

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
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MD Relay ~ 7-1-1/800-735-2258

Notice of Commissioner Meetings & Agenda for the Week of October 3, 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 ~ October 3, 2016

*8:30 a.m. Speaking Engagement ~ Family & Children's Services of Central MD
Westminster, Maryland
Commissioner Wantz*

Tuesday ~ October 4, 2016

1:00 p.m. Cabinet Meeting
Westminster, Maryland
Commissioners Wantz, Weaver, Frazier, Howard & Rothschild

Wednesday ~ October 5, 2016

*8:00 a.m. Warfield Development Corporation Meeting
Sykesville, Maryland
Commissioner Howard*

4:00 p.m. Combined Education Committee Meeting
County Office Building ~ Reagan Room
Commissioners Weaver, Howard & Rothschild

6:00 p.m. Planning & Zoning Commission Meeting
County Office Building ~ Reagan Room
Commissioner Weaver

Thursday ~ October 6, 2016

8:00 a.m. *Carroll County Agribusiness Breakfast Meeting
Baugher's Restaurant ~ Westminster, Maryland
Commissioner Weaver*

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

Positively Carroll

Item 1

[Public Hearing ~ Evening Transit Pilot Program](#)
Public Comment will be taken during the Public Hearing
Department of Public Works ~ Mr. Jeff Castonguay
Department of the County Attorney ~ Mr. Tim Burke

Item 2

Public Comment on this item
[Decision ~ New Freedom Vans from Carroll Area Transit](#)
Department of Public Works ~ Mr. Jeff Castonguay

Item 3

Public Comment on this item
Briefing/Discussion
[Airport RFP ~ Developmental Areas](#)
Department of Public Works ~ Mr. Jeff Castonguay

Item 4

Public Comment on this item
Briefing/Discussion
[Carroll County Airport Logo](#)
Department of Public Works ~ Mr. Jeff Castonguay

Item 5

Public Comment on this item
Briefing/Discussion/Possible Decision
Request Approval for KCI to perform
[Geotechnical Study for Slope Failure](#)
Department of Public Works ~ Mr. Jeff Castonguay

Thursday ~ October 6, 2016 (Continued)

Item 6

Public Comment on this item
Briefing/Discussion/Possible Decision
[Patapsco Road Culvert Replacement Project](#)
Department of Public Works ~ Mr. Jeff Castonguay

Item 7

Public Comment on this item
Briefing/Discussion/Possible Decision
Request Approval to Submit Grant Application to
Governor's Office of Crime Control & Prevention
[FY2018 State Aid for Police Protection \(SAPP\)](#)
Department of Management & Budget ~ Mr. Ted Zaleski

Item 8

Public Comment on this item
Discussion/Decision
Request Approval ~ Grant Acceptance
NFWF Small Watershed Grant
Implementing Environmental Site Design to
[Improve Water Quality at the Carroll County Farm Museum](#)
Department of Land & Resource Management ~ Mr. Tom Devilbiss
Department of Management & Budget ~ Mr. Ted Zaleski

Item 9

Public Comment on this item
Briefing/Discussion
[Changes to Personnel Code ~ Chapter 36](#)
Department of Human Resources ~ Ms. Kim Frock

Public Comment

Approval/Adoption of Minutes

Administrative Session ~ Open

Closed Administrative Session immediately following session

Thursday ~ October 6, 2016 (Continued)

*4:00 p.m. Union Bridge 2nd Annual Drug Awareness Expo
Union Bridge, Maryland
Commissioners Wantz, Frazier & Rothschild*

Friday ~ October 7, 2016

*8:30 a.m. Habitat for Humanity Project Kick-Off
Westminster, Maryland
Commissioner Wantz*

*4:00 p.m. Westminster Community Center 10-Year Anniversary Celebration
Westminster, Maryland
Commissioners Wantz & Frazier*

*6:30 p.m. Marriage & Relationship Fellowship Dinner
Martin's ~ Westminster, Maryland
Commissioner Rothschild*

Saturday ~ October 8, 2016

*10:00 a.m. Hampstead Fall Festival
Hampstead, Maryland
Commissioners Wantz, Weaver, Frazier & Howard*

Sunday ~ October 9, 2016

*9:05 a.m. "The Commissioners' Report" – WTTR
Commissioner Wantz*

*1:00 p.m. New Windsor Fire Department Apparatus Dedication Ceremony
New Windsor, Maryland
Commissioners Wantz & Howard*

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 Public Works
Public Transit**

October 6, 2016

Public Hearing / Decision

Subject: Carroll Transit Systems (CTS) Evening Subscription Service Six-month Pilot Program

Background: A Public Hearing is being held today for the six-month Evening Subscription Service Pilot Program to operate within a five mile radius of the Westminster Library on Main Street. County staff and Ride With Us/Butler executives met with the Board of County Commissioners in open session on August 25 and received approval to advertise and move forward with a public hearing. At another open session on September 22, the six-month pilot period of December through May was presented to the Board as a timeframe that will better capture the Holiday shopping season as well as better serve college students by providing evening transportation for an entire semester.

