contract for construction services for the Taneytown Senior center parking lot to White Pine Construction in the amount of \$309,500.

 Bureau of Purchasing Date

 Board of Commissioners Date

Commissioner Frazier:	<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 Wantz:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Rothschild:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Howard:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<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: _____				

DATE: August 11, 2016

TO: The Carroll County Board of Commissioners

RE: Speed Sign Purchase - Briefing and Discussion

EXECUTIVE SUMMARY:

The Carroll County Sheriff's Office wishes to place an order for 2 (two) All Traffic Solutions radar speed display/message signs for a total cost of \$11,050.00.

The speed signs are moved around the county based on citizen complaints of speeding as well as other traffic data gathered. The signs are able to collect data to monitor traffic and the data is downloadable. The information gathered can be shared with community groups and citizens in general when concerns are raised about speeding in neighborhoods, schools, etc. The information collected does not generate tickets; instead, the speed signs themselves are an immediate deterrent when placed along a road and can be easily moved to specific areas as needed.



DATE: August 2, 2016
TO: The Carroll County Board of Commissioners
RE: Federal Tactical Rifle Ballistics Ammunition

EXECUTIVE SUMMARY:

The Sheriff's Office wishes to place an order for 100 cases of Federal Tactical Rifle Ballistics 223 Rem. 55gr. bonded, soft point ammunition. The Gun Shop supplies ATK ammunition to law enforcement in the states of DE, MD, VA, WV and the District of Columbia. The Gun Shop is the sole provider of Federal Ammunition in these states and has been for nearly 20 years.

The Sheriff's Office in cooperation with the Bureau of Purchasing recommends award for the ammunition to be placed with The Gun Shop in the amount of \$27, 990.00. This is within the project budget and no additional funds will be needed.

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 Office of Assessment and Taxation: X N/A

Business is in good standing with Carroll County Collections Office: X N/A

Staff Recommended Motion:

I move that the Board of Commissioners concur with the award and authorize the Bureau of Purchasing to issue a purchase order to The Gun Shop.

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 Rothschild:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Howard:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied

Comments: _____

Action Taken: Accepted Denied Other: _____

DATE: August 3, 2016
TO: The Carroll County Board of Commissioners
RE: Six (6) Portable Truck Scales

EXECUTIVE SUMMARY:

The Sheriff's Office wishes to place an order for six (6) Portable Truck Scales to Loadometer previously doing business as Haenni & Cie. Loadometer is a sole source provider for the United States since 1979 for their Wheel Load Weighing devices. The Haenni WL101 wheel load weigher is the only hydraulic/analog low profile wheel load weigher in production in the world. (Patent #4,673,049)

The Sheriff's Office in cooperation with the Bureau of Purchasing recommends award for the Portable Truck Scales to be placed with Loadometer in the amount of \$29,370.00. This is within the project budget and no additional funds will be needed.

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 Office of Assessment and Taxation: X Approved
Business is in good standing with Carroll County Collections Office: X N/A

Staff Recommended Motion:

I move that the Board of Commissioners concur with the award and authorize the Bureau of Purchasing to issue a purchase order to Loadometer in the amount of \$29,370.00.

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 Rothschild:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Howard:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<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: _____				

CM/mm
Cc: File

DATE: August 3, 2016
TO: The Carroll County Board of Commissioners
RE: 55 Tasers and Associated Accessories

EXECUTIVE SUMMARY:

The Sheriff's Office wishes to place an order for 55 Tasers and Associated Accessories to Taser International. A sole source justification exists because the following goods and services required to satisfy the agency's needs are only manufactured and available for purchase from TASER International. TASER is also the sole distributor of all TASER® brand products in the States of CT, DE, FL, GA, HI, IL, IN, MA, MD, ME, MI, MN, MS, NH, NJ, NY, OK, OR, PA, RI, TX, VA, VT, WI, WV, and the District of Columbia.

The Sheriff's Office in cooperation with the Bureau of Purchasing recommends award for the 55 Tasers and Associated Accessories to be placed with Taser International in the amount of \$89,361.90. This is within the project budget and no additional funds will be needed.

