

## 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 October 17, 2016**

**Revision 1 dated October 17, 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 ~ October 17, 2016**

*3:00 p.m. Board of Education/Delegation Meeting  
Westminster, Maryland  
Commissioner Rothschild*

#### **Tuesday ~ October 18, 2016**

*8:00 a.m. District 5 Business Advisory Meeting  
Salerno's Restaurant ~ Eldersburg, Maryland  
Commissioner Howard*

*9:00 a.m. Planning & Zoning Commission Meeting  
County Office Building ~ Reagan Room  
Commissioner Weaver*

*3:00 p.m. Boys & Girls Club of Westminster Tour  
Westminster, Maryland  
Commissioners Frazier & Rothschild*

#### **Wednesday ~ October 19, 2016**

*10:00 a.m. Maryland Board of Public Works Rural Legacy Program  
Grant Acceptance ~ Annapolis, Maryland  
Commissioner Weaver*

*10:00 a.m. ARC of Carroll County Grand Opening/Ribbon Cutting  
Westminster, Maryland  
Commissioners Wantz, Howard & Rothschild*

**Wednesday ~ October 19, 2016 (Continued)**

- 12:00 p.m.     *St. John Properties Luncheon  
Eldersburg, Maryland  
Commissioner Howard*
- 2:30 p.m.     *Board of Education Closed Session  
Westminster, Maryland  
Commissioner Rothschild*
- 4:00 p.m.     *Board of Education Meeting  
Westminster, Maryland  
Commissioner Rothschild*
- 4:30 p.m.     *Drug Treatment Court Graduation  
Westminster, Maryland  
Commissioners Wantz & Weaver*
- 6:00 p.m.     *Carroll Community College Board Meeting/Dinner  
Westminster, Maryland  
Commissioner Frazier*
- 7:00 p.m.     *District 5 Town Hall Meeting  
South Carroll Senior Center ~ Sykesville, Maryland  
Commissioner Howard*

**Thursday ~ October 20, 2016**

8:30 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**

Public Comment on this item  
Briefing/Discussion/Possible Decision  
Request Approval of Fund Transfers for  
[Self-Help Project Requests for Recreation Councils](#)  
Department of Recreation & Parks ~ Mr. Jeff Degitz

**Item 2**

Public Comment on this item  
Briefing/Discussion/Decision  
[Consideration of Bond Resolution](#)  
Department of the Comptroller ~ Mr. Robert Burk

**Thursday ~ October 20, 2016 (Continued)**

**Item 3**

Public Comment on this item  
[Briefing ~ Johnsville Road Sidewalk](#)  
Department of Planning ~ Mr. Phil Hager

**Item 4**

Public Comment on this item  
[Decision ~ Evening Transit Pilot Program](#)  
Department of Public Works ~ Mr. Jeff Castonguay

**Item 5**

Public Comment on this item  
Discussion/Decision  
[Request Approval ~ Request for Proposal](#)  
for Airport ~ Developmental Areas  
Department of Public Works ~ Mr. Jeff Castonguay

**Item 6**

Public Comment on this item  
Discussion/Decision  
[Carroll County Airport Logo](#)  
Department of Public Works ~ Mr. Jeff Castonguay

**Item 7 Item 8**

Public Comment on this item  
Briefing/Discussion/Decision  
[Bid Approval ~ Triple Cell Reinforced Concrete Box](#)  
Culvert on White Rock Road over Piney Run REBID  
Department of Public Works ~ Mr. Jeff Castonguay  
Bureau of Purchasing ~ Mr. Mike Myers

**Item 8 Item 7**

Public Comment on this item  
Briefing/Discussion/Decision  
[Request Approval for Budget Transfer](#)  
Public Works Unallocated Funds to  
White Rock Road over Piney Run  
Department of Public Works ~ Mr. Jeff Castonguay

**Thursday ~ October 20, 2016 (Continued)**

**Item 9**

Public Comment on this item

Briefing/Discussion/Decision

[Bid Approval ~ Leister Park Sediment Trap Closure](#)

Department of Public Works ~ Mr. Jeff Castonguay

Bureau of Purchasing ~ Mr. Mike Myers

**Item 10**

Public Comment on this item

Briefing/Discussion/Decision

[Bid Approval ~ Lake Forest PS Generator Replacement](#)

