

## 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 January 11, 2016** **Revision 1 dated January 13, 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 ~ January 11, 2016**

2:00 p.m. Transit Advisory Council Meeting  
County Office Building ~ Room 105  
Commissioner Howard

#### **Tuesday ~ January 12, 2016**

7:30 a.m. *Local Government Day*  
*Westminster, Maryland*  
*Commissioners Wantz, Weaver, Frazier, Howard & Rothschild*

8:00 a.m. ~ *State of the County*  
*Carroll Arts Center ~ Westminster, Maryland*

11:30 a.m. ~ *Leadership Carroll Class Luncheon*  
*Harry's Restaurant ~ Westminster, Maryland*

2:30 p.m. ~ *Leadership Carroll Class Discussion*  
*Carroll Arts Council ~ 2<sup>nd</sup> Floor ~ Westminster, Maryland*

6:30 p.m. *Speaking Engagement with Girl Scout Troop*  
*Westminster, Maryland*  
*Commissioner Wantz*

**Wednesday ~ January 13, 2016**

4:00 p.m. *Carroll County Board of Education Board Meeting  
Westminster, Maryland  
Commissioner Rothschild*

**Thursday ~ January 14, 2016**

~~9:00 a.m. Board of County Commissioners Closed Administrative Session~~

**10:00 a.m. Board of County Commissioners Open Session**  
**9:00 a.m. County Office Building ~ Room 311**

*Positively Carroll County*

**Item 1**

Public Comment on this item  
Briefing/Discussion/Decision  
[Request Renewal of Current Fiber Marking Contract](#)  
with Skyline Network Engineering  
Department of Technology Services ~ Mr. Mark Ripper

**Item 2**

Briefing ~ Preliminary Recommended CIP & Bond Authorization  
Department of Management & Budget ~ Mr. Ted Zaleski

~~1:30 p.m. Board of County Commissioners Open Session  
County Office Building ~ Room 311~~

**Item 3**

Public Comment on this item  
Briefing/Discussion/Decision  
[Request Approval to Submit Child Support Access](#)  
and Visitation Grant Application for the  
Family Law Administration  
Carroll County Circuit Court ~ Judge Barry Hughes  
Department of Management & Budget ~ Mr. Ted Zaleski

**Thursday ~ January 14, 2016 (Continued)**

**Item 4**

Public Comment on this item  
Briefing/Discussion/Decision  
FY17 Annual Transportation Grant Application and  
Opportunity for Public Hearing  
Department of Public Works ~ Mr. Jeff Topper  
Department of Management & Budget ~ Mr. Ted Zaleski

**Item 6**

~~Public Comment on this item  
Briefing/Discussion  
Carroll County Detention Center Off-Site Housing  
Carroll County Sheriff's Office ~ Sheriff James DeWees~~

**Item 5**

Public Comment on this item  
Briefing/Discussion/Decision  
[Bid Approval ~ IntelliTime Timeclock Solution](#) &  
Scheduling Software  
Department of the Comptroller ~ Mr. Robert Burk  
Bureau of Purchasing ~ Mr. Mike Myers

**Item 6**

Public Comment on this item  
[Discussion/Decision](#)  
Rezoning Case No. 224  
Luers Avenue  
Department of Planning ~ Mr. Phil Hager

**Item 8**

~~Public Comment on this item  
Briefing ~ County's Financial Position  
Department of the Comptroller ~ Mr. Robert Burk~~

**Public Comment**

Approval/Adoption of Minutes

Administrative Session ~ Open

2:00 p.m.

*Governor Hogan's Press Conference  
State Highway Administration ~ Dayton Shop  
Board of County Commissioners*

**Friday ~ January 15, 2016**

**Saturday ~ January 16, 2016**

6:00 p.m.      *2016 Installation Banquet of Harney Volunteer Fire Company  
Harney, Maryland  
Commissioner Wantz*

**Sunday ~ January 17, 2016**

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

**\*\* Upcoming Events\*\***

*1/21/16 ~ 10:00 a.m.      CCVESA Quarterly Meeting with Commissioners  
County Office Building ~ Reagan Room  
Westminster, Maryland*

*1/21/16 ~ 10:30 a.m.      Environmental Advisory Council Meeting with Commissioners  
County Office Building ~ Reagan Room  
Westminster, Maryland*

*2/2/16 ~ 3:30 p.m.      Joint Board of County Commissioners/Board of Education Mtg.  
County Office Building ~ Reagan Room  
Westminster, Maryland*

*2/5/16 ~ 9:00 a.m.      Joint Board of County Commissioners/Delegation Meeting  
Annapolis, Maryland*

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 Technology Services**  
**225 N. Center Street, Westminster, MD 21157**  
**410-386-2053**  
**Mr. Mark Ripper, Chief Information Officer**

EXECUTIVE SUMMARY ~ January 14, 2016  
**Fiber Marking Contract**

### **Request**

The Department of Technology Services is requesting the renewal of the current Fiber Marking contract with Skyline Network Engineering.

The cost of the contract is \$72,000 annually and is budgeted in the Fiber Enterprise Fund as an operating expense.

Skyline is responsible for marking the location of the County's underground fiber 24 hours a day, seven days a week including all emergency markings.

Over the 1<sup>st</sup> year of the contract Skyline 8,237 tickets were submitted to Skyline for marking of which 6,164 had to be marked. There were no unmarked fiber hits in the same time period.