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 Office of Assessment and Taxation: X N/A
Business is in good standing with Carroll County Collections Office: X N/A

Staff Recommended Motion:

I move that the Board of Commissioners concur with the award and authorize the Bureau of Purchasing to issue a purchase order to Taser International in the amount of \$89,361.90.

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 Rothschild:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Howard:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<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: _____				

DATE: August 2, 2016
TO: The Carroll County Board of Commissioners
RE: ADMS Training System Total Support Plan

EXECUTIVE SUMMARY:

The Department of Public Safety wishes to place a purchase order for the continuing support services for the existing Advanced Disaster Management Simulator. The current support plan expired in June. Environmental Tectonics Corporation will continue to supply software updates, warranty, maintenance and training.

The Department of Public Safety in cooperation with the Bureau of Purchasing recommends award for the yearly support be placed with Environmental Tectonics Corporation in the amount of \$35,000.00. This is within the project budget and no additional funds will be needed.

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 N/A
Business is in good standing with Carroll County Collections Office: X N/A

Staff Recommended Motion:

I move that the Board of Commissioners concur with the award and authorize the Bureau of Purchasing to issue a purchase order to Environmental Tectonics Corporation.

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 Rothschild:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Howard:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<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: _____			

Briefing Paper – Department of Citizen Services

Program Title: Family Unification Program and Family Self Sufficiency Demonstration Program

Funder: U. S. Department of Housing and Urban Development (HUD)

Department/Agency: Citizen Services/Housing

Background:

We came before the Board on July 14th for approval to submit the application for participation in the Family Unification Program and Family Self Sufficiency Demonstration. The Board approved this request on the condition we came back with the Department of Social Services (DSS) regarding referrals to the Public Housing Authority. Representatives from DSS will be present in Open Session to answer any further questions.

HUD is proposing that the Public Housing Agency (PHA) participate in a demonstration project that combines the resources of Family Unification Program (FUP) Housing Vouchers and the Family Self Sufficiency (FSS) Program. The Carroll County PHA has consulted with the Carroll County Department of Social Services and there are enough youth in the County for the program to be utilized.

Program:

The Carroll County PHA currently holds 25 FUP Housing Vouchers that can be used for youth aging out of foster care; however, currently those vouchers can only be utilized for 18 months. The Demonstration Program would extend the time period the youth could utilize a FUP Housing Voucher to 5 years for those youth that agree to sign a FSS contract. The FSS program assists participants to achieve economic self-sufficiency, and provides supportive services. Partnerships with outside agencies are utilized to meet the participant's specific needs in the supportive process.

After a thorough assessment, eligible youth sign a five year contract and will establish goals such as furthering their education, attending job training, repairing credit problems, or attending housing counseling programs. As participant income increases, their portion of the rent under Section 8 increases. An amount that matches the increased portion is taken out of the Housing Assistance Payment (HAP) account and deposited into an escrow account as an added incentive to complete their contract goals. The escrow amount is disbursed upon successful completion of the contract.

Fiscal Impact:

The Demonstration Program will not have a fiscal impact on the County, and data will be reported to HUD to establish whether the program is an effective solution to the problem of homelessness among youth.

Staff Recommended Motion:

I move that the Board of Commissioners approve our participation in the Family Unification Program and Family Self Sufficiency Demonstration Program.

Attending:

Christine Kay, Citizen Services

Danielle Yates, Citizen Services

Town-County Agreement
Briefing Paper
August 11, 2016

Issue: Approval of the FY 17 Town-County Agreement – Town of Sykesville

Background:

- ❑ Annually, Carroll County Government and the Towns agree to the sharing of funds and participation in planning and other government functions.

- ❑ This agreement will provide intergovernmental funding from the County to the Town of Sykesville in the amount of \$238,547.00. The FY 17 budget appropriated funding for this action.

Staff Recommended Motion: I move that the Board of Commissioners approves the FY 17 Town-County Agreement with the Town of Sykesville.