Department of Public Works ~ Mr. Jeff Castonguay

Bureau of Purchasing ~ Mr. Mike Myers

**Item 11**

Public Comment on this item

Discussion/Decision

Request Approval to Accept Grant Award from

Governor's Office of Crime Control & Prevention

[FFY 2016 WAWA ~ Carroll County Sheriff's Office](#)

Carroll County Sheriff's Office ~ Sheriff James DeWees

Department of Management & Budget ~ Mr. Ted Zaleski

**Public Comment**

**1:30 p.m.**

**Board of County Commissioners Open Session**

County Office Building ~ Room 311

**Item 12**

Public Comment on this item

Briefing/Discussion/Possible Decision

[Request Approval for Opening Warming and Cooling Centers](#)

on Days When the County is Closed

Department of Citizen Services ~ Ms. Christine Kay

**Item 13**

Public Comment on this item

Discussion/Decision

Request Approval of Grant Award Acceptance

Maryland Department of Housing & Community Development

[FFY2016 and SFY2017 Emergency Solutions \(ESG\) Grant](#)

Department of Citizen Services ~ Ms. Christine Kay

Department of Management & Budget ~ Mr. Ted Zaleski

**Thursday ~ October 20, 2016 (Continued)**

**Item 14**

Public Comment on this item

Discussion/Decision

Request Approval to Accept Grant Award from

Governor's Office of Crime Control & Prevention

[FFY 2016 VAWA ~ Carroll County State's Attorney's Office](#)

Carroll County State's Attorney's Office ~ Mr. Brian DeLeonardo

Department of Management & Budget ~ Mr. Ted Zaleski

**Item 15**

Public Comment on this item

Discussion/Decision

Request Approval to Proceed to Public Hearing

[Changes to Personnel Code ~ Chapter 36](#)

Department of Human Resources ~ Ms. Kim Frock

**Item 16**

Public Comment on this item

Briefing/Discussion/Possible Decision

[Request Approval of the Carroll County Public Network](#)

Equipment Maintenance Agreement

Department of Technology Services ~ Mr. Mark Ripper

**Public Comment**

Approval/Adoption of Minutes

Administrative Session ~ Open

4:00 p.m. Combined Education Committee Meeting  
County Office Building ~ Reagan Room  
Commissioners Weaver, Howard & Rothschild

5:30 p.m. *Historical Society Annual Business Reception*  
*Westminster, Maryland*  
*Commissioners Wantz & Howard*

**Thursday ~ October 20, 2016 (Continued)**

6:00 p.m.      *Silver Oak Academy Community Appreciation Day*  
*Keymar, Maryland*  
*Commissioners Wantz & Frazier*

**Friday ~ October 21, 2016**

**Saturday ~ October 22, 2016**

7:00 a.m.      *Mt. Zion Church Pancake Breakfast*  
*Finksburg, Maryland*  
*Commissioner Weaver*

**Sunday ~ October 23, 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*

**Briefing Paper**

October 2016

**OPEN SESSION**

Staff Attending: Jeff Degitz

**Issue:** Self-Help Project Requests for Recreation Councils

**Background:** 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.

**Transfers from five closed projects into Self-Help Project #9735:**

Project Name	Project Number	Funds
North Carroll Batting Cage	8447	4,000.00
Freedom Area Field Mix	8491	4,848.30
North Carroll Shed and Field Renovations	8498	5,189.00
Christmas Tree Park Field Renovations	8499	15,070.00
Freedom Area Storage Container	8610	1,267.50
<b>Total</b>		<b>\$ 30,374.80</b>

**Transfers to eight new Self-Help projects:**

Project Name	County Funds	RecCouncil Support	Project Total
Tot Lot for Bear Branch Nature Center	\$15,000.00	\$ 5,000.00	\$20,000.00
Infield mix: Avondale, Friendship Valley (Kate Wagner) and Bennett Cerf Park	\$ 9,800.00	\$ 2,900.00	\$12,700.00
Fill/top soil for Winfield Park field	\$16,250.00	\$ 3,750.00	\$20,000.00
Portable soccer goals for travel soccer	\$ 2,560.00	\$ 823.00	\$ 3,383.00
Infield mix: Cape Horn, Manchester Elementary School, Christmas Tree Park	\$ 9,250.00	\$ 2,020.00	\$11,270.00
Carroll Arts Center video projection system replacement	\$15,000.00	\$ 5,000.00	\$20,000.00
Charles Carroll Elementary School site infield mix	\$ 1,500.00	\$ 300.00	\$ 1,800.00
Portable scoreboards	\$ 3,700.00	\$ 1,140.00	\$ 4,840.00
<b>Totals</b>	<b>\$73,060.00</b>	<b>\$20,933.00</b>	<b>\$93,993.00</b>

