



Board of Carroll County Commissioners

County Office Building
Westminster, MD 21157
www.ccgovernment.carr.org

Open Session

~ Minutes ~

Admin

Thursday, October 20, 2016

10:00 AM

County Office Building Rm 311

I. Call to Order

Attendee Name	Organization	Title	Status	Arrived
Richard Rothschild	Board of Carroll County Commissioners	Commissioner	Present	
Doug Howard	Board of Carroll County Commissioners	Commissioner	Present	
Richard Weaver	Board of Carroll County Commissioners	Vice-President	Present	
Dennis Frazier	Board of Carroll County Commissioners	Secretary	Present	
Stephen Wantz	Board of Carroll County Commissioners	President	Present	

II. Invocation ~ Commissioner Frazier

III. Positively Carroll

IV. Public Comment ~ Item No. V

None

V. Briefing/Discussion/Possible Decision Request Approval of Fund Transfers for Self-Help Project Requests for Recreation Councils

The Recreation and Parks Advisory Board voted to approve eight Self-Help Project requests presented at its September meeting and Department staff is supportive of that decision. Self-Help funds appropriated in the FY 17 Capital Budget are sufficient to cover the County's portion of funding for the new projects. There are five closed Self-Help projects with funding to transfer back to the Self-Help project (North Carroll Batting Cage; Freedom Area Field Mix; North Carroll Shed and Field Renovations; Christmas Tree Park Field Renovations; and Freedom Area Storage Container totaling \$30,374.80)

Transfer to eight new Self-Help projects:

Project Name	County Funds	RecCouncil Support	Project Total
Tot Lot for Bear Branch Nature Center	\$15,000	\$5,000	\$20,000
Infield Mix: Avondale, Friendship Valley (Kate Wagner) and Bennett Cerf Park	\$ 9,800	\$2,900	\$12,700
Fill/top soil for Winfield Park field	\$16,250	\$3,750	\$20,000
Portable soccer goals for travel soccer	\$ 2,560	\$ 823	\$ 3,383
Infield mix: Cape Horn, Manchester Elementary School, Christmas Tree Park	\$ 9,250	\$ 2,020	\$11,270
Carroll Arts Center video projection system replacement	\$15,000	\$ 5,000	\$20,000
Charles Carroll Elementary School site			

infield mix			
Portable Scoreboards	\$ 3,700	\$ 1,140	\$ 4,840
Totals	\$73,060	\$20,933	\$93,993

- Motion To:** approve the eight Self-Help Project requests and authorize the appropriate fund transfers

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Richard Weaver, Vice-President
SECONDER:	Dennis Frazier, Secretary
AYES:	Rothschild, Howard, Weaver, Frazier, Wantz

VI. Public Comment ~ Item No. VII

None

VII. Briefing/Discussion/Decision Consideration of Bond Resolution

The County is in the process of issuing bonds to acquire the funding necessary to pay for the costs of various previously appropriated capital projects. As part of this process, the Board must adopt a resolution which formally authorizes the issuance of the bonds. This resolution authorizes the issuance of general obligation County Commissioners of Carroll County Consolidated Public Improvement Bonds of 2016 in the maximum aggregate principal amount of approximately \$14M to finance a portion of the costs of the design, acquisition, engineering, construction and equipping of certain public works, public schools, public safety, general government, conservation projects, and fire company loans. Approximately \$4M of this bond issue represents reimbursement of costs already paid on projects at or near completion. In addition, the resolution may authorize the issuance of additional bonds to refund outstanding maturities of prior bond issues producing present value savings in debt service over the next several years. The refunding bonds will only be issued if the market prices on the date of sale produce savings; there is not an obligation to issue the refunding bonds. The bond sale will be advertised on October 31st and November 4th with the on-line sale scheduled for November 10, 2016, and settlement scheduled for November 22, 2016.

- Motion To:** adopt Bond Resolution No. 988-2016 as presented by Bond Counsel

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Doug Howard, Commissioner
SECONDER:	Richard Rothschild, Commissioner
AYES:	Rothschild, Howard, Weaver, Frazier, Wantz

VIII. Public Comment ~ Item No. IX

None

IX. Briefing ~ Johnsville Road Sidewalk

The Department of Planning has been working on a project that, when completed, will connect Eldersburg Elementary School and Liberty High School via a constructed sidewalk along Johnsville Road. The Department has been pursuing funding for this project through the Safe Routes to School (SRTS) program. SRTS is a federally-funded effort to encourage

children to safely walk or bicycle to school. The program is administered by the Maryland State Highway Administration (SHA) and provides 80 percent funding for projects that promote safe, alternative transportation options. Identified in the County CIP, this project provides planned funding for construction of a new sidewalk that will begin at the Victor Drive crosswalk and proceed along the east side of Johnsville Road. The sidewalk portion of the project is anticipated to be located entirely within the County-owned right-of-way of Johnsville Road. Future phases of this project are conditioned upon the execution of a Memorandum of Understanding (MOU) between the County and SHA. As this project proceeded through the planning phases a problem involving stormwater drainage was identified. It was determined that the most cost-effective means for addressing this challenge would be to direct flows to an existing stormwater management facility located on the grounds of Liberty High School. Use of this facility requires the permission of the Carroll County Board of Education (BOE).

