

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 September 19, 2016
Revision 3 dated September 21, 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 ~ September 19, 2016

*10:00 a.m. Maryland Association of Counties Sprinkler Workgroup Meeting
Annapolis, Maryland
Commissioner Wantz*

*7:00 p.m. Commissioner Wantz's Town Hall Meeting
Pleasant Valley Fire Department ~ Westminster, Maryland
Commissioner Wantz*

Tuesday ~ September 20, 2016

*9:00 a.m. Planning & Zoning Commission Meeting
County Office Building ~ Reagan Room
Commissioner Weaver*

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

*7:00 p.m. Speaking Engagement with Cub Scout Pack 883
St. Joseph Catholic Church ~ Eldersburg, Maryland
Commissioner Howard*

Wednesday ~ September 21, 2016

*11:00 a.m. Maryland Association of Counties Legislative Committee Meeting
Annapolis, Maryland
Commissioners Wantz & Rothschild*

Wednesday ~ September 21, 2016 (Continued)

- 12:00 p.m. Mobile Science Lab Demonstration
County Office Building ~ Westminster, Maryland
Commissioner Weaver
- 4:00 p.m. Combined Education Committee Meeting
County Office Building ~ Reagan Room
Commissioners Weaver, Frazier & Rothschild
- 6:30 p.m. Combined Education Public Comment Meeting
County Office Building ~ Reagan Room
Commissioners Weaver & Frazier
- 6:45 p.m. Speaking Engagement on the U.S. Constitution
Republican Central Committee ~ Westminster, Maryland
Commissioner Rothschild

Thursday ~ September 22, 2016

- 9:00 a.m. *Carroll Soil Conservation District Best Management Practices Tour*
Westminster, Maryland
Commissioners Weaver
- 10:00 a.m. **Board of County Commissioners Open Session**
County Office Building ~ Room 311

Positively Carroll

Item 1

Public Comment on this item
Discussion/Decision
Request Approval of Grant Award Acceptance
[FY2017 Senior Center Operating Fund Grant](#)
Awarded by Maryland Department of Aging
Department of Citizen Services ~ Ms. Christine Kay
Department of Management & Budget ~ Mr. Ted Zaleski

Item 2

Public Comment on this item
Briefing/Discussion/Decision
[Request Approval to Transport a Veteran](#)
To an alternate site (Frederick, MD)
Department of Citizen Services ~ Ms. Christine Kay

Thursday ~ September 22, 2016 Continued)

Item 6

Public Comment on this item

Briefing/Discussion

[Solar Project Update](#)

Department of Public Works ~ Mr. Jeff Castonguay

Item 5

Public Comment on this item

Discussion/Decision

[Request Approval of Fire Inspection Fees](#)

Department of Public Works ~ Mr. Jeff Castonguay

Item 3

Public Comment on this item

Briefing/Discussion

[New Freedom Vans from Carroll Area Transit](#)

Department of Public Works ~ Mr. Jeff Castonguay

Item 4

Public Comment on this item

Briefing/Discussion

[Evening Subscription Service Six-Month Pilot Program](#)

Department of Public Works ~ Mr. Jeff Castonguay

Item 7

Public Comment on this item

Briefing/Discussion/Decision

Request Approval for Signature Authority for

State Highway Administration Letter of Intent

[Sykesville MD 851 Urban Reconstruction](#)

River Road to Third Avenue

Department of Public Works ~ Mr. Jeff Castonguay

Item 8

Public Comment on this item

Briefing/Discussion/Decision

[Bid Approval ~ 4,000 Gallon Roll Off Tank](#)

With Vacuum Pump

Department of Public Works ~ Mr. Jeff Castonguay

Bureau of Purchasing ~ Mr. Mike Myers

Item 9

Public Comment on this item

Briefing ~ Carroll County Health Department

[Initiated "Twitter Storm"](#) held on September 6, 2016

Bureau of Audio/Video Production ~ Mr. Chris Swam

Thursday ~ September 22, 2016 (Continued)

Public Comment

~~Approval/Adoption of Minutes~~

Administrative Session ~ Open

CLOSED ~ Land Acquisition

*12:00 p.m. Carroll County Chamber Luncheon
McDaniel College ~ Westminster, Maryland
Commissioner Frazier*

*7:00 p.m. Finksburg Planning and Citizens' Council Meeting
Finksburg Branch Library ~ Finksburg, Maryland
Commissioner Weaver*

Friday ~ September 23, 2016

*9:00 a.m. Baltimore Metropolitan Council "Next Generation 911" Roundtable
Baltimore, Maryland
Commissioner Wantz*

Saturday ~ September 24, 2016

*10:00 a.m. Freedom Outreach Meeting
Oklahoma Road Middle School ~ Eldersburg, Maryland
Commissioner Howard*

*10:00 a.m. Emergency Preparedness Expo
County Office Building Parking Lot ~ Westminster, Maryland
Commissioners Wantz, Frazier, Howard & Rothschild*