**Recommended Action:** I move that the Board of Commissioners approve the eight Self-Help Project requests and authorize the appropriate fund transfers.

**BOARD OF COUNTY COMMISSIONERS**

**Department of the Comptroller  
Briefing Paper – Stafftime  
October 20, 2016**

**Briefing/Discussion/**

**Possible Decision:** Consideration of Bond Resolution

**Background:** 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. The attached list indicates the projects being funded in this bond issue. 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 \$14.0 million 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 \$4.0 million 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 31<sup>st</sup> and November 4<sup>h</sup> with the on-line sale scheduled for November 10, 2016, and settlement scheduled for November 22, 2016.

Mr. David Gregory from McKennon Shelton & Henn, LLP, County’s bond counsel, will be here to present the proposed bond resolution and answer any questions.

**Staff Recommended**

**Motion:** I move that the Board of Commissioners adopt the bond resolution as presented by bond counsel.

If you have any questions, we’ll be available to answer them.

Robert M. Burk, Comptroller

C: Tim Burke, County Attorney

Resolution # \_\_\_\_\_

Vote

_____ Commissioner Wantz	_____ Motion	_____ Second	_____ Favor	_____ Opposed
_____ Commissioner Weaver	_____ Motion	_____ Second	_____ Favor	_____ Opposed
_____ Commissioner Frazier	_____ Motion	_____ Second	_____ Favor	_____ Opposed
_____ Commissioner Rothschild	_____ Motion	_____ Second	_____ Favor	_____ Opposed
_____ Commissioner Howard	_____ Motion	_____ Second	_____ Favor	_____ Opposed



**Project List for the November 2016 Bond Sale**  
as of September 6, 2016

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**General Government**

4021	8199	Government Complex	8,998.13
4021	9954	Cnty Bldg Systemic Renovations	600,000.00
4062	8516	Carroll Comm College Security	474,363.75
		Carroll Comm College Systemic	
4062	8517	Renovations	7,529.50
4081	8479	Taneytown Senior Center additional Parking	76,636.25
		<b>Total General Government</b>	<b>1,167,527.63</b>

**Public Safety**

4031	8163	CC Public Safety Training Center	167,000.00
4031	8264	CC 800 MZH & 911 system	1,299,105.05
4031	8592	Army Reserve Building Renovations	18,132.84
4031	9022	Regiona Water Supply	10,200.00
		<b>Total Public Safety</b>	<b>1,494,437.89</b>

**Public Works**

4041	8624	Pavement Management FY17	6,076,278.51
4043	8385	White Rock Rd. over Piney Run	30,000.00
4043	8512	Cape Horn Rd over Unnamed Stream	50,000.00
4045	8591	Maintenance Center Vehicle Wash	83,970.65
		<b>Total Public Works</b>	<b>6,240,249.16</b>

**Public Schools**

4061	8351	Hampstead ES Roof Replace	8,420.00
4061	8483	Manchester ES HVAC	386,290.44
4061	8484	Manchester ES Roof Replace	28,889.40
4061	8501	Career & Tech Ctr. Roof Replace	234,398.48
4061	8502	Mechanicsville ES Roof Replace	55,372.50
4061	8581	South Carroll HS Roof Replace	600,000.00
4061	8582	Westminster ES Roof Replace	29,506.50
4061	8583	Westminster HS Roof Replace	550,000.00
		<b>Total Public Schools</b>	<b>1,892,877.32</b>

**Conservation**

4091	9007	Farm Preservation	1,333,300.00
4092	8328	Environmental Compliance	68,408.00
4093	9920	Watershed Assess & Improv NPDES	1,500,000.00
		<b>Total Conservation</b>	<b>2,901,708.00</b>

**Fire**  
**Companies**

Union Bridge Fire Company

303,200.00

**303,200.00**

**Total Bond Issue**

**14,000,000.00**

**Department of Planning**  
**Briefing Paper**  
**October 20, 2016**  
**Open Session**

**Issue:**

Action on the part of the Board is required in order for the Johnsville Road sidewalk project to proceed to design phase.

