

## 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 May 23, 2016

#### Revision 3 dated May 23, 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 ~ May 23, 2016

#### Tuesday ~ May 24, 2016

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

*Positively Carroll*

#### Item 1

Proposed Budget Worksession  
Department of Management & Budget ~ Mr. Ted Zaleski

#### Public Comment

#### Wednesday ~ May 25, 2016

2:00 p.m. *Carroll Community College Graduation Reception*  
*McDaniel College ~ Gill Center Foyer ~ Westminster, Maryland*  
*Commissioners Frazier & Howard*

2:30 p.m. *Carroll County Board of Education Meeting*  
*Westminster, Maryland*  
*Commissioner Rothschild*

**Wednesday ~ May 25, 2016 (Continued)**

3:00 p.m. *Carroll Community College Commencement Ceremony  
McDaniel College ~ Gill Center ~ Westminster, Maryland  
Commissioners Frazier & Howard*

**Thursday ~ May 26, 2016**

8:00 a.m. Economic Development Commission Meeting  
County Office Building ~ Room 105  
Commissioners Wantz & Frazier

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

*Positively Carroll*

**Item 1**

Budget Adoption  
Department of Management & Budget ~ Mr. Ted Zaleski

**Item 2**

Public Comment on this item  
Briefing/Discussion  
[City of Westminster, Taneytown, Mt. Airy & Hampstead Annexations](#)  
Department of Planning ~ Mr. Phil Hager

**Item 3**

Public Comment on this item  
[Briefing ~ Bridge Weight Limit Sign Change](#)  
Department of Public Works ~ Mr. Dave Reese

**Item 4**

Public Comment on this item  
Briefing/Discussion/Decision  
[Bid Approval ~ Scope of Services for Engineering](#)  
Design & Construction Related Services  
CL387 Cape Horn Road Bridge over Un-named Stream  
Department of Public Works ~ Mr. Dave Reese  
Bureau of Purchasing ~ Mr. Mike Myers

**Thursday ~ May 26, 2016 (Continued)**

**Item 5**

Public Comment on this item

Briefing/Discussion/Decision

[Bid Approval ~ Third Party Claims Administration Services](#)

Department of Management & Budget ~ Mr. Ted Zaleski

Bureau of Purchasing ~ Mr. Mike Myers

**Item 6**

Public Comment on this item

Briefing/Discussion/Decision

[Bid Approval – Excess Workers Compensation Insurance](#)

Department of Management & Budget ~ Mr. Ted Zaleski

Bureau of Purchasing ~ Mr. Mike Myers

**Item 7**

Public Comment on this item

Additional Discussion/Decision

[Request Final Approval of Community Block Grant \(CDBG\)](#)

Application to Maryland Department of Housing & Community  
Development for CHANGE ~ Respite Inn Renovations

Department of Citizen Services ~ Ms. Christine Kay

CHANGE, Inc. ~ Mr. Mike Shriver

Department of Management & Budget ~ Mr. Ted Zaleski

**Public Comment**

Approval/Adoption of Minutes

Administrative Session ~ Open

1:30 p.m. Board of County Commissioners Closed Administrative Session

4:30 p.m. *CHANGE, Inc. Advocate Appreciation Garden Party*  
*Westminster, Maryland*  
*Commissioners Wantz, Weaver, Frazier, Howard & Rothschild*

**Friday ~ May 27, 2016**

**Saturday ~ May 28, 2016**

**Sunday ~ May 29, 2016**

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

**Monday, May 30, 2016**

*County Offices Closed in observance of Memorial Day*



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 Planning

## Briefing Paper

May 26, 2016

## Open Session

### **Issue:**

Review of Multiple Annexation Petitions

### **Background:**

Under state law, the County is provided an opportunity to review municipal annexation requests. The process requires that the Commissioners forward a letter of comment prior to the matter proceeding to a local hearing.

The City of Westminster is currently processing three annexation requests: No. 62- Barron, No. 63- Bollinger, and No. 67-Schulte properties. The Town of Hampstead is currently processing an annexation request for Mount III, LLC. encompassing 0.607 acre. The Town of Mount Airy is currently processing an annexation request for Twin Arch Associates for a property that totals 0.4677acre. Taneytown is currently processing an annexation consisting of 110.3877 acres.

