

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 February 15, 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 ~ February 15, 2016

County Offices Closed in observance of Presidents' Day



Tuesday ~ February 16, 2016

- 9:00 a.m. Planning & Zoning Commission Meeting
County Office Building ~ Reagan Room
Commissioners Weaver & Howard
- 2:00 p.m. *Veterans Advisory Meeting*
Westminster, Maryland
Commissioners Weaver & Howard
- 7:00 p.m. *Carroll County Ag Center Annual Dinner*
Westminster, Maryland
Commissioners Wantz, Weaver & Frazier

Wednesday ~ February 17, 2016

- 10:00 a.m. *Maryland Association of Counties Legislative Committee Meeting
Annapolis, Maryland
Commissioners Wantz & Rothschild*
- 2:30 p.m. *Economic Alliance of Greater Baltimore Board of Directors Meeting
Baltimore, Maryland
Commissioner Wantz*
- 6:00 p.m. *Carroll Community College Board Meeting/Dinner
Westminster, Maryland
Commissioner Frazier*

Thursday ~ February 18, 2016

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

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

Positively Carroll County

Item 1

Proclamation Presentation
FFA Week ~ 2/20/16 – 2/27/16

Item 2

Public Comment on this item
[Briefing ~ Ag Tire Collection Program](#)
Department of Public Works ~ Mr. Jeff Topper

Item 3

Public Comment on this item
[Briefing/Discussion ~ Solid Waste Planning](#)
Department of Public Works ~ Mr. Jeff Topper

Item 4

Public Comment on this item
Discussion/Decision
[Fall 2015 Amendments to the 2014 Carroll County](#)
Water and Sewer Master Plan
Department of Planning ~ Mr. Phil Hager

Thursday ~ February 18, 2016 (Continued)

Item 5

Public Comment on this item

[Briefing ~ Hap Baker Firearms Facility Update](#)

Department of Recreation & Parks ~ Mr. Jeff Degitz

Item 6

Public Comment on this item

Briefing/Discussion/Decision

Request Approval to proceed to Public Hearing

[Proposed Changes to Chapter 94 ~ Parks & Recreation](#)

Department of Recreation & Parks ~ Mr. Jeff Degitz

Public Comment

*12:00 p.m. Carroll County Chamber Luncheon
Speaker ~ Ted Zaleski, Director ~ Carroll Co. Dept. of Mgmt. & Budget
Best Western ~ Westminster, Maryland
Commissioner Rothschild*

2:00 p.m. Board of County Commissioners Open Session
County Office Building ~ Room 311

Item 7

Public Comment on this item

Briefing ~ State Funding Changes for

[Behavioral Health Services](#)

Carroll County Health Department ~ Mr. Ed Singer

Item 8

Public Comment on this item

Discussion/Decision

[Bid Approval ~ Strategic Planning](#) for Carroll County's
Community Needs Assessment

Grant Application Briefing on 10/29/15

Grant Award Briefing on 12/17/15

Department of Citizen Services ~ Ms. Christine Kay

Bureau of Purchasing ~ Mr. Mike Myers

Thursday ~ February 18, 2016 (Continued)

Item 9

Public Comment on this item
Briefing/Discussion/Decision
[Bid Approval ~ Architectural and Engineering Services](#)
Requirements Contract
Department of Public Works ~ Mr. Scott Moser
Bureau of Purchasing ~ Mr. Mike Myers

Item 10

Public Comment on this item
Briefing/Discussion/Decision
[Bid Approval ~ Phase 2 Construction Plans](#) for
Carroll County Maintenance Center
Stormwater Management Retrofit
Grant Application Briefing on 4/28/15
Phase 1 Bid Approval on 11/19/15
Department of Land & Resource Management ~ Mr. Tom Devilbiss
Bureau of Purchasing ~Mr. Mike Myers

Item 11

Public Comment on this item
[Discussion ~ Goals for Assessable Base Growth](#)
Department of Management & Budget ~ Mr. Ted Zaleski

Public Comment

Approval/Adoption of Minutes

Administrative Session ~ Open

*7:00 p.m. Commissioner Howard's Town Hall Meeting
South Carroll Senior Center ~ Sykesville, Maryland
Commissioner Howard*

Friday ~ February 19, 2016

Saturday ~ February 20, 2016

Sunday ~ February 21, 2016

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

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
Bureau of Solid Waste**

Jeff Topper, Deputy Director

Ext. 2035

Briefing: Agricultural Scrap Tire Collection Program

The Bureau of Solid Waste coordinated the Agricultural Scrap Tire Drop-Off Event from January 4, through January 16, 2016 at the Northern Landfill and Resource Recovery Park. Events are sponsored statewide by the Maryland Farm Bureau and Maryland Environmental Service (MES).