**Background:**

The Department of Planning has been working on a project that, when completed, will connect Eldersburg Elementary 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 and provides 80 percent funding for projects that promote safe, alternative transportation options. Funds can be used for infrastructure improvements, such as upgrades to crosswalks, traffic signals, sidewalks and signage around schools, as well as for non-infrastructure projects for educational and enforcement efforts.

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 for approximately 800 feet to Bartholow 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. Following examination, 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).

Staff has been working with the BOE to draft and sign a MOU granting access and authorizing construction activities to facilitate the discharge of additional Stormwater to the existing facility at Liberty High School as part of the overall sidewalk construction efforts. Once this MOU is executed, it will be forwarded to the Maryland State Highway Administration as part of the draft MOU between the County and SHA for this infrastructure project. Once both MOUs are executed, the County can initiate the design phase for this segment of sidewalk. This matter has been scheduled for deliberations at the Board's October 27 session.

**Action:** Briefing.

**Attendees:**

Philip R. Hager, Director, Department of Planning  
Lynda Eisenberg, Chief, Bureau of Comprehensive Planning  
Bobbi Moser, Bureau of Comprehensive Planning  
Eric Burdine, Chief, Bureau of Building Construction  
William Caine, Board of Education

**Department of Public Works  
Public Transit**

**October 20, 2016**

**Decision**

**Subject:** Carroll Transit Systems (CTS) Evening Subscription Service Six-month Pilot Program

**Background:** County staff and Ride With Us met with the Board of County Commissioners 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 timeframe 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 5:00pm until 8:00pm.

**Staff Recommended Motion:** I move that the Board of Commissioners 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.

**Attending:** Jeff Castonguay, Director, Dept. of Public Works  
Jeff Topper, Deputy Director, Dept. of Public Works

**Department of Public Works**  
**Briefing Paper**  
**Discussion/Decision**  
October 20, 2016

**Subject:** RFP for Airport development.

**Background:** 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.  
We were before you on October 6 to talk about the various locations. Today we'd like to get your approval to proceed with a Request For Proposal (RFP).

**Staff Recommended Motion:** I move that the Board of Commissioners directs staff to issue an RFP for airport development.

**Attending:** Jeff Topper, Deputy Director, Department of Public Works  
Joe McKelvey, Airport Manager

**Department of Public Works**

**Airport Logo**

Discussion / Decision

October 20, 2016

**Subject:** Carroll County Regional Airport Logo.

**Background:** 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. We are back today with the two logos that generated the most interest.

**Staff Recommended Motion:** I move that the Board of Commissioners select and approve a logo to be used for future marketing of the Carroll County Regional Airport.

**Attending:** Jeff Topper, Deputy Director, Department of Public Works  
Joe McKelvey, Airport Manager



**carroll**  
**county**  
**regional airport**  
m a r y l a n d



REGIONAL AIRPORT



**Carroll County**

REGIONAL AIRPORT



DATE: October 4, 2016  
 TO: The Carroll County Board of Commissioners  
 SUBJECT: SHA # CL464ZM2, FAP# STP-3 (418)E, Carroll County Contract # 15-R-6  
 Bid No. 80-F-2-16/17  
 White Rock Road over Piney Run

**EXECUTIVE SUMMARY:**

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 MD 26 in the Eldersburg area.

