



# Board of Carroll County Commissioners

County Office Building  
Westminster, MD 21157

## Open Session

[www.ccgovernment.carr.org](http://www.ccgovernment.carr.org)

~ Minutes ~

Admin

Thursday, July 28, 2016

10:00 AM

County Office Building Rm 311

### I. Call to Order

| Attendee Name      | Organization                          | Title          | Status  | Arrived | Departed |
|--------------------|---------------------------------------|----------------|---------|---------|----------|
| Stephen Wantz      | Board of Carroll County Commissioners | President      | Present |         |          |
| Richard Weaver     | Board of Carroll County Commissioners | Vice-President | Present |         |          |
| Dennis Frazier     | Board of Carroll County Commissioners | Secretary      | Absent  |         |          |
| Richard Rothschild | Board of Carroll County Commissioners | Commissioner   | Excused |         | 11:22 AM |
| Doug Howard        | Board of Carroll County Commissioners | Commissioner   | Present |         |          |

### II. Innovocation ~ Commissioner Rothschild

### III. Positively Carroll

Miss Maryland, Miss Hannah Brewer, Presentation of Proclamation No. 39-2016 recognizing all the hard work she has done with a Veteran's Program called "Hannah's Heroes"; emotional support for Veteran's

and also,

Eagle Scout Adam Barnes, Presentation of Proclamation No. 40-2016 recognizing all the hard work he has done on constructing a Gardener's Pavilion at the Carroll County Farm Museum.

### IV. Public Comment ~ Item No. V

None

### V. Briefing/Discussion/Possible Decision ~ Request Approval for Grant Application FY18 Family Law Jurisdictional Grant on behalf of Carroll County Circuit Court

Carroll County's Family Law Administration was established by the Circuit Court following the mandates laid out in MD Rule 16-204. The State of Maryland supports this mandate with an annual grant through the Administrative Office of the Court. A division of the Circuit Court for Carroll County, the Family Law Administration provides services to the Courts, litigants and attorneys in matters related to families and children. Services coordinated or administered by this office include Mediation, Visitation Services, Custody Evaluation, assistance for domestic violence victims, and a Family Law Clinic. In FY17, through increased grant funding, the office expanded services for families by adding a Domestic Case Navigator to better assist self-represented litigants. The FY18 grant application is

requesting a 14% increase over the FY17 award. The majority of the increase will support the fringe benefit cost of the Office's Administrative Assistant. The County employee in this position is expected to retire and benefits for the new hire (Grant Contingent) will fall under the grant; therefore, the requested County match is projected to decline. The FY18 budget also includes a higher hourly rate for Pre-trial officers.

- Motion To:** approve the submission of a grant application for the FY18 Jurisdictional Family Services Grant in the amount of \$470,586.00 (with county \$35,007.00 match equals \$505,593.00)

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| <b>RESULT:</b>   | <b>ADOPTED [3 TO 0]</b>                           |
| <b>MOVER:</b>    | Richard Rothschild, Commissioner                  |
| <b>SECONDER:</b> | Richard Weaver, Vice-President                    |
| <b>AYES:</b>     | Stephen Wantz, Richard Weaver, Richard Rothschild |
| <b>ABSENT:</b>   | Dennis Frazier                                    |
| <b>AWAY:</b>     | Doug Howard                                       |

## VI. Public Comment ~ Item No. VII

None

## VII. Briefing/Discussion/Decision ~ Request Approval of FY17 Town/County Agreements - Towns of Union Bridge, Mount Airy, New Windsor and Manchester

- 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:

Town of Union Bridge \$53, 969.00  
 Town of Mount Airy \$121,535.00  
 Town of New Windsor \$56,776.00  
 Town of Manchester \$244,051.00

The FY17 budget appropriated funding for this action.

- Motion To:** approve the Town/County Agreement to the Town of Union Bridge in the amount of \$53,969.00; Town of Mount Airy in the amount of \$121,535.00; Town of New Windsor in the amount of \$56,776.00; Town of Manchester in the amount of \$244,051.00

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| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                     |
| <b>MOVER:</b>    | Richard Rothschild, Commissioner                               |
| <b>SECONDER:</b> | Richard Weaver, Vice-President                                 |
| <b>AYES:</b>     | Stephen Wantz, Richard Weaver, Richard Rothschild, Doug Howard |
| <b>ABSENT:</b>   | Dennis Frazier   |

## VIII. Public Comment ~ Item No. IX

None

## IX. Discussion/Decision ~ Request Approval to Proceed to Public Hearing Amendments to Water and Sewer Master Plan

Staff has briefed the Board of County Commissioners on the nature of the proposed amendments. Staff is seeking authorization to proceed to a public hearing. The purpose of the hearing will be to accept public comment regarding the proposed 2016 Spring Amendments to the 2014 Carroll County Water and Sewer Master Plan.