Carroll County Farmers could drop off scrap tires from Carroll County Farms at no charge. Program funding is provided through a Tire Fund administered by the Maryland Department of the Environment (MDE).

This Briefing will outline the statistics and results of the Event.

Tire Fund

In 1991, the Maryland General Assembly adopted the Scrap Tire Recycling Act to address the problems associated with the environmentally responsible disposal of scrap tires in Maryland. The law established the State Used Tire Clean-Up and Recycling Fund, which is funded by the collection of a \$0.80 per tire fee on the sale of each new tire in the State. MDE may use the Fund for projects to reduce, recover and recycle scrap tires in Maryland.

Goals

As stated by MES, the Program's intent is to aid State Farmers by providing a responsible disposal-alternative substantially free of charge for farmers who have accumulated a number of scrap tires. A secondary goal is to educate farmers about Maryland's laws and regulations regarding the collections and disposal of scrap tires. It is intended that public education will deter farmers from accumulating scrap tires in the future.

cc: Jeff Topper, Deputy Director, Department of Public Works
Dusty Hilbert, Chief, Bureau of Solid Waste
Maria Myers, Recycling Manager, Bureau of Solid Waste



**Department of Public Works
Bureau of Solid Waste**

Jeff Topper, Deputy Director

Ext. 2035

Briefing & Discussion Solid Waste Planning - Update

Background: The Bureau of Solid Waste must effectively implement an integrated system of solid waste management and recycling that allows sufficient flexibility to react to changes in regulations, technology and market conditions.

The Solid Waste Advisory Council (SWAC) advises the Bureau of Solid Waste as needed on select matters relating to administration, operation, capital projects and budget. SWAC provides a forum for the advisory input from users of the County's solid waste facilities.

Update & Discussion: SWAC and Staff have discussed various incremental measures to be considered. An update is being provided to propose short and long term recommendations.

cc: Jeff Topper, Deputy Director, Department of Public Works
 Dusty Hilbert, Chief, Bureau of Solid Waste
 Maria Myers, Recycling Manager, Bureau of Solid Waste

Department of Planning

Briefing Paper

February 18, 2016

Open Session

Issue:

2015 Fall Amendment to the 2014 Water and Sewer Master Plan

Background: A public hearing was held on February 4th for the purpose of accepting testimony on the 2015 Fall Amendments to the 2014 Carroll County Water and Sewer Master Plan. As part of this process the Board of County Commissioners is being asked to approve a Resolution to Adopt these Amendments in order for the plan to be forwarded to the Maryland Department of the Environment for their Approval.

Action: Discussion and Adoption.

Attendees:

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

Recreation & Parks

Briefing Paper

Open Session

Issues:

Hap Baker Firearms Facility update

Background:

The Hap Baker Firearms Facility operates in an enterprise fund with income generated from user fees that cover the operating costs of the facility. Because of the popularity of the facility, concerns were shared with staff regarding the wait time for shooters during certain times of year. The department has distributed a survey to members and visitors regarding wait times in an attempt to provide the best experience for users.

In addition, heavy usage of the range results in an ongoing need for maintenance to baffles and other areas. We have identified two baffles in need of replacement and will be coming before the board next week to request approval to contract for the necessary repairs.

Action Requested:

Briefing only

Recreation & Parks

Briefing Paper

Open Session

Issues:

Proposed Changes to Chapter 94 - Parks and Recreation

Background:

After reviewing code with the Recreation and Parks Advisory Board, staff are proposing the following changes to the Parks and Recreation Ordinance for Carroll County:

- Section 94.053 Add Hap Baker Firearms Facility to allow for use of firearms on site
- Add Section 94.058 Add metal detecting under Recreational Activities
- Add Section 94.059 Add geocaching under Recreational Activities
- Add Section 94.060 Add remote control/unmanned aircraft and model rockets
- Section 94.113 Change Administrator to Director; change Office to Department
- Section 94.114 Revise Permanent Ban to allow for shorter suspensions up to and including permanent ban, communicated by Director instead of only current option of permanent ban
- Section 94.115 Change Administrator to Director; change Office to Department

Requested Action:

Briefing and request to proceed to Public Hearing

**Carroll County Health Department
Ambulatory Substance Abuse Funding
Briefing Paper
February 18, 2016**

Issue:

The Behavioral Health Administration (BHA) at the Department of Health and Mental Hygiene (DHMH) has been proposing to re-allocate Substance Abuse Ambulatory Funding (funding for direct ambulatory treatment services) that was traditionally granted to local health departments (LHDs) and allocate the money through Value Options making it available as fee for service, offered by any local behavioral health provider. This transition was supposed to occur on July 1, 2015, but was delayed until July 1, 2016. Many local health departments think this plan is going to severely impact treatment services in their jurisdictions. The Maryland Association of County Health Officers (MACHO) has been lobbying to leave the grant money in place with the local health departments and abandon the plan to direct the money through value options. The BHA sent out grant award letters to LHDs for fiscal year 2017 removing the grant funding for Ambulatory services from our budgets. MACHO was able to convince BHA that most LHDs are not ready for this transition and BHA subsequently offered to return a portion of the funding to LHDs to continue to provide services through grant programs for an additional six (6) months (through January 1, 2017). The Carroll County Health Department (CCHD) plans to decline the grant funding and continue with our plan to integrate services with Access Carroll effective July 1, 2016, for reasons outlined below.

Background:

The CCHD has been planning the transition and integration of our substance abuse treatment services with Access Carroll and we originally planned to begin this transition July 1, 2015, we subsequently postponed the transition because of a last-minute change in funding in 2015. The end of traditional grant funding was pushed to July 1, 2016, and is now being further delayed to January 1, 2017. The DHMH BHA has asked the CCHD not to accept the grant funding that is being offered July 1, 2016 through January 1, 2017. The amount of grant funding being offered for ambulatory treatment services for the period is approximately \$375,000. The BHA wants the CCHD to serve as a model to show other LHDs that it is possible to deliver adequate treatment services in the community without direct grant funding. The CCHD plans not to request the extended grant funding and move forward with our integration with Access Carroll as of July 1, 2016. We are doing this not primarily because BHA asked us to serve as a model, but more because extending the grant funding is not beneficial to our delivery of services to the Citizen of Carroll County. The following are some the key reasons we believe we should not accept the extended grant money:

- We have a plan in place to transition and integrate our ambulatory behavioral health services with Access Carroll that we believe will be successful in delivering quality adequate substance abuse treatment services to the Citizens in Carroll County who need them. The plan includes billing MEDICAID for services that are provided;
- The money is only being extended and offered for six (6) months;
- We have downsized CCHD staffing through attrition in preparation for this transition and if we accepted the money would either need to hire additional staff for the six (6) month period or request the County do a Request for Proposals for a six (6) month contract with private

providers. We do not believe either of these options would be worth the effort required only to delay a plan that we believe will work;

- Delaying the transition to the Value Options model would have a negative impact on private providers as the money we receive in a grant would not be directed to Value Options and would not be directly available for private providers to bill for their services;
- This transition will not impact treatment services we provide at the County Detention Center. Our Substance Abuse Treatment Outcomes Partnership Grant (S.T.O.P.) we were traditionally awarded has been converted to a State Categorical Grant and we were given the opportunity to apply for S.T.O.P. grant money to enhance services we provide in the detention center;
- We plan to ask for some financial assistance from BHA (a small portion of the funding) to assist us and public behavioral health providers with the transition. One specific item we plan to ask BHA to assist with funding is accreditation of the CCHD's Substance Abuse Program (this is not the same as accrediting the entire CCHD) and accreditation of private providers as this not something that is billable under the fee for service model and is a significant expense;
- The categorical grant money can only be used for substance abuse treatment services and cannot be re-purposed for other uses in the CCHD;

We still have concerns about how treatment services will be provided to 25 Medicare patients that we currently see. Other than the CCHD, there are no other substance abuse providers for Medicare clients and the reimbursement rates are not sufficient to support the costs of services. We are continuing to work with BHA to try to find a solution to this issue.

We are not sure how valuable a model our program will be to other jurisdictions because each jurisdiction is unique in private providers that operate in their jurisdiction and the CCHD's cooperative relationship with Access Carroll is very unique. We believe our plan will work well for Carroll County and our Citizens, but are not sure how transferable our model will be to other jurisdictions.

Action:

Presented for informational purposes.

Attendees:

Ed Singer, Health Officer (CCHD)

Sue Doyle, Bureau Director of Prevention, Wellness, and Recovery (CCHD)

DATE: February 8, 2016
 TO: The Carroll County Board of Commissioners
 RE: Strategic Planning for Carroll County's Community Needs Assessment
 26-F-3-15/16

EXECUTIVE SUMMARY:

The Bureau of Purchasing solicited Letters of Interest/Statement of Qualifications from qualified firms for the Strategic Planning Grant for Carroll County's 2016 Community Needs Assessment grant application through the Carroll County Local Management Board.