Desired Action: At the conclusion of this Public Hearing, the Board of Commissioners will keep the record open for ten days after which staff will return to ask for Board approval for the Evening Subscription Service six-month Pilot Program.

Staff Recommended Motion: I move that the Board of Commissioners close the Public Hearing and keep the record open for ten days. We'll then come back before the Board for your approval to begin the Evening Subscription Service Six-month Pilot Program and to operate it for the period of December 2016 thru May 2017.

Attending: Timothy Burke, County Attorney, Department of the County Attorney
Jeff Castonguay, Director, Dept. of Public Works
Jeff Topper, Deputy Director, Dept. of Public Works
Anita Farinetti, Exec Director, Ride-With-Us
William Rosenberg, COO, Butler Medical Transport, LLC

Department of Public Works
Public Transit
Decision
October 6, 2016

Subject: Approve budget transfer from the Reserve for Contingencies.

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: I move that the Board of Commissioners approve the budget transfer from the Reserve for Contingencies.

Attending: Jeff Castonguay, Director, Dept. of Public Works
Jeff Topper, Deputy Director, Dept. of Public Works
Anita Farinetti, Director of Carroll Transit System

Carroll County Department of Public Works
Briefing Paper
Briefing/Discussion
October 6, 2016

Issue: RFP for Airport development.

Background: The airport has various locations that can be developed to better support Carroll County's aviation business community and strengthen the financial picture of this enterprise fund. Currently all seven corporate hangars and all 82 T-hangars are under lease. Putting out a Request for Proposal (RFP) will help us to assess public interest in business development at the airport.

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

Attending: Jeff Castonguay, Director, Dept. of Public Works
Jeff Topper, Deputy Director, Dept. of Public Works
Joe McKelvey, Airport Manager

**Carroll County Department of Public Works
Briefing Paper
Briefing/Discussion
October 6, 2016**

Issue: Carroll County Regional Airport Logo.

Background: To have a positive, professional brand with which to identify the airport to encourage business and economic development. This could enhance the airport's image in the eyes of aviation customers, stakeholders, and the community at large. Possible logos include:



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

Attending: Jeff Castonguay, Director, Dept. of Public Works
Jeff Topper, Deputy Director, Dept. of Public Works
Joe McKelvey, Airport Manager

Carroll County Department of Public Works
Briefing Paper
Briefing/Discussion/Decision

Issue:

Use of Term Contract to obtain Geotechnical study for a slope failure.

Background:

The Department of Public Works in coordination with both the Roads Department and Engineering seek to use our term contractor KCI to perform a geotechnical study of a slope failure on Old Hanover Road. One lane at a guardrail location showed a major distress in the roadway which allowed us to discover the slope failure to behind the guardrail. Public Works needs a technical evaluation for a recommendation of a proper stabilization method. KCI proposal is in the amount of \$39,649.

Desired Action:

Approval from the Board to proceed with the proposal.

Staff Recommended Motion:

I move that the Board of Commissioners approve the term contract in the amount of \$39,649 and give KCI notice to proceed.

Attending:

Jeff Castonguay, Director, Dept. of Public Works
Dave Reese, Deputy Director, Dept. of Public Works
Andy Watcher, Civil Engineer, Dept. of Public Works
Ted Sirko, Chief, Bureau of Roads

Carroll County Department of Public Works
Briefing Paper
Briefing/Discussion/Decision

Issue:

Use of Term Contract to Replace the Pipe Culvert at the intersection of Patapsco Road and Leppo Lane.

Background:

The Department of Public Works (DPW) has prepared construction documents and has received bids through County term contracts to replace the pipe culvert that conveys an unnamed tributary of North Branch under Patapsco Road in the vicinity of Leppo Lane. Replacement is necessary to address a failing large diameter culvert and deteriorating endwalls in advance of the programmed paving of Patapsco Road.

The project will primarily consists of the removal and replacement of 72 inch diameter corrugated metal pipe with a 72 inch diameter reinforced concrete pipe and the removal and replacement of the existing endwalls.

The necessary permits have been authorized and issued by the Maryland Department of the Environment. The construction work will also be coordinated with the School system to minimize any impact to the school bus routes. The estimated time to complete the work is thirty days, weather permitting.