A full staff report for the Westminster Annexations was presented to the Planning and Zoning Commission on March 15, 2016. A full staff report for the Hampstead, Mount Airy and Taneytown Annexations was presented to the Planning and Zoning Commission on May 19, 2016. Following their review, the Planning and Zoning Commission is forwarding this report, with a positive recommendation, to the Board of County Commissioners for their review and concurrence. A comment letter for each of the annexations with the Board's signatures will be sent to the Municipalities as part of their public hearing record.

The City of Westminster does not have a public hearing date scheduled for these annexations requests. Hampstead has scheduled their public hearing for June 14, 2016. Mount Airy has scheduled their public hearing for June 6, 2016. Taneytown has scheduled their public hearing for June 8, 2016. Discussions and a request for comment letters to be forwarded to the Municipalities is scheduled before the board on June 2, 2016.

### **Action:**

Briefing

### **Attendees:**

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

**Carroll County Department of Public Works  
Briefing Paper**

**Open Session**

**Item:** Bridge Weight Limit Sign Changes

**Background:** The Department of Public Works is revising the decision-making process for determining posted weight limits, based on the most current MD State Highway Administration policies.

This presentation will provide background information, the decision-making process, and resulting changes to the bridge weight limit signs.

**Desired Action:** Briefing only, no action required.

**Attendees:** Deborah A. Butler, PE, Bureau of Engineering

**Copies:** David Reese, Deputy Director for Public Works  
Scott Campbell, Director for Public Safety

DATE: May 5, 2016

TO: The Carroll County Board of Commissioners

SUBJECT: **Bid No. 80-F-9-15/16  
Engineering Design and Construction Related Services  
CL387 Cape Horn Road Bridge over un-named Stream**

**EXECUTIVE SUMMARY:**

The Department of Public Works, in cooperation with the Bureau of Purchasing, recommends award for the above project to AMT Inc. in the amount of \$113,691.00. AMT, Inc. provides the best value to the County, based on the technical and financial proposal reviews. This is within the project budget and no additional funds will be needed.

Responding Vendors (7): AMT, Inc. Prime AE  
Brudis & Associates, Inc. Rummel, Klepper and Kahl  
Greenman-Pedersen, Inc. Sabra, Wang & Associates, Inc.  
Mercado Consultants, Inc.

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:  N/A

**I move that the Board of Commissioners concur with the award of the Engineering Design and Construction Related Services to AMT, Inc.**

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 Dave Reese, Deputy Director, Public Works.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Commissioner Wantz:	<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 Frazier:	<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: _____				

CM/mm  
Cc: File

DATE: May 9, 2016  
 TO: The Carroll County Board of Commissioners  
 RE: Third Party Claims Administration Services  
 45-F-2-15/16

**EXECUTIVE SUMMARY:**

Carroll County Bureau of Purchasing solicited proposals from qualified Contractor to provide third party claims administration services for the County's Self-Insurance Program for Workers' Compensation and Employers' Liability claims arising out of the County's operations and the adjunct agencies included within the Self-Insurance Program. These services are to include comprehensive Risk Management Information System services.

The Bureau of Purchasing in cooperation with Management & Budget received five (5) proposals for the above project. An evaluation committee of three (3) members was formed to conduct technical and financial reviews of the proposals submitted. The Committee evaluated all proposals based on criteria detailed in the proposal. The highest ranked firm for this project is **CorVel**. This expenditure is within the project budget and no additional funds will be needed.