*11:00 a.m. 11th Annual Micro Brew Festival
Union Mills Homestead ~ Westminster, Maryland
Commissioners Wantz & Howard*

*12:00 p.m. 1st Annual 4-H Day at Hampstead Barbecue Equipment Store
Hampstead, Maryland
Commissioners Wantz & Weaver*

Sunday ~ September 25, 2016

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

*10:00 a.m. Maryland State Police Westminster Barrack Open House
Westminster, Maryland
Commissioners Wantz, Weaver, Frazier, Howard & Rothschild*

*10:00 a.m. Schneider Road Dedication
Cape Horn Park ~ Hampstead, Maryland
Commissioners Wantz & Weaver*

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

AWARD BRIEFING
September 22, 2016

Program Title: FY17 Senior Citizens Activities Center Operating Fund Grant
Funder: MD Department of Aging
Department/Agency: Citizen Services/Bureau of Aging and Disabilities
Original Due Date: July 22, 2016

Background:

On July 21, 2016, the Board approved a request to submit application for the FY2017 Senior Citizens Activities Center Operating Fund Grant. The original proposal included a request for \$48,266 to support the development of a part time Health Promotion position to research evidenced based programs and develop an implementation strategy. The application was submitted to the Maryland Department of Aging. After review of our application, Maryland Department of Aging awarded the Carroll County Bureau of Aging and Disabilities \$8,000 for the grant period of July 1, 2016 to June 20, 2017. With the limited funds state-wide, Carroll County's award was lower than originally requested. Due to the limited funding, we will not be able to move forward with our original proposal.

Program:

With the \$8000 award, the Carroll County's Bureau of Aging and Disabilities is proposing a new project that includes connecting 4 of the County's 5 Senior Centers onto the existing county Wi-Fi network and installing access points at the 4 centers. The Mt Airy Senior and Community Center would not be included in the project as they access Wi-Fi through the library's service. The project would include replacing current outdated cabling as needed, running new cabling to designated access point locations, and purchasing and installing the needed access points.

Grant Budget

6 Wi-Fi Access Points (actual device and installation)	\$3,000
Cabling (includes Installation and Upgrade)	\$5,000
County Cash Match	0
Total Program	\$8,000

Staff Recommended Motion:

- I move that the Board of Commissioners approves grant award for the FY17 Senior Citizens Activities Center Operating Fund Grant.

Attending:

Celene Steckel, Bureau of Aging and Disabilities
Patty Whitson, Bureau of Aging and Disabilities
Debby Standiford, Grants Office

BRIEFING PAPER
September 22, 2016

Program Title: Veterans Shuttle Transportation Program

Department/Agency: Citizen Services/Bureau of Aging and Disabilities

Issue: Briefing/discussion/possible decision regarding request to transport a Veteran to an alternate destination for a medical appointment.

Summary: The Veterans Shuttle Transportation Program transports Veterans to four approved Veteran Administration (VA) Medical facilities. The approved locations are the Baltimore VA Medical Facility, Loch Raven, Fort Detrick and Martinsburg, WV. The Veterans Shuttle Transportation Program received a request to transport a Veteran to a medical appointment at Veterans Evaluation Services located in Frederick, Maryland. The medical appointment is associated with a pending disability compensation claim.

Impact: Approving this request will enable the Veteran to complete a medical exam that is required for the disability compensation claim to be processed.

Recommendation: I move that the Board of Commissioners approve the request for the Veteran to be transported to Veterans Evaluation Services in Frederick, Maryland.

Attending:

Christine Kay, Director, Citizen Services, 410-386-3600

Celene Steckel, Bureau Chief, 410-386-3800

Gina Valentine, Aging and Disabilities Supervisor, 410-386-3800

Department of Public Works
Briefing paper

September 22, 2016

Issue:
Solar Project Update

Background:

On September 17th, 2015, the Board of Commissioners and staff conducted a discussion and decision on moving forward with Solar Power. The decision included the purchase of 13MW of electric using a combination of County owned land and off site properties.

The Board voted to move forward with award on the following projects:

1. Hoods Mill Landfill
2. Carroll Community College
3. Hampstead WWTP
4. Offsite

These discussions have included Facilities, Permits, Building Construction, Solid Waste, Budget, Purchasing, Utilities, Zoning, Planning, Resource Management and Alternative Energy Companies.

The County is under contract with Pivotal Power Solutions.

Desired action:

Briefing, Discussion

Department of Public Works
Briefing Paper
Discussion/Decision
September 22, 2016

Issue:

Approve Fire Inspection Fees

Background:

On September 15, 2016, staff discussed implementing fees associated with the County taking over Fire Inspection Services from the State Fire Marshal. The fees will replace the inspection fees currently being charged by the State Fire Marshal's Office.

The Fire Inspector position will take over the majority of the review and inspection process from The State Fire Marshal on January 1, 2017. This will allow the County to have majority control of the residential and commercial projects while enforcing the State Fire Code.