**Department of Planning**  
**Briefing Paper**  
**January 14, 2016**  
**Open Session**

**Issue:**

**Discussion/Deliberations – Rezoning Case No. 224 – Luers Avenue**

**Background:**

The request is to reclassify 11 parcels that together total 15.56 acres from Neighborhood Retail Business (B-NR) to General Business (BG). The subject property is located on the south side of Liberty Road (MD 26) and east side of Luers Avenue. The property has a land use designation of “Local Business” in the *2001 Freedom Community Comprehensive Plan*.

A full staff report (attached) was presented to the Planning Commission on November 17, 2015. Following the review, the Planning and Zoning Commission voted to forward the petition to the Board of County Commissioners with a recommendation of Adoption.

In accordance with Section § 4-203 of the Land Use Article of the Annotated Code of Maryland, a Public Hearing was scheduled before the Board on December 17, 2015. This hearing was duly advertised in the Carroll County Times on December 3<sup>rd</sup> and December 10<sup>th</sup>, as well as signs posted on the petition property two weeks in advance. Landowners of property that either adjoin, or are in close proximity to the property involved in the above-referenced rezoning case were notified by mail of the request and hearing date and time. Staff briefed the Board of County Commissioners on November 19<sup>th</sup>.

A Public Hearing was held on December 17, 2015. At the Public Hearing, staff presented the staff report and the Planning Commission’s recommendation. Testimony was provided by the petitioner as well as expert witnesses representing the petitioner.

Deliberations are scheduled for January 14, 2016. At that time, the Board of County Commissioners will be tasked with determining whether there has been sufficient evidence presented to ascertain whether there has been requisite “change” or “mistake” to warrant rezoning of the subject property. For “mistake”, the Board would need to find that the County erred during the last rezoning action. For “change”, the Board would have to determine that there has been sufficient fluctuation in population, public facilities, transportation, or existing and proposed development in the area to warrant a finding in support of the petitioner’s request, as well as the Planning Commission’s recommendation and the relationship of the petitioner’s request to the last Freedom Comprehensive Plan.

In the event that the Board believes that there is sufficient grounds for granting the Petitioner’s request based on “Change”, the Board should consider moving to “Approve the Petitioner’s request to rezone the subject properties from B-NR to BG based upon a Change in the Character of the Neighborhood since the last rezoning.” Any discussions that follow would need to indicate that a majority of the Board supports that motion and should address some or all of the elements identified in the previous paragraph.

For a finding based upon “Mistake”, the Board would want to move to “Approve the Petitioner’s request based upon “Mistake”.” The ensuing discussion would need to support the contention that an error was made during the last rezoning.

**Action: Discussion and Deliberations**

**Attendees:**

Philip R. Hager, Director, Department of Planning  
Lynda Eisenberg, Chief, Bureau of Comprehensive Planning  
Andrea Gerhard, Comprehensive Planner

**GRANT APPLICATION BRIEFING**  
**1/14/16**

**Program Title:** Child Support Enforcement Access and Visitation

**Grant Title/Funder:** MD Department of Human Resources

**Grant Period:** 3/1/16 to 9/30/19

**Department/Agency:** Circuit Court/Family Law Administration

**Background:** The Family Law Administration, a division of the Circuit Court for Carroll County, provides services to families and children in matters related to the Courts. Services coordinated or administered by this office include Mediation, Visitation Services, Custody Evaluation, assistance for domestic violence victims, and a Family Law Clinic.

**Program:** The Child Support Enforcement Access and Visitation grant will help children living in homes receiving Child Support Enforcement Services. The goal of the program is to increase children's access to and parenting time with noncustodial parents. The services for these children and their families would include mediation, counseling, education, development of parenting plans, and visitation. The grant would be used to hire new staff and it is projected to serve between 50 and 100 families and their children annually. Referrals for these services will come from the Child Support Enforcement staff at the State's Attorney's Office and the Department of Social Services.

**Total Budget**  
(3/1/16 to 9/30/19)

Grant Application	\$190,443	Part Time Staff, Equipment, Office Supplies
In Kind County Match*	\$19,045	Oversight by existing County staff
<b>Total Program Budget</b>	<b>\$209,488</b>	

**Recommendation:** Please Approve the Application

Attending:

Powel Welliver, Family Law Administration  
Debra Sheppard, Family Law Administration  
Casey Staub, Family Law Administration  
Debby Standiford, Grants Office

DATE: January 7, 2016  
TO: The Carroll County Board of Commissioners  
RE: IntelliTime Timeclock Solution & Scheduling Software

**EXECUTIVE SUMMARY:**

The Department of the Comptroller and the Department of Human Resources in cooperation with the Bureau of Purchasing is requesting your approval to award the purchase of the IntelliTime personnel time management software to IntelliTime Systems Corporation (Santa Ana, CA) in the amount of \$244,724 as part of the Human Resources/Payroll system replacement project. This purchase will be made by piggy-backing off a competitively bid procurement by the City of Hagerstown, MD. Part of this funding will come out of the original contract awarded previously to Personnel Data Systems (PDS). IntelliTime was identified during the initial implementation stages of the PDS software as a better fit for capturing, recording and scheduling time, attendance, leave accruals and performing personnel management functions and is fully compatible with the PDS software. There is sufficient funding for this project and no additional funds will be 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, Department of the Comptroller.

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\_\_\_\_\_      \_\_\_\_\_  
Bureau of Purchasing      Date

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\_\_\_\_\_      \_\_\_\_\_  
Board of Commissioners      Date

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