



Board of Carroll County Commissioners

County Office Building
Westminster, MD 21157

Open Session

www.ccgovernment.carr.org

~ Minutes ~

Admin

Thursday, September 1, 2016

10:00 AM

County Office Building Rm 311

I. Call to Order

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

II. Moment of Silence ~ Commissioner Wantz

III. Positively Carroll

IV. Public Comment ~ Item No. V

None

V. Briefing/Discussion/Decision ~ Request Approval of Operating Budget Resolutions O-16.07, O-16.08, O-16.09 and Capital Budget Resolution C-16.06 Year End Adjustments

Each year, in connection with closing the books and the outside audit, variances between actual and budgeted expenditures in the general fund are identified. Adjustments can be made from the Reserve for Contingency or between agencies. Below are the adjustments needed to meet the criteria for closing the books and the outside audit:

- O-16.07
- O-16.08
- O-16.09
- C-16.06

1. Motion To: approve the year-end adjustments included in Resolution No. O-16.07

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

2. Motion To: approve the year-end adjustments included in Resolution No. O-16.08

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

3. **Motion To:** approve the year-end adjustments included in Resolution No. O-16.09

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

4. **Motion To:** approve the year-end adjustments included in Resolution No. C-16.06

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

VI. Public Comment ~ Item No. VII

None

VII. Briefing/Discussion/Decision ~ Bid Approval ~ Carroll County Farm Museum Wooden Shake Roof Replacement

The Carroll County Bureau of Purchasing in cooperation with the Bureau of Facilities request the Board's concurrence to award Flynn Mid-Atlantic LP, the project to repair and replace as required the wooden shake shingles on the General Store, the Octagon Pavilion and the Small Pavilion. This purchase is to provide all the necessary labor and materials to make all repairs and/or replacements as required.

Number of Bids: 3

Flynn Mid-Atlantic Linthicum, MD \$32,667.00
Fichtner Services Odenton, MD \$35,275.00
Fitzgerald Heavy Equipment Thurmont, MD \$63,547.71

1. **Motion To:** award the contract for roofing repairs at the Carroll County Farm Museum to Flynn Mid-Atlantic in the amount of \$32,667.00

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

VIII. Public Comment ~ Item No. IX

None

IX. Briefing/Discussion/Decision ~ Bid Approval - One New Crew Cab Stake Body Truck

The Bureau of Purchasing in cooperation with the Department of Public Works (Bureau of Fleet Management) requests your approval to award the purchase of one (1) new crew cab stake body truck to Criswell Chevrolet (Gaithersburg, MD) in the amount of \$50,890. This price was established through a competitive sealed bid whereby the County received three (3) bids. The truck will be used by the Bureau of Roads for general maintenance.

Number of Bids: 3

1. Criswell Chevrolet \$50,890
2. Apple Ford \$54,310
3. Bayshore Ford \$61,671

1. **Motion To:** award the purchase of one (1) new crew cab stake body truck to Criswell Chevrolet in the amount of \$50,890

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

X. Public Comment ~ Item No. XI

None

XI. Briefing/Discussion/Decision ~ Bid Approval - Two New Ford Transit Vans

The Bureau of Purchasing in cooperation with the Department of Public Works (Bureau of Fleet Management) requests your approval to award the purchase of two (2) new Ford Transit vans to Apple Ford (Columbia, MD) in the amount of \$63,762 (\$31,881/van). This price was established through the State of Maryland contract which was competitively bid. The vans will be used by the Bureau of Facilities for general maintenance.

1. **Motion To:** award the purchase of two (2) new Ford Transit vans to Apple Ford in the amount of \$63,762.

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

XII. Public Comment ~ Item No. XIII

None

XIII. Briefing/Discussion/Decision ~ Bid Approval - Storm Drain Lining Repair at Three Locations

The Department of Public Works (Bureau of Roads Operations) in cooperation with the Bureau of Purchasing recommends award for the contractor services to perform storm drain lining repair at three (3) locations to Pleasants Construction (Clarksburg, MD) in the amount of \$156,700. This is utilizing a term contract which was competitively bid and awarded.

This is a planned project that includes the installation of Cured in Place Piping and metal piping on Jermar Drive in Sylvan Park for \$75,900, Cured in Place Piping and metal piping on Wilton Court in Cambridge Estates for \$53,600 and Cured in Place Piping and metal piping on Shenandoah Drive in Streamwood for \$27,200.