Let the record reflect that these are plans obviously and then planned amounts are not in effect until the Board of Commissioners executes them with a formal agreement with the Town of Mount Airy.

Relying entirely on the town for the data that they have provided in this particular instance.

1. **Motion To:** authorize staff to proceed to a public hearing

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| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                     |
| <b>MOVER:</b>    | Doug Howard, Commissioner                                      |
| <b>SECONDER:</b> | Richard Rothschild, Commissioner                               |
| <b>AYES:</b>     | Stephen Wantz, Richard Weaver, Richard Rothschild, Doug Howard |
| <b>ABSENT:</b>   | Dennis Frazier   |

## X. Public Comment ~ Item No. XI

None

## XI. Discussion/Decision ~ Computer-Aided Dispatch (CAD) Renewal of Software Support Services Agreement

The Bureau of Purchasing in cooperation with the Department of Public Safety is requesting the Board's approval of the renewal for the contract with Public Safety Systems, Inc. (Lanham, MD) to provide Computer Aided Dispatch capabilities to the County's Emergency Communications Center in the amount of \$196,250. Following the initial purchase of and subsequent augmentations made to the County's CAD system, it has been afforded enhanced support in the form of a "Software Support Service Agreement" with the CAD vendor (i.e., Public Safety Systems, Inc., or PSSI). This Agreement provides for 24/7/365 technical support, as well as ensures the County receive any and all applicable software-related patches, upgrades, and enhancements. Mr. Campbell will check with CAD to see if there is a way the county could have a multi-year contract (3 years) and report back to the Commissioners.

1. **Motion To:** approve the award of bid for the Computer Aided Dispatch (CAD) System to Public Safety Systems, Inc. in the amount of \$196,250.00

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| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                     |
| <b>MOVER:</b>    | Richard Weaver, Vice-President                                 |
| <b>SECONDER:</b> | Stephen Wantz, President                                       |
| <b>AYES:</b>     | Stephen Wantz, Richard Weaver, Richard Rothschild, Doug Howard |
| <b>ABSENT:</b>   | Dennis Frazier   |

## XII. Public Comment ~ Item No. XIII

None

## XIII. Briefing/Discussion/Possible Decision ~ Bid Approval - Professional Development Training

The Department of Human Resources in cooperation with the Bureau of Purchasing recommends award to provide professional development and leadership training to Bluewater Advisory (Sykesville, MD). The County requested proposals from firms capable of providing this service and received six (6) responses. The evaluation committee rated each proposal on technical and financial merits and recommended award to Bluewater as the highest ranking proposal. The approximate cost of the training is \$14,900 for a full program for thirteen (13) participants, \$19,900 for a full program for twenty (20) participants and \$9,900 for a partial program for twenty (20) participants. The total approximate cost for fifty-three (53) participants is \$44,700.

It was requested by the Board that Bluewater Advisory come in and brief the Board on the professional development training that they will be providing to County staff prior to the implementation of this training. Ms. Frock will make arrangement to have this done.

- 1. Motion To:** approve the award of bid for Professional Development Training to Bluewater Advisory in the amount \$44,700.00

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| <b>RESULT:</b>   | <b>ADOPTED [3 TO 0]</b>                           |
| <b>MOVER:</b>    | Stephen Wantz, President                          |
| <b>SECONDER:</b> | Richard Weaver, Vice-President                    |
| <b>AYES:</b>     | Stephen Wantz, Richard Weaver, Richard Rothschild |
| <b>ABSTAIN:</b>  | Doug Howard                                       |
| <b>ABSENT:</b>   | Dennis Frazier                                    |