X. Public Comment ~ Item No. XI

None

XI. Decision ~ Evening Transit Pilot Program

County staff and Ride With Us met with the Board 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 time frame that will better capture the Holiday shopping season as well as better serve college students by providing evening transportation for an entire semester. A public hearing was then held on October 6, public comments were heard, and the record was kept open for ten days. We are now back before the Board to ask for approval to operate an Evening Subscription Service six-month Pilot Program, which will operate within a five mile radius of the Westminster Library, Monday through Friday from 5:00 p.m. until 8:00 p.m. It was requested that the Department of Public Works reach out to McDaniel College and Carroll Community College that this is happening to make it easier for their students to get to class during these months.

1. **Motion To:** approve the Evening Subscription Service Six-month Pilot Program to be operated by Ride With Us for the period of December 2016 thru May 2017

RESULT:	ADOPTED [4 TO 0]
MOVER:	Stephen Wantz, President
SECONDER:	Richard Weaver, Vice-President
AYES:	Richard Rothschild, Richard Weaver, Dennis Frazier, Stephen Wantz
ABSTAIN:	Doug Howard

XII. Public Comment ~ Item No. XIII

None

XIII. Discussion/Decision Request Approval ~Request for Proposal for Airport ~ Developmental Areas

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. County staff was before the Board on October 6th to talk about the various locations. What they want to do right now is to find out what kind of interest is out there regarding different kinds of activity. It was suggested by the Board to work with the Department of Economic Development to reach out to businesses as well. Today they would like to get the Board's approval to proceed with an RFP.

1. **Motion To:** direct staff to issue an Request For Proppsal for airport development

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Doug Howard, Commissioner
SECONDER:	Richard Rothschild, Commissioner
AYES:	Rothschild, Howard, Weaver, Frazier, Wantz

XIV. Public Comment ~ Item No. XV

None

XV. Discussion/Decision Carroll County Airport Logo

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. On October 6, staff presented airport logos that had been developed by a local graphic artist. Staff is bringing this back today for Board approval for one of the two logos that generated the most interest.

The new branding will be to work with the Department of Economic Development to update the Airport website and marketing of the Airport. Design One and Design Two were presented to the Board and the Board discussed different scenarios of the two designs and also the selection of a color for the logo.

1. **Motion To:** approve Logo No. 1 (the wings with the propeller logo) with the official colors being red and blue as the official logo of the Carroll County Regional Airport

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Richard Rothschild, Commissioner
SECONDER:	Richard Weaver, Vice-President
AYES:	Rothschild, Howard, Weaver, Frazier, Wantz

XVI. Public Comment ~ Item No. XVII

None

XVII. Briefing/Discussion/Decision Request Approval for Budget Transfer Public Works Unallocated Funds to White Rock Road over Piney Run

The Department of Public Works (DPW) reviewed the bids that were opened on September 14, 2016. The lowest responsive bid is \$980,579.00. This is the second advertisement and bid of the project. The first advertisement and bid was conducted in April 2016. One bid, in the amount of \$1,426,477.25, was received. DPW, upon consultation with the MD State Highway Administration, decided to not accept the

bid and revise the contract documents. The difference in the bids is \$445,898.25; a savings in local funding of \$89,179.65. The difference between the adopted budget and the actual/projected costs is shown below.

Adopted Budget	Actual/Projected
Engineering	\$140,000
Engineering	\$240,690.81
Construction	\$803,000
Construction	\$980,579.00 (September 14, 2016 bid)
Total	~ \$943,000
Total (projected)	~ \$1,221,269.81

This is a difference of \$278,269.81. Since this is a federal aid project, local funds are needed to cover 20-percent of the costs. Based on the current figures, a budget transfer in the amount of \$60,000 from Public Works Unallocated to White Rock Road over Piney Run is being requested by the Department of Public Works.

- Motion To:** approve the budget transfer request from Public Works Unallocated to White Rock Road over Piney Run in the amount of \$60,000.00

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

XVIII. Public Comment ~ Item No. XIX

None

XIX. Briefing/Discussion/Decision Bid Approval ~ Triple Cell Reinforced Concrete Box Culvert on White Rock Road over Piney Run REBID

This project, located in Carroll County, is for the replacement of the existing twin steel plate pipe arch structure on White Rock Road over Piney Run with a triple cell reinforced concrete box culvert. CL318 White Rock Road over Piney Run is located approximately 1.07 mile south of Maryland 26 in the Eldersburg area. The Department of Public Works, in cooperation with the Bureau of Purchasing, recommends award to Concrete General, Inc. in the amount of \$980,579.00. This is within the project budget and no additional funds will be needed. The cost estimate on this project was \$917,088.