The proposal fee submitted by Thomas, Bennett & Hunter, Inc., is \$114,750.00. Funds are available in Account 8585.

Desired Action:

Approval from the Board to proceed with the proposal.

Staff Recommended Motion:

I move that the Board of Commissioners concur with the award of the term contract to Thomas, Bennett & Hunter, Inc., in the amount of \$114,750.00.

Attending:

Jeff Castonguay, Director, Dept. of Public Works
Dave Reese, Deputy Director, Dept. of Public Works
Andy Watcher, Civil Engineer, Dept. of Public Works
Debbie Butler, Chief, Bureau of Engineering

GRANT APPLICATION BRIEFING

October 6, 2016

Program Title: FY18 State Aid for Police Protection (SAPP) Program Application

Funder: Governor's Office of Crime Control and Prevention

Grant Period: 7/1/17 – 6/30/18

Department/Agency: Management and Budget

Due Date: 10/13/16

Background: The State Aid for Police Protection Program (SAPP) is a continuing grant to be used by Maryland subdivisions and municipalities to offset their expenditures on police protection.

This a formula grant based on several factors including location, population, population density and available funding. FY18 funding levels will be determined by the state; the award for FY17 was \$879,010.

History – Awards and Expenditures

	FY2014	FY2015	FY2016	FY 2017
SAPP Awards	\$948,717	\$887,999	\$824,590	\$879,010
Expenditures	\$13,458,569	\$13,612,860	\$14,807,166*	\$15,292,764*
% of Expenditures	7%	7%	6%	6%

*Estimated

Recommendation: I move the Board of Commissioners approve to submit the FY 2018 SAPP Application.

Attending:
Deb Effingham, Management and Budget
Debby Standiford, Grants Office

GRANT AWARD ACCEPTANCE BRIEFING

October 6, 2016

Program Title: Carroll County Farm Museum Stormwater Management Facility

Funder: National Fish and Wildlife Foundation's (NFWF) Chesapeake Bay Stewardship Fund

Grant Period: October 1, 2016 - October 1, 2018

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) was selected to receive \$150,000.00 from the National Fish and Wildlife Foundation's Chesapeake Bay Stewardship Fund to finance the construction of various stormwater management facilities within the Double Pipe Creek watershed in Westminster, MD. The BRM has been working closely with the Department of Economic Development on a project at the Carroll County Farm Museum that will implement stormwater management Environmental Site Design (ESD) practices. This project will achieve improved stormwater control at the Carroll County Farm Museum and increase community awareness of low-impact stormwater management practices. The implementation of these facilities will help meet requirements as set forth by the National Pollutant Discharge Elimination System (NPDES) permit, and improve water quality in the Double Pipe Creek and its tributaries, as well as the Chesapeake Bay.

Program: Small Watershed Grant

Funder	Status	Cash Match	Grant Request	Project Costs
County Cash Match (Bio-Filtration A)	Completed	\$70,097.00		\$70,097.00
NFWF Grant	Awarded		\$150,000.00	\$150,000.00
Total Project Costs:				\$220,097.00

**These costs reflect current estimates and are subject to change throughout the duration of the project.*

Staff Recommended Motion:

I move that the Board of Commissioners directs the staff to accept the grant award.

Attending:

Tom Devilbiss, Director, Department of Land and Resource Management

Gale Engles, Bureau Chief, Bureau of Resource Management

Colleen Ensor, Watershed Grants Analyst, Bureau of Resource Management

Debby Standiford, Grants Manager, Department of Management and Budget

DEPARTMENT OF HUMAN RESOURCES

Briefing Paper

October 6, 2016

ISSUE:

Amendments to Carroll County Code of Public Local Laws and Ordinances Chapter 36 “Personnel Policies”.

BACKGROUND:

Carroll County Code of Public Local Laws and Ordinances Chapter 36 “Personnel Policies” adopted by the Commissioners is a document to assure the fair and equal treatment of county employees with regard to certain aspects of their employment.

Since the Policy has not been updated since December 2004 the majority of the proposed amendments to Chapter 36 simply clarify and correct obsolete language in the document. However, there are three substantive changes to the document:

1. an increase in the amount of compensatory time employees are eligible to maintain,
2. the elimination of encumbered leave and advanced sick leave, and
3. limiting leave without pay absences to no more than 30 days per calendar year.

The purpose of this presentation is to brief the Board of Commissioners on the nature of the proposed amendments and outline the reasons for the suggested changes. Additional time will be scheduled with the BCC in the near future to seek concurrence on proceeding to public hearing. The purpose of the hearing is to accept public comment regarding the amendments to Chapter 36 “Personnel Policies”.

Staff Recommended Motion: Briefing, no action required.

Attendees: Kimberly Frock, Director, HR