## XIV. Public Comment ~ Item No. XV

None

## XV. Briefing/Discussion/Possible Decision ~ Bid Approval - Provide One (1) New 20' X 40' Pavilion at Deer Park

The purchase and installation of this new shelter will be replacing an older unsafe shelter that has already been removed from the park by County personnel. The Department of Recreation and Parks in cooperation with the Bureau of Purchasing recommends award for one (1) new 20' X 40' Pavilion at Deer Park to Cunningham Recreation (representing Game Time) in the amount of \$38,632.00. The four (4) quotations received are from vendors that were awarded contracts through competitively bid cooperative contracts. Game Time/Cunningham Recreation through U.S. Communities, RCP Shelters, Inc. through Houston-Galveston Area Council (HGAC Buy), Metro Recreation through Baltimore County

Recreation & Parks and Superior Recreational Products/Play N' Learn, Inc. participates through The Cooperative Purchasing Network (TCPN). Went through Cooperative Contracts. The pavilion will be relocated away from the pond. The consensus of the Board is whenever possible County staff should use local vendors.

- Motion To:** approve the award of bid to provide for one (1) New 20' X 40' Pavilion at Deer Park to Cunningham Recreation (representing Game Time) in the amount of \$38,632.00

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| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                     |
| <b>MOVER:</b>    | Doug Howard, Commissioner                                      |
| <b>SECONDER:</b> | Richard Rothschild, Commissioner                               |
| <b>AYES:</b>     | Stephen Wantz, Richard Weaver, Richard Rothschild, Doug Howard |
| <b>ABSENT:</b>   | Dennis Frazier   |

## XVI. Public Comment ~ Item No. XVII

None

## XVII. Briefing/Discussion/Possible Decision ~ Request Approval for Additional Funding - Taneytown Senior Center Park Lot Expansion

Bids were received for the construction portion of the parking lot. Due to unexpected issues, the remaining portion does not cover the total cost of construction. The issues are as follows:

1. During the storm water line installation, rock was encountered requiring the redesign of the storm drain.
2. Septic tank remediation and rubble removal.
3. A lighting requirement for the Town of Taneytown.
4. The possibility of more rock anticipated.

Based on the construction bids received there will be a deficit of \$102,155.18.

- Motion To:** 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

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| <b>RESULT:</b>   | <b>ADOPTED [3 TO 1]</b>                        |
| <b>MOVER:</b>    | Doug Howard, Commissioner                      |
| <b>SECONDER:</b> | Stephen Wantz, President                       |
| <b>AYES:</b>     | Stephen Wantz, Richard Rothschild, Doug Howard |
| <b>NAYS:</b>     | Richard Weaver                                 |
| <b>ABSENT:</b>   | Dennis Frazier                                 |

## XVIII. Public Comment ~ Item No. XIX

None

## **XIX. Briefing/Discussion/Possible Decision ~ Request Approval of Capital Budget Resolution ~ Transfers of Funds to Taneytown Senior Center Parking Lot Expansion**

Bids were received for the construction portion of the parking lot. Due to unexpected issues, the remaining portion does not cover the total cost of construction. The issues are as follows:

1. During the storm water line installation, rock was encountered requiring the redesign of the storm drain.
2. Septic tank remediation and rubble removal.
3. A lighting requirement for the Town of Taneytown.
4. The possibility of more rock anticipated.

Based on the construction bids received there will be a deficit of \$102,155.18. Public Works is requesting a transfer of \$102,155.18 from Public Works Unallocated (account 9902) to Taneytown Senior Center Parking Lot Expansion (account 8479).

1. **Motion To:** approve the request to transfer funds to the Taneytown Senior Center Parking Expansion project

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| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                     |
| <b>MOVER:</b>    | Doug Howard, Commissioner                                      |
| <b>SECONDER:</b> | Stephen Wantz, President                                       |
| <b>AYES:</b>     | Stephen Wantz, Richard Weaver, Richard Rothschild, Doug Howard |
| <b>ABSENT:</b>   | Dennis Frazier   |

## **XX. Public Comment ~ Item No. XXI**

None

## **XXI. Briefing/Discussion/Possible Decision ~ Bid Approval - Taneytown Senior Center Parking Lot Expansion**

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 HiTek Construction (Frederick, MD) in the amount of \$227,850. The County requested bids for construction services and received three (3) bids. The amount is within the project budget and no additional funds will be necessary. An alternate for electrical work was included in the three (3) bids, but it was decided that the county could do the electrical part of this work cheaper and so that amount will be deleted from the bid amount.