Number of Bids: 4

Vendors and Bid Results:

- Concrete General, Inc. - \$ 980,579.00
- Kinsley Construction - \$1,268,582.85
- Milani Construction, LLC. - \$1,355,364.00
- *Hi-Tek Construction, Inc. - \$ 961,296.00

- Motion To:** approve the award of bid for the Triple Cell Reinforced Concrete Box Culvert on White Rock Road over Piney Run (REBID) to Concrete General, Inc., in the amount of \$980,579.00

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Richard Rothschild, Commissioner
SECONDER:	Dennis Frazier, Secretary
AYES:	Rothschild, Howard, Weaver, Frazier, Wantz

XX. Public Comment ~ Item No. XXI

None

XXI. Briefing/Discussion/Decision Bid Approval ~ Leister Park Sediment Trap Closure

The Bureau of Purchasing in cooperation with the Department of Public Works (Bureau of Building Construction) requests your approval to award the contract for the Leister Park Sediment Trap Closure to HTI Contractors, Finksburg, MD, in the amount of \$55,293. The work consists of closing the existing sediment trap and connecting to the permanent storm water management system as required to close out the grading permit on the project. Prices were solicited from County term contractors and HTI provided the lowest bid for this project. This cost is within the project budget and no additional funds are necessary.

- Motion To:** approve the award of bid for the Leister Park Sediment Trap Closure to HTI Contractors in the amount of \$55,293.00

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dennis Frazier, Secretary
SECONDER:	Stephen Wantz, President
AYES:	Rothschild, Howard, Weaver, Frazier, Wantz

XXII. Public Comment ~ Item No. XXII

None

XXIII. Briefing/Discussion/Decision Bid Approval ~ Lake Forest PS Generator Replacement

The Department of Public Works (Bureau of Utilities) in cooperation with the Bureau of Purchasing recommends award for the replacement of a 400kW generator at the Lake Forest pumping station to Curtis Engine in the amount of \$83,218. This is utilizing a state contract which was competitively bid and awarded. This amount is within the project budget and no additional funds will be necessary

- Motion To:** approve the award of bid for the replacement of a 400kW generator at the Lake Forest Pumping Station to Curtis Engine in the amount of \$83,218

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Richard Weaver, Vice-President
SECONDER:	Dennis Frazier, Secretary
AYES:	Rothschild, Howard, Weaver, Frazier, Wantz

XXIV. Public Comment ~ Item No. XXV

None

XXV. Discussion/Decision Request Approval to Accept Grant Award from Governor's Office of Crime Control & Prevention FFY 2016 WAWA ~ Carroll County Sheriff's Office

The Carroll County Sheriff's Office's Domestic Violence (DV) Unit is staffed by two full-time Deputies and two full-time Domestic Violence Facilitators. The Domestic Violence Facilitators log orders, enter data into national and state computer systems, perform criminal background checks, interview victims, conduct gun checks and perform lethality screenings. The Deputies in the DV Unit serve orders, seize firearms, provide evidence to the DV Prosecutor, perform safety checks and contact victims. In FY 2015, the unit served 1,444 Interim, Temporary, Final and Show Cause Protective and Peace Orders. With the support of the grant funded position, the DV Unit insures that 98% of the orders are entered within 24 hours. The grant will partially fund the salary of the Domestic Violence Facilitator #1. The County match for this grant is provided by the remainder of the salary and benefits of the Domestic Violence Facilitator #1 and salary and benefits of the DV Facilitator #2 (a county position).

- Motion To:** accept the FFY 2016 Violence Against Women's Act (VAWA) Grant Award in the amount of \$20,000.00

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Richard Weaver, Vice-President
SECONDER:	Dennis Frazier, Secretary
AYES:	Rothschild, Howard, Weaver, Frazier, Wantz

XXVI. Public Comment

Citizen comment(s): no citizen comments were received

XXVII. Legal - Closed (Thursday, October 13, 2016 at 11:30 A.M.)

Upon motion of Commissioner Howard, second by Commissioner Frazier, the Board (Commissioners Wantz, Weaver, Frazier, Howard, and Rothschild) voted unanimously to meet in closed session in accordance with the Annotated Code of Maryland, General Provisions Article, Subsection 3-305 (b)(7), on Thursday, October 13, 2016 with Roberta Windham, County Administrator; Tim Burke, County Attorney; Jeff Castonquay, Director, Department of Public Works and David Reese, Deputy Director of Public Works to consult with the County Attorney regarding a legal matter. The Board authorized Mr. Burke to begin settlement negotiations.

XXVIII. Recess- 11:28 AM

1. Motion To: recess

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dennis Frazier, Secretary
SECONDER:	Doug Howard, Commissioner
AYES:	Rothschild, Howard, Weaver, Frazier, Wantz