The Department of Public Works, in cooperation with the Bureau of Purchasing, recommends award for the above project 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:	1.	Concrete General, Inc.	- \$ 980,579.00
	2.	Kinsley Construction	- \$1,268,582.85
	3.	Milani Construction, LLC.	- \$1,355,364.00
	4.	*Hi-Tek Construction, Inc.	- \$ 961,296.00

*\*Hi-Tek Construction, Inc. is not prequalified to perform bridge work.*

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

**Staff Recommended Motion:**

I move that the Board of Commissioners concur with award and authorize the Bureau of Purchasing to move forward to obtain legally sufficient contract documents for signing by Jeffrey D. Castonguay, Director, Department of 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: _____				

# Carroll County Department of Public Works

## Briefing Paper

### Open Session

**Item:** Budget Transfer Request  
Public Works Unallocated (9902) to White Rock Road over Piney Run (8385)

**Background:** 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.

<u>Adopted Budget</u>	<u>Actual/Projected</u>
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 \$50,000 from Public Works Unallocated to White Rock Road over Piney Run is being requested by the Department of Public Works.

**Staff Recommended Motion:** I move that the Board of Commissioners approves the budget transfer request from Public Works Unallocated to White Rock Road over Piney Run in the amount of \$50,000.

**Attendees:** Jeff Castonguay, Director, Dept. of Public Works  
Dave Reese, Deputy Director, Dept. of Public Works  
Debbie Butler, Chief, Bureau of Engineering

DATE: October 12, 2016  
 TO: The Carroll County Board of Commissioners  
 RE: Leister Park Sediment Trap Closure

**Executive Summary:**

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.

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. Jeff Castonguay, Director, Department of Public Works.

**Staff Recommended Motion:**

I move that the Board of Commissioners award the contract for the Leister Park Sediment Trap Closure to HTI Contractors in the amount of \$55,293.

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

\_\_\_\_\_  
 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: _____				

DATE: October 13, 2016  
TO: The Carroll County Board of Commissioners  
RE: Lake Forest PS Generator Replacement

EXECUTIVE SUMMARY:

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.

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. Jeff Castonguay, Director, Public Works.

**Staff Recommended Motion:** I move that the Board of Commissioners award the contract for the replacement of a 400kW generator at the Lake Forest pumping station to Curtis Engine in the amount of \$83,218.

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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:				

MBM/mm

## Grant Award Briefing Paper

October 20, 2016

**Program Title:** FFY 2016 Violence Against Women Act (VAWA) Grant

**Funder:** U. S. Department of Justice passed through the Maryland Governor's Office of Crime Control and Prevention (GOCCP)

**Department/Agency:** Sheriff's Office/Domestic Violence Unit

**Due Date(s):** ASAP

**Summary:** 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).

**FFY 2016 VAWA Award**

<b>Position</b>	<b>Grant Funding*</b>	<b>County Cash Match</b>	<b>Total Cost</b>
DV Facilitator # 1 - Salary	\$20,000.00	\$19,400	\$39,400
DV Facilitator # 1 - Benefits	0	\$13,200	\$13,200
DV Facilitator # 2 Salary & Benefits	0	\$56,670	\$56,670
<b>Total</b>	<b>\$20,000.00</b>	<b>\$89,270</b>	<b>\$109,270</b>

\* 2016 grant award amount is capped at the 2015 level of \$20,000

**Recommendation:** I move that the Board of Commissioners accept the FFY 2016 Violence Against Women's Act (VAWA) Grant Award.

Attending:

Vicky McDonold, Sheriff's Office

Caren Jagoda, Grants Office

## Briefing Paper

### Day Time Warming/Cooling Proposal

**Background:** Human Services Programs of Carroll County, Inc. (HSP) currently runs multiple shelters in the county, including the Cold Weather Shelter. There are holidays when County and library facilities are closed, but temperatures and/or weather events pose dangerous conditions for the county's most vulnerable citizens.

**Program;** HSP is proposing that Day Time Warming / Cooling Centers open at Westminster Senior Center on holidays, when County and library facilities are closed. The warming center hours will run from 7:30 am – 7:30 pm. The cooling center would run only during the hottest parts of the day, 10:00 am – 3:00 pm.

**Warming Center Dates:**

- **Thanksgiving Day – Thursday 11/24/2016**
- **Day After Thanksgiving – Friday 11/25/2016**
- **Christmas Day – Sunday 12/25/2016**
- **Christmas Day Observed – Monday 12/26/2016**
- **New Year's Day – Sunday 1/1/2017**
- **New Year's Day Observed – Monday 1/2/2017**
- **Martin Luther King Jr Holiday – Monday 1/16/2017**
- **President's Day – Wednesday 2/15/2016**

**Cooling Center Dates:**

- Labor Day – Monday 9/5/2016
- Memorial Day – Monday 5/29/2017
- Independence Day – Monday 7/4/2017

The decision to open the Warming or Cooling Centers on these holidays will be based upon weather predictions. The Extreme Temperature Relief Center Plan would be enacted at the discretion of the Maryland Department of Health and Mental Hygiene (DHMH), or the Carroll County health officer, Director of Citizen Services or designee, Human Service Program Executive Director or designee and the Emergency Management coordinator cooperatively.