Number of Bids: 3

- |    |                             |           |
|----|-----------------------------|-----------|
| 1. | HiTek Construction, Inc.    | \$196,650 |
| 2. | White Pine Construction     | \$309,500 |
| 3. | L W Wolfe Enterprises, Inc. | \$382,525 |

1. **Motion To:** approve the award of bid for the Taneytown Senior Center Parking Lot Expansion to HiTek Construction in the amount of \$196,650

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| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                     |
| <b>MOVER:</b>    | Doug Howard, Commissioner                                      |
| <b>SECONDER:</b> | Stephen Wantz, President                                       |
| <b>AYES:</b>     | Stephen Wantz, Richard Weaver, Richard Rothschild, Doug Howard |
| <b>ABSENT:</b>   | Dennis Frazier   |

## XXII. Public Comment ~ Item No. XXIII

None

## XXIII. Additional Briefing/Discussion/Possible Decision ~ Request Approval for Grant Resubmission - Taneytown Senior Center Parking Lot Expansion

The Maryland Department of Aging offers funding each year to assist local governments with capital improvements projects for senior centers by providing funding up to \$800,000 or 50% of the total cost, whichever is lower. The Taneytown Senior Center Parking Lot project will generate 25 additional parking spots at the senior center. There are only 27 parking spaces currently, which limits the number of seniors who attend and receive services at the center. The County initially applied for and received \$81,000 in funding through the Senior Center Capital Improvement Grant in 2013 with the County matching funds for a total of \$162,000. In FY16, an additional \$190,000 was added to the project by the Commissioners of Carroll County to cover storm water issues, bringing the project total to \$352,000. Once work began on the project, unforeseen issues arose in the form of a septic tank and building debris (Old Taneytown High School) that had to be removed and disposed of as well as rock that had to be mechanically fractured and removed. These issues caused the cost of the project to increase so an additional \$102,155.18 in funding is needed. In order to recoup some of the money spent on unforeseen expenses and storm water, a new grant application has been completed in hopes of receiving an additional \$146,077.59 in funding from the State in Fiscal Year 2018.

- Motion To:** approve the resubmission of the Maryland Department of Aging Senior Center Capital Improvement Grant for FY18 in the amount of \$146,077.59

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| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                     |
| <b>MOVER:</b>    | Richard Weaver, Vice-President                                 |
| <b>SECONDER:</b> | Doug Howard, Commissioner                                      |
| <b>AYES:</b>     | Stephen Wantz, Richard Weaver, Richard Rothschild, Doug Howard |
| <b>ABSENT:</b>   | Dennis Frazier   |

## XXIV. Public Comment ~ Item No. XXV

None

## XXV. Briefing/Discussion/Possible Decision ~ Storage Area Network (SAN) Replacement

The Bureau of Purchasing in cooperation with the Department of Technology Services is requesting your approval of the award for the purchase of replacement hardware for a SAN that is part of the Carroll County Government IT Network from Dell Computer in the maximum amount of \$76,728. This purchase will be made off a competitively bid national cooperative contract. This purchase is funded in the FY17 Adopted Operating and Capital Budget under project 9648.

## Details:

1. The existing SAN was installed in June of 2007. The product vendor (EMC/Dell) is discontinuing support for this product beyond December, 2016. Should we have a software or hardware failure, there is no guarantee source for replacement parts or software support.
2. The system currently hosts shared data folders for the Sheriff, State's Attorney and all County Departments. It also stores images for our Laserfiche document archival system as well as individual 'user' home folders.
3. The replacement hardware will be integrated with an existing Dell SAN system to support replication of data between our primary data center, located in the basement of the County Office Building, and the New Windsor backup site using CCPN fiber. This initiative will replace a system that is nearing its end of life as well as provide improved business continuity capabilities.
4. The SAN replacement is projected to be completed by 30 December 2016.