The Bureau of Purchasing in cooperation with the Department of Citizen Services received five (5) proposals for the above project. An evaluation committee was formed to conduct technical and financial review of the proposals submitted. Once individual evaluations were completed, the committee members come to consensus and recommend the best value proposal for the work required. The highest ranked firm for this project is Shattuck & Associates in the amount of \$25,000.00. This expenditure is within the project budget and no additional funds will be needed.

Number of Bids: Five (5)

Vendors & Bid Results:	1. IMPAQ International	Columbia, MD	
	2. John Darrell Brantley Financial Services	Baltimore, MD	
	3. Shattuck & Associates	Mt. Airy, MD	AWARDED
	4. Stratigix Consulting	Columbia, MD	
	5. The Ripples Group	Boston, MA	

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 the Director of Citizen Services Christine Cambareri Kay.

 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: _____				

DATE: February 2, 2016
TO: The Carroll County Board of Commissioners
RE: Architectural and Engineering Services Requirements Contracts
11-F-1-15/16

EXECUTIVE SUMMARY:

The Bureau of Purchasing invited Letters of Interest/Statement of Qualifications from architectural and engineering firms to provide professional design services under a requirement contract basis. The County's requirement contract allows for services on an as-needed or indefinite delivery basis. The County will contract with architectural firms, civil engineering firms, construction project management, construction testing and inspection, commissioning services and geotechnical for a one year period and the possibility of additional years to follow pending fiscal availability and good performance.

An evaluation committee of four (4) members was formed to evaluate the Letters of Interest/Statement of Qualification submitted. The task of each committee member was to independently review and rate the Letters of Interest/Statement of Qualifications. The committee members come to consensus and recommend the best value and selected three (3) firms for each discipline. This expenditure will be within the project budgets and no additional funds will be needed.

Architectural

Colimore Architects
M & D Architects
Manns Woodward Studios

Civil Engineering

KCI
BAI
Frederick Ward

Commissioning Services

Kibart
MBP
RMF

Construction Project Management

Starboard Construction
Keller Construction
JMT

Construction Testing and Inspection

Rueling and Associates
WBCM
CTI

Geotechnical Engineering

KCI
Schnabel
Rueling and Associates

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

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 Scott Moser, Deputy Director, Public Works.

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: Accepted Denied Other: _____

CM/mm

Cc: File

Revised 3/26/04-12/2/10

DATE: February 3, 2016
 TO: The Carroll County Board of Commissioners
 RE: Phase 2 Construction Plans for Carroll County Maintenance Center Stormwater Management Retrofit
 75-F-8-15/16

EXECUTIVE SUMMARY:

The Carroll County Bureau of Purchasing in cooperation with the Bureau of Resource Management solicited bids from qualified contractors to provide the labor, material, equipment, and services necessary for the reconstruction of Carroll County Maintenance Center stormwater management pond, located 1250 Old Meadow Branch Road, Westminster MD 21158.

Resource Management in cooperation with the Bureau of Purchasing recommends award for the above project to be awarded to Conewago Enterprises Inc. in the amount of \$249,362.00. This is within the project budget and no additional funds will be needed.

Number of Bids:

Vendors & Bid Results:	1. Conewago Enterprises Inc.	Hanover, PA	\$249,362.00
	2. Stambaugh's Inc.	Union Bridge, MD	\$262,758.00
	3. Thomas Bennett & Hunter	Westminster, MD	\$267,000.00
	4. CJ Miller, LLC	Hampstead, MD	\$310,000.00
	5. White Pine Construction Corp	Finksburg, MD	\$310,298.00
	6. MT Laney Co. Inc.	Eldersburg, MD	\$369,434.00

Received Budget Approval: Yes Comments: _____

Debarment & suspension check completed and this business is in good standing: Approved

Business is in good standing with the Maryland Department of Assessment and Taxation: Approved

Business is in good standing with Carroll County Collections Office: 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. Tom Devilbiss, Director, Land Resource Management

 Bureau of Purchasing Date

 Board of Commissioners Date

Commissioner Wantz: Motion 2nd All in Favor Denied
 Commissioner Weaver: Motion 2nd All in Favor Denied
 Commissioner Frazier: Motion 2nd All in Favor Denied
 Commissioner Rothschild: Motion 2nd All in Favor Denied
 Commissioner Howard: Motion 2nd All in Favor Denied

Comments: _____

Action Taken: Accepted Denied Other: _____

CM/mm
 Cc: File
 Revised 8 20 14

**Department of Management and Budget
Briefing Paper**

February 18, 2016

Issue: Discussion of Goals for Assessable Base Growth

Background:

- The Commissioners have discussed setting a goal for the commercial/industrial base as a percent of the total assessable base.
 - It is important to consider dollar growth as well as percent growth.
 - It will also be important to consider the fiscal implications of making growth possible.
-

Desired Action: For information only.