- 1. Motion To:** award the contract for storm drain lining repair to Pleasants Construction in the amount of \$156,700

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

XIV. Public Comment ~ Item No. XV

None

XV. Briefing/Discussion/Decision ~ Bid Approval - Sykesville Freedom Sewer Study

The Department of Public Works (Bureau of Utilities) in cooperation with the Bureau of Purchasing recommends award for the contractor services to perform the Sykesville Freedom Water Study to George, Miles and Buhr (GMB) (Sparks, MD) in the amount of \$385,950. The County issued a Request for Proposals and initially received eight (8) proposals which were reduced to three (3) finalists who submitted full proposals. The evaluation committee scored all three proposals on technical and financial merit and GMB was the highest scoring firm. The last sewer study was performed in 1998.

Tasks

- Develop a sewer model including all data collected in info SWMM as well as training for County personnel
- Recommend system improvements in priority order
- Provide cost estimates of the recommended system improvements

- Determine current and future system capacity status and ranking of severity
- Provide a comprehensive analysis mapping report

- 1. Motion To:** award the contract for the Sykesville Freedom Sewer Study to GMB in the amount of \$385,950

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

XVI. Public Comment ~ Item No. XVII

None

XVII. Briefing/Discussion/Decision ~ Bid Approval - Annual Fire Extinguisher Inspection, Certification and Maintenance

The Bureau of Purchasing in cooperation with the Department of Public Works (Bureau of Facilities) requests your approval to award the contract for the annual fire extinguisher and fire hood inspection, certification and maintenance to Westminster Fire Extinguisher in the approximate annual amount of \$18,000. The bid prices below are a representation of possible inspection, repair and maintenance costs and were used for pricing comparison only. This price was established through a competitive sealed bid whereby the County received six (6) bids.

Number of Bids: 6

1. Westminster Fire Extinguisher \$3,239.36
2. Fire-X Sales & Service \$4,055.00
3. Multi Corp \$4,728.75
4. Fireline Corporation \$6,263.00
5. Maryland Fire Equipment \$6,308.00
6. Getz Fire Protection \$8,530.12

- 1. Motion To:** award the contract for the Annual Fire Extinguisher Inspection, Certification and Maintenance to Westminster Fire Extinguisher in the approximate annual amount of \$18,000

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

XVIII. Public Comment ~ Item No. XIX

None

XIX. Briefing/Discussion/Decision ~ Bid Approval - Playground Equipment for Krimgold Park

The Bureau of Purchasing in cooperation with the Department of Recreation & Parks is requesting approval of the purchase and installation of various playground equipment from Cunningham Recreation in the amount of \$154,958.55. This pricing is off the U.S. Communities contract which was competitively bid and also includes an exclusive grant only available through GameTime, the equipment manufacturer. This equipment will be installed at Krimgold Park.

- Motion To:** award the purchase and installation of playground equipment to Cunningham Recreation in the amount of \$154,958.55

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

- Motion To:** transfer \$20,000 from Self-Help Krimgold Tot Lot Project (8618) to Krimgold Tot Lot Project (8689)

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

XX. Public Comment ~ Item No. XXI

None

XXI. Briefing/Discussion/Decision ~ 2016 Emergency Management Performance Grant Award

The Emergency Management Performance Grant is awarded to states and counties to establish a joint system of emergency preparedness so that jurisdictions are prepared to protect life and property from all hazards. All 56 States and territories, as well as the Republic of the Marshall Islands and the Federated States of Micronesia, are eligible for FY 2016 EMPG Program funds. Either the State Administrative Agency (Maryland Emergency Management Agency) or the state's Emergency Management Agency (Maryland Emergency Management Agency) applies directly to FEMA for EMPG Program funds on behalf of each state or territory, however, only one application is accepted from each state or territory. The FY 2016 EMPG Program funds are allocated in compliance with Section 662 of the Post-Katrina Emergency Management Reform Act of 2006, as amended (6 U.S.C. Subsection 762). All 50 States, the District of Columbia, and Puerto Rico receive a base amount of 0.75 percent of the total available grant funding. Four territories (American Samoa, Guam, Northern Mariana Islands, and the U.S. Virgin Islands) receive a base amount of 0.25 percent of the total available grant funding. The balance of EMPG Program funds is distributed on a population-share basis. Pursuant to Title II of the Compact of Free Association Amendments Act of 2003 (Public Law 108-188), funds are also available for the Federated States of Micronesia and for the Republic of the Marshall Islands.

In Carroll County, the Emergency Management Performance Grant (EMPG) is used to fund Emergency Management staff positions that develop and maintain current emergency plans; identify and assess threats and risks; and develop and conduct training exercises. This grant requires a dollar-for-dollar cash match which will be provided through current funding in the Department of Public Safety's budget; no additional County funds are required to match this grant. The 2016 award decreased by 0.16%(\$174.00).