1. **Motion To:** award the bid for the Storage Area Network (SAN) to Dell Computer in the amount of \$76,728.00

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| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                 |
| <b>MOVER:</b>    | Stephen Wantz, President                   |
| <b>SECONDER:</b> | Richard Weaver, Vice-President             |
| <b>AYES:</b>     | Stephen Wantz, Richard Weaver, Doug Howard |
| <b>ABSENT:</b>   | Dennis Frazier                             |
| <b>EXCUSED:</b>  | Richard Rothschild                         |

## XXVI. Public Comment ~ Item No. XXVII

None

## XXVII. Briefing/Discussion/Possible Decision ~ Telephone System Replacement

The Bureau of Purchasing in cooperation with the Department of Technology Services is requesting your approval of the award for the purchase of networking and telephone hardware to finalize the replacement of the old generation phone equipment currently serving Carroll County Government to Disys Solutions, Inc. in the maximum amount of \$179,143.45. This purchase is being made off the State of Maryland contract which was competitively bid. This purchase is funded in the FY17 Adopted Operating and Capital Budget under project 8412. The final stage is projected to be completed by the end of December, 2017.

1. **Motion To:** award the contract for the Cisco VoIP Phone System to Disys Solutions, Inc., in the maximum amount of \$179,143.45



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| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                 |
| <b>MOVER:</b>    | Doug Howard, Commissioner                  |
| <b>SECONDER:</b> | Stephen Wantz, President                   |
| <b>AYES:</b>     | Stephen Wantz, Richard Weaver, Doug Howard |
| <b>ABSENT:</b>   | Dennis Frazier                             |
| <b>EXCUSED:</b>  | Richard Rothschild                         |

## XXVIII. Public Comment

Citizen comment(s): a citizen comment was made regarding the Airport.

## XXIX. Additional Discussion/Decision ~ BWI Partnership; Ft. Meade Alliance

The purpose of pursuing the BWI Partnership and the Ft. Meade Alliance is to support the county's ongoing method for economic development. There is a lot of opportunity to make contact with people there particularly with the BWI Partnership (covers the business community around BWI) and Fort Meade (is a point of connection for Fort Meade and surrounding areas). The second and probably the more pressing is really to have presence in the community as it relates to the notion of promoting Carroll County. To have people consider relocating to Carroll County. Carroll County is not presently out there actively making contact in terms of our Veteran activities, etc. So, we are looking for a total of \$5,000. (\$2,000 will cover BWI Partnership and \$1,200 for Ft. Meade) in terms of membership and then use the remaining \$1,800 to put together some sort of brochure (done in-house) to make people leaving those jobs at Ft. Meade and looking to relocate to be aware of what Carroll County has to offer.

- 1. Motion To:** approve joining the BWI Partnership (\$2,000) and Ft. Meade Alliance (\$1,200)

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| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                 |
| <b>MOVER:</b>    | Richard Weaver, Vice-President             |
| <b>SECONDER:</b> | Doug Howard, Commissioner                  |
| <b>AYES:</b>     | Stephen Wantz, Richard Weaver, Doug Howard |
| <b>ABSENT:</b>   | Dennis Frazier                             |
| <b>EXCUSED:</b>  | Richard Rothschild                         |

## XXX. Administrative Session ~ Open

The following issues were discussed:

1. Review of draft public agendas for the weeks of August 1, 2016 and August 8, 2016.
2. Signing of Documents

## XXXI. Legal - Closed (pending litigation )

Upon motion of Commissioner Howard, second by Commissioner Weaver (Commissioners Wantz, Weaver, and Howard) voted unanimously to meet in closed session in accordance with the Annotated Code of Maryland, General Provisions Article, Subsection 3-305(b)(8), on Thursday, July 28, 2016 at 12:15 P.M. with Commissioners Wantz, Weaver, and Howard to discuss possible settlement in a tax foreclosures case.

1. **Motion To:** close for pending litigation

**RESULT:** **ADOPTED [UNANIMOUS]**  
**MOVER:** Doug Howard, Commissioner  
**SECONDER:** Richard Weaver, Vice-President  
**AYES:** Stephen Wantz, Richard Weaver, Doug Howard  
**ABSENT:** Dennis Frazier  
**EXCUSED:** Richard Rothschild

**XXXII. Adjourn ~ 12:12 PM**

1. **Motion To:** adjourn

**RESULT:** **ADOPTED [UNANIMOUS]**  
**MOVER:** Doug Howard, Commissioner  
**SECONDER:** Richard Weaver, Vice-President  
**AYES:** Stephen Wantz, Richard Weaver, Doug Howard  
**ABSENT:** Dennis Frazier  
**EXCUSED:** Richard Rothschild