Desired Action:

Approval to move forward with establishing the fee structure as presented to the board on September 15th.

Staff recommended Motion:

I move that the Board of Commissioners approve implementing the County Fire Inspection Fees.

Attending:

Jeffrey D. Castonguay, Director, Department of Public Works
Scott Moser, Deputy Director, Department of Public Works
Jason C. Green, Chief, Bureau of Permits and Inspections

Department of Public Works
Public Transit
Briefing/Discussion
September 22, 2016

Subject: Additional cost for New Freedom vans from CATS

Background: When the Carroll Area Transit System (CATS) closed their doors on July 29, 2016, four of their vans that had been purchased with New Freedom grant dollars were identified to come to CTS. Due to the original funding source, these vans cannot be put into paratransit service; they can, however, be used for Veterans shuttle service. The two vans currently in Veterans shuttle service could then be used for paratransit purposes. The additional insurance cost to put the four vans into service as Veterans shuttles is estimated to be about \$30K. Re-branding costs for the four vans as well as two Veterans vehicles to paratransit service are estimated to be \$2.5K. A transfer from the Reserve for Contingencies will be needed to cover these costs.

Staff Recommended Motion: No action needed; briefing and discussion only.

Attending: William Rosenberg, COO, Butler Medical Transport, LLC
Jeff Topper, Deputy Director, Department of Public Works

Department of Public Works
Public Transit
Briefing/Discussion
September 22, 2016

Subject: Evening Subscription Service Six-month Pilot Program

Background: The six-month Evening Subscription Service Pilot Program to operate within a five mile radius of the Westminster Library on Main Street is on the agenda for a Public Hearing on October 6. Today's discussion will focus on the optimal period for this six-month program. Ride With Us believes that a December-May timeframe will better capture the Holiday shopping season as well as better serve college students by providing evening transportation for an entire semester.

Finally, should this six-month Evening Subscription Service Pilot Program prove successful, the program will require additional funding to cover expenses for the month of June, which will continue the program through the end of the fiscal year. As ridership and expense data is gathered, reports will be given to the Board to show the progress of the pilot program.

Staff Recommended Motion: No action needed; briefing and discussion only.

Attending: William Rosenberg, COO, Butler Medical Transport, LLC
Jeff Topper, Deputy Director, Department of Public Works

Department of Public Works

Jeffrey D. Castonguay, Director

Ext. 2248

Briefing paper

Briefing/Discussion/Decision

Issue: Sykesville MD 851 Urban Reconstruction – River Road to Third Avenue

Background: The SHA project has been in planning stage for some time. Prior Director of Public Works was committed to County and Bureau of Utilities participation with Town of Sykesville and State Highway Administration. The project is ready to begin design and SHA has requested participation letters from Town of Sykesville and Carroll County to move forward with next phase. The letter will commit the County both financially and with participation in design and construction.

Action: Present the Sykesville MD 851 project to the Board of Commissioners and provide basic scope and detail prior to issuance of County letter establishing our intent to participate.

Staff-Recommended Motion: I move that the Board approve signature authority for the SHA letter of intent.

Attending: Jeff Castonguay – Director of Public Works
Gary Dye – Chief Bureau of Utilities.

DATE: September 16, 2016
 TO: The Carroll County Board of Commissioners
 RE: 4,000 Gallon Roll off Tank with Vacuum Pump
 60-F-2-16/17

EXECUTIVE SUMMARY:

Solid Waste in cooperation with the Bureau of Purchasing recommends award for the purchase of a 4,000 gallon stainless steel; roll-off tank with vacuum pump to be awarded to A Thumbs Up Inc. in the amount of \$67,774.00. The County requested bids for this equipment and received one (1) bid. This tank will be used at the Northern Landfill for hauling. This is within the project budget and no additional funds will be needed.

Number of Bids: One (1)

Vendors & Bid Results: 1. A Thumbs Up Inc. BelAir, MD \$67,774.00

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 award the purchase of a 4,000 Gallon Roll off Tank with Vacuum Pump to A Thumbs Up in the amount of \$67,774.00

 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: _____				

TWITTER STORM BRIEFING

Department/Agency: Audio/Video Production

Background: A “*Twitter Storm*” is best described as a barrage of information at a chosen time and a chosen topic. In early August Carroll County Government was asked to aid the Carroll County Health Department and The Maryland Department of Health and Hygiene by providing tweets and interacting with tweets using the #MDDestinationRecovery. The Behavioral Health Administration hosted the *Twitter Storm* to heighten community awareness and provide information on issues related to overdose prevention and the dangers of fentanyl. The main reason we were asked to help was because the county has a large following (2997 followers) and staff had an understanding of the process. The twitter storm was scheduled for Tuesday, September 6, 2016 from 2PM to 4PM and the Carroll County Health Department emailed staff 6 tweets to use in the *Twitter Storm*.

No motion required. The briefing is for informational purposes only.

Attending:

Chris Swam, Media Production Coordinator