- Motion To:** accept the 2016 Emergency Management Performance Grant award in the amount of \$109,077

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

XXII. Public Comment ~ Item No. XXIII

None

XXIII. Briefing/Discussion/Decision ~ 2016 State Homeland Security Program Grant Award

The State Homeland Security Grant Program (SHSP) supports the implementation of the National Preparedness System (NPS) by building, sustaining, and delivering core capabilities essential to emergency preparedness. Grant funds are to be used for any planning, organization, equipment, training, and exercise costs that strengthen a jurisdiction's capacity to protect against, respond to, and recover from acts of terrorism or other catastrophic events. The State Administrative Agency (Maryland Emergency Management Agency) is the only entity eligible to apply to the Federal Emergency Management Agency for SHSP funds. Eligible applicants include all 56 states and territories, which includes any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands. The allocation methodology for FY 2016 SHSP is based on two factors: minimum amounts as legislatively mandated, and Department of Homeland Security' risk methodology.

- Motion To:** accept the 2016 State Homeland Security Grant award in the amount of \$91,992

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

XXIV. Public Comment ~ Item No. XXV

None

XXV. Briefing/Discussion/Possible Decision ~ Request Approval for the Acceptance of the FY2017 Senior Assisted Living Group Home Subsidy Grant Award

The Senior Assisted Living Group Home Subsidy Program is a State program that provides subsidies to low-income older adults to assist with the cost of services provided in assisted living facilities. The process for grant application and grant acceptance with Maryland Department of Aging has changed and therefore, Area Agencies on Aging are no longer required to provide a signature to indicate acceptance of a grant award. Submission of this grant application signifies acceptance of the grant award.

- Motion To:** approve the application for submission of the FY 2017 Senior Assisted Living Group Home Subsidy (SALGHS) Grant Award in the amount of \$101,311

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

XXVI. Public Comment ~ Item No. XXVII

None

XXVII. Briefing/Discussion ~ 2017 Health and Dental Insurance Employee Premium Rates

Carroll County Government provides health and dental insurance benefits to eligible employees. The Board of Commissioners annually establishes the portion of costs to be borne by the employees. Information packets will be sent to all eligible employees by October 12, 2016. The Open Enrollment period is October 14, 2016 through November 18, 2016. On October 19, 2016 all health insurance vendors will be on site at the County Office Building and the Maintenance Center to meet with employees. The Board discussed with the Director of Human Resources her recommendations for employee premium rates for health and dental insurance.

XXVIII. Public Comment ~ Item No. XXIX

None

XXIX. Discussion of Legislative Proposals

The following legislation was discussed by the Board:

- Change of Occupancy of Buildings and Structures
- Amend the Tax-Property Article, Subsection 9-210, Disabled Law Enforcement Officers and Rescue Workers
- Repeal of subsection 6-101, Hucksters and Peddlers - Licensing Requirements
- Flexibility in Interpretation of MALPF Requirements where Neighboring Properties are Impacted by Specific Land Use Activities
- Creation of an Incentive Program Providing Funds for Conservation Activities

- 6. Property Tax Relief for Stormwater Mitigation Efforts
- 7. Regulation of Vaping in the same manner as Smoking and Tobacco Use
- 8. Water and Review Plan Review - MDE Approval
- 9. Highway User Revenue Restoration
- 10. To amend the Local Government Tort Claims Act as it pertains to Carroll County's Local Public Transportation Contractor
- 11. Historic Preservation Tax Credit
- 12. Commissioner Vacancy

XXX. Public Comment

Citizen comment(s): no citizen comments were received.

XXXI. Approval/Adoption of Minutes

- 1. Thursday, August 11, 2016
- 2. Thursday, August 11, 2016

XXXII. Administrative Session ~ Open

The following issues were discussed:

- 1. Review of draft public agendas for the weeks of September 5, 2016 and September 12, 2016
- 2. Signing of Documents

XXXIII. Land Acquisition ~ Closed

Upon motion of Commissioner Frazier, second by Commissioner Weaver, the Board (Commissioner Wantz, Commissioners Weaver, and Commissioner Frazier, (Commissioner Rothschild and Commissioner Howard were absent) voted unanimously to meet in closed session in accordance with the Annotated Code of Maryland, General Provisions Article, Subsection 3-305(b)(3), Thursday, September 1, 2016 with Tim Burke, County Attorney; Tom Devilbiss, Director, Department of Land and Resource Management; and Deborah Bowers and J.P. Smith, Jr. Agricultural Land Preservation Program to discuss a land acquisition matter.

- 1. **Motion To:** close for Land Acquisition

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

XXXIV. Adjourn ~ 12:18 PM

- 1. **Motion To:** adjourn

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