**Budget:** A proposed daily rate has been established to include staffing/administration, food, and activities for the participants of the services. Reimbursement to HSP will only be made if the decision to extend the hours has been agreed upon by all parties noted above.

	Daily Rate	Max # of Days	Max Budget
Warming Center	\$955.29	8	\$7,642.32
Cooling Center	\$318.43	3	\$955.29
		Total	\$8,597.61

**Staff Recommended Motion:** I move that the Board of Commissioners approve the warming/cooling center proposal.

Attending:

Christine Kay, Citizen Services

Angela Gustus, Human Services Programs

**Grant Award Briefing  
10/20/16**

**Program Title:** FFY16 and SFY17 Emergency Solutions Grant (ESG) Application

**Grant Title/Funder:** Housing and Urban Development (HUD) and State funds awarded through the Maryland Department of Housing and Community Development (DHCD)

**Department/Agency Submitting:** Citizen Services/Human Services Programs (HSP)

**Deadline:** 11/11/16

**Background:** The Department of Citizen Services applies each year for ESG funds to support the emergency shelter services and housing programs operated by HSP. This competitive grant is funded through a combination of Federal and State funds.

**Emergency Shelter**

This award provides funding for two of HSP’s emergency shelters. With 20 beds, the Intact Family Shelter is the only shelter in the County for intact families or single dads with their children. With 23 beds the Women’s Shelter serves single women and women with their children. Last fiscal year these two shelters served 174 unduplicated clients including 76 children. Of those that left Women and Children’s shelter, 52% moved to permanent housing and 35% moved to transitional housing. Of those that left Intact Family shelter, 63% moved to permanent housing and 34% moved to transitional housing.

**Rapid Rehousing (RRH)**

This award provides funding for HSP’s rapid rehousing program for families with children. This program provides rental assistance of up to \$500 for up to 6 months with families contributing 30% of their income toward rent. In FY 15, the program housed 28 clients including 14 children. 100% of participants remained stably housed at the end of subsidy.

**FFY 2016 and SFY 2017 ESG Award Budget**

	<b>ESG Award</b>	<b>Match</b>
Emergency Shelter – Operations	\$62,213	
Rapid Rehousing – Rent Stipends and Case Mgt.	\$50,134	
<b>Match</b>		
County In-Kind Match –Value of space for Women’s Shelter and RRH Case Manager office		\$64,379
<b>Funding Request and Match Totals</b>	<b>\$112,347</b>	<b>\$64,379</b>

**Staff Recommended Motion:** I move that the Board of Commissioners accept the FFY16 and SFY17 Emergency Solutions Grant (ESG) Award.

**Attending:**

Christine Kay, Citizen Services

Angela Gustus, Human Services Program, Inc.

Debby Standiford, Grants Office

**Grant Award Briefing**  
10/20/16

**Program Title:** FFY 2016 Violence Against Women's Act Grant (VAWA)

**Funder:** MD Governor's Office of Crime Control and Prevention (GOCCP)/Federal pass through funds from the U. S. Department of Justice

**Department/Agency:** Carroll County State's Attorney's Office (SAO)

**Due Date(s):** ASAP

**Summary:** The Special Victims Unit (SVU Unit) of the Carroll County State's Attorney's Office addresses the challenges of prosecuting domestic violence (DV) and sexual crimes and working with victims of those crimes. This specialized unit includes three Prosecutors and a Special Victims Unit Advocate who aggressively prosecute domestic violence and sexual assault cases shifting the focus of these crimes from victim responsibility for prosecution to offender accountability. The Unit holds perpetrators of domestic violence and sexual assault accountable through implementation of the pro-prosecution, evidence-based prosecution and victimless prosecution models. Training is another priority of the SVU Unit with training for the unit's three prosecutors in the specialized areas of domestic violence and sexual assault, as well as continued training of law enforcement.