Number of Bids: Five (5)

Vendors & Bid Results:	1.AS&G	Houston, TX	
	2. <b>CorVel</b>	<b>Norristown, PA</b>	<b>AWARD</b>
	3.Gallagher Bassett Services Inc.	Itasca, IL	
	4.PMA	Hunt Valley, MD	
	5.SISCO	Baltimore, MD	

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

**I move that the Board of Commissioners concur with award and authorize the Bureau of Purchasing to move forward to obtain a legally sufficient contract documents for signing by Mr. Ted Zaleski, Director, Management & Budget.**

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

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

Commissioner Wantz:	<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 Frazier:	<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: _____				

CM/mm



DATE: May 23, 2016

TO: The Carroll County Board of Commissioners

RE: Excess Workers' Compensation Insurance Coverage  
45-F-4-15/16

**EXECUTIVE SUMMARY:**

The Bureau of Purchasing solicited proposals from qualified Contractor to provide Excess Workers' Compensation Insurance coverage for the County's Self-Insurance Program for Workers' Compensation and Employers' Liability claims arising out of the County's operations and the adjunct agencies included within the Program.

The Bureau of Purchasing in cooperation with Management & Budget received one (1) proposal for the above project. An evaluation committee was formed to conduct the technical and financial review of the proposal submitted. The proposal received is from the incumbent firm, RCM & D for coverage with Safety National for this project.

This expenditure is within the project budget and no additional funds will be needed.

Number of Bids: 1

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  N/A

**I move that the Board of Commissioners concur with award and authorize the Bureau of Purchasing to move forward to obtain a legally sufficient contract documents for signing by Mr. Ted Zaleski, Director, Management & Budget.**

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Commissioner Wantz:	<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 Frazier:	<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:  Accepted  Denied  Other: \_\_\_\_\_

**Briefing Paper – Grant Application**  
**FY17 Community Development Block Grant (CDBG)**  
**CHANGE, Inc.**  
**5/26/16**

**Project:** CHANGE, Inc. – Capital Project – Community Development Block Grant

**Department/Agency:** Grants Office/Citizen Services

**Funding Agency:** U. S. Department of Housing and Urban Development (HUD) passed through the Maryland Department of Housing and Community Development (DHCD)

**Background**

Each year, as a non-entitlement jurisdiction, Carroll County has an opportunity to submit an application to MD DHCD for federal Community Development Block Grant (CDBG) funds. Carroll’s application competes against applications submitted by other non-entitlement jurisdictions in the state for an estimated \$5,000,000 in annual funding. CHANGE, Inc. is requesting that the County submit a CDBG on their behalf. As the applicant, the County is responsible for oversight of the project requirements, they guarantee that the funds will be used for the purpose stated in the application, and they guarantee that the facility will be used for that purpose for a period of up to 15 years after completion of the project. The County will enter into a sub-recipient agreement with CHANGE, Inc. detailing all CDBG requirements.

**Agency**

CHANGE, Inc. has worked in Carroll County since 1969 to help individuals with special needs reach their potential and lead fulfilling lives. One of the services provided by CHANGE, Inc. is the Respite Inn. The Respite Inn provides overnight accommodations for up to 2 weeks (and sometimes longer) in order to provide families and caregivers with respite for their family member with a disability. As one of only 5 overnight respite facilities in the state, the Respite Inn draws from Carroll as well as the surrounding counties. In FY15, the three bedroom facility served 97 clients and operated at 97% capacity which included 137 overnights (60% occupancy for available overnights). Additionally, the Respite Inn provides services to 164 Carroll County Public School (CCPS) Vocational Opportunities for Independent Change and Empowerment (VOICE) Program participants.

**Project Overview**

The Respite Inn renovations will address ADA concerns in the bathroom and back patio door. A new HVAC system, new windows and new lighting will increase energy efficiency. Finally, safety concerns will be addressed by reconfiguring the driveway and front entrance and replacing flooring.

**Respite Inn FY17 CDBG Budget**

Source		Status	Amount
Federal Government	CDBG	Pending	\$103,560
CHANGE, Inc.	Existing Funds	Secured	\$25,000
CHANGE, Inc. – In Kind Match	Staff – Project Administration	Secured	\$10,898
County – In Kind Match	Staff - Administrative Support	Secured	\$1,044
<b>Total Renovations Cost</b>			<b>\$140,502</b>

**Staff Recommended Motion:** I move that the Board of Commissioners approves the submission of the CDBG application for the CHANGE Respite Inn project.

Christine Kay, Director, Citizen Services

Mike Shriver, Executive Director, CHANGE, Inc.  
 Grants Office