The VAWA grant supports the salary of the DV prosecutor which opened 396 DV cases in 2015. The County provides the match for the VAWA grant by funding the balance of the DV Prosecutor's salary and the benefits, as well as the salary and benefits of the Special Victims Unit Advocate (a county position).

**Grant Award**

<b>Position</b>	<b>Grant Funds</b>	<b>County Cash Match*</b>	<b>County In Kind Match</b>	<b>Total</b>
DV Prosecutor Salary	\$49,378	\$29,707.60	\$0	\$79,085.60
DV Prosecutor Benefits	\$0	\$40,871.82	\$0	\$40,871.82
SVU Advocate Salary	\$0	\$0	\$29,074.40	\$29,074.40
FV Coordinator Benefits	\$0	\$0	\$17,634.93	\$17,634.93
<b>Total</b>	<b>\$49,378</b>	<b>\$70,579.42</b>	<b>\$46,709.33</b>	<b>\$166,666.75</b>

\*We requested \$55,453 and received \$49,378. Therefore, the county cash match will increase by \$6,075. This money is available within the grant fund.

**Staff Recommended Motion:**

I move that the Board of Commissioners accepts the FFY 16 Violence Against Women's Act (VAWA) Grant Award as well as supplement the Award in the amount of \$6,075.

Attending:

Brenda Harkavy, State's Attorney's Office

Brian DeLeonardo, State's Attorney

Caren Jagoda, Grants Office



# ***DEPARTMENT OF HUMAN RESOURCES***

## ***Briefing Paper***

**October 20, 2016**

### **ISSUE:**

Amendments to Carroll County Code of Public Local Laws and Ordinances Chapter 36 “Personnel Policies”.

### **BACKGROUND:**

On October 6, 2016, staff presented the proposed changes to the Carroll County Code of Public Local Laws and Ordinances Chapter 36 “Personnel Policies”. This document as adopted by the Commissioners is to assure the fair and equal treatment of county employees with regard to certain aspects of their employment.

Since the Policy has not been updated since December 2004 the majority of the proposed amendments to Chapter 36 simply clarify and correct obsolete language in the document. However, there are three substantive changes to the document:

1. an increase in the amount of compensatory time employees are eligible to maintain,
2. the elimination of encumbered leave and advanced sick leave, and
3. limiting leave without pay absences to no more than 30 days in a rolling 12 month period.

The Board of Commissioners received a briefing on the nature of the proposed amendments and outline of the reasons for the suggested changes. The purpose of this presentation is to request authorization to proceed to a Public Hearing on the proposed document. The purpose of the hearing is to accept public comment regarding the amendments to Chapter 36 “Personnel Policies”.

**Staff Recommended Motion:** I move that the Board authorize this item to proceed to Public Hearing.

**Attendees:** Kimberly Frock, Director, HR



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

**EXECUTIVE SUMMARY ~ October 13, 2016**  
**Carroll County Public Network Equipment Maintenance**

**Request**

The Office of Technology Services is requesting your consideration of the award of the maintenance contract for the Carroll County Public Network maintenance contract to Skyline Network Engineering. This maintenance covers all of the edge devices on the county fiber network. The money is in the Fiber Network Operating Budget.

**Option 1** – is in the amount of \$67,196 for one year

**Details**

- The original cost of the equipment was 1,073,550. The maintenance cost is approximately 6.3% of the original purchase price. It is well below the industry standard of 15-20%
- Skyline was able to negotiate a total 14.3% discount on the maintenance contract with Juniper and Ciena.

**Staff Recommended Motion:** I move that the Board of Commissioners approve the maintenance contract for the Carroll County Public Network equipment.

**Option 2** - the amount of \$70,167 in year 1 and 60,572.67 in year 2 and year 3.

**Details**

- The original cost of the equipment was 1,073,550. The maintenance cost is approximately 5.9% of the original purchase price. It is well below the industry standard of 15-20%
- Skyline was able to negotiate a total 18.7% discount on the maintenance contract with Juniper and Ciena.

**Staff Recommended Motion:** I move that the Board of Commissioners approve the maintenance contract for the Carroll County Public Network equipment.