

Board of County Commissioners

Dennis E. Frazier, *President*
Stephen A. Wantz, *Vice President*
C. Richard Weaver, *Secretary*
C. Eric Bouchat
Ed Rothstein



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 December 10, 2018

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 ~ December 10, 2018

*10:00 a.m. MACo Immersion Training
 Annapolis, Maryland
 Commissioners Bouchat & Rothstein*

**5:00 p.m. Tree Lighting Ceremony
 Front of County Office Building
 Commissioners Frazier, Wantz, Weaver, Bouchat & Rothstein**

Tuesday ~ December 11, 2018

*7:00 p.m. Ag Center Board Meeting
 Westminster, Maryland
 Commissioner Frazier*

*7:30 p.m. Manchester Town Council Meeting
 Manchester, Maryland
 Commissioner Wantz*

Wednesday ~ December 12, 2018

*9:30 a.m. Carroll County Farm Museum Advisory Board Meeting
 Westminster, Maryland
 Commissioner Wantz*

Wednesday ~ December 12, 2018 (Continued)

- 2:00 p.m. *Economic Alliance of Greater Baltimore Board of Directors Meeting
Baltimore, Maryland
Commissioner Rothstein*
- 3:00 p.m. *Chamber Holiday Connection
Taneytown, Maryland
Commissioner Wantz*
- 3:30 p.m. *Governor's Workforce Development Board Meeting
Hanover, Maryland
Commissioner Rothstein*
- 5:00 pm. *Board of Education Board Meeting
Westminster, Maryland
Commissioners Weaver & Bouchat*
- 5:30 p.m. *Ft. Meade Alliance ~ President's Reception
Hanover, Maryland
Commissioner Rothstein*
- 6:00 p.m. *Carroll Community College Board Meeting
Westminster, Maryland
Commissioner Frazier*

Thursday ~ December 13, 2018

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

Item 1

Public Comment on this item

Briefing

Release of FY18 Audit and Comprehensive

[Annual Financial Report \(CAFR\)](#)

Department of the Comptroller ~ Mr. Robert Burk

Item 2

Public Comment on this item

Briefing/Discussion/Decision

[Request Approval to Use Term Contract](#) with

Proshot Concrete, Inc. for Three Culvert Rehabilitation Projects

Department of Public Works ~ Mr. Jeff Castonguay

Thursday ~ December 13, 2018 (Continued)

Item 3

Public Comment on this item

Briefing/Discussion/Decision

[Request for Approval ~ Next Generation 9-1-1 Readiness Assessment](#)

Department of Public Safety ~ Mr. Scott Campbell

Item 4

Public Comment on this item

Briefing/Discussion/Decision

[Proposed Legislative Changes](#) and

[Operating Manual Updates](#)

Board of License Commissioners ~ Mr. Dave Brauning

Public Comment

Approval/Adoption of Minutes

Administrative Session ~ Open

1:00 p.m. Board of County Commissioners Open Work Session
County Office Building ~ Room 311

Item 5

[Comprehensive Rezoning](#)

Commercial/Industrial/Employment Text & Procedure

Department of Planning ~ Mr. Lynda Eisenberg

Department of Land & Resource Management ~ Mr. Tom Devilbiss

Department of Economic Development ~ Mr. Jack Lyburn

4:00 p.m. CLSI Holiday Open House
Westminster, Maryland
Commissioners Weaver & Rothstein

4:30 p.m. Carroll County State's Attorney's Holiday Party
Westminster, Maryland
Commissioners Frazier, Wantz, Weaver, Bouchat & Rothstein

6:30 p.m. Maryland Municipal League Dinner Meeting
Manchester, Maryland
Commissioners Frazier, Wantz, Weaver, Bouchat & Rothstein

Friday ~ December 14, 2018

- 7:30 a.m. *BWI Partnership Breakfast with Comptroller Franchot
Linthicum Heights, Maryland
Commissioners Wantz & Rothstein*
- 11:00 a.m. *North Carroll Senior Center Holiday Meal
Hampstead, Maryland
Commissioner Weaver*
- 11:00 a.m. County Holiday Potluck Luncheon
County Office Building ~ Reagan Room
Commissioners Frazier, Wantz, Weaver, Bouchat & Rothstein
- 12:00 p.m. *Carroll County Realtors Board of Directors Open House
Westminster, Maryland
Commissioner Wantz*

Saturday ~ December 15, 2018

- 12:00 p.m. *Wreaths Across America Program
Deer Park Cemetery~ Smallwood, Maryland
Commissioner Weaver*
- 6:30 p.m. *Town of Hampstead Annual Holiday Dinner
Hampstead, Maryland
Commissioner Weaver*

Sunday ~ December 16, 2018

- 7:05 a.m. “The Commissioners’ Report” – WTTR
Commissioner Bouchat
- 2:00 p.m. *Antrim’s Champagne Christmas Open House to benefit
Boys & Girls Club of Westminster ~ Taneytown, Maryland
Commissioners Wantz & Weaver*

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.

Department of the Comptroller
Briefing Paper
December 13, 2018
Open Session

Issue: FY18 Audit and Comprehensive Annual Financial Report (CAFR)

Briefing/Discussion

Background: Today the Board will release the County's FY 2018 audited financial statements and Comprehensive Annual Financial Report (CAFR), as required by state law. I will present a brief review of the results of operations and financial position of the County as reported. We have received an unmodified audit opinion from the independent CPA firm of CohnReznick LLP. The Single Audit of Federal Grants is included in the CAFR. The CAFR will be distributed to the State and Federal governments, credit rating agencies, bond markets, governmental partners, media and made available to the public on the County's website (<http://ccgovernments.carr.org/ccg/comp>). This document also serves as the basis for completing and submitting the Maryland Uniform Financial Report (UFR). Additional copies may be obtained by contacting the Department of the Comptroller.

I will follow-up with an overview of the County's financial position at a later date.

Mr. Dan Kenney, CPA, CohnReznick LLP engagement partner, has been invited to address the Board regarding the FY 18 audit.

We will be available to address any questions the Board may have.

Action: For information only.

Attendees: Robert Burk, Department of the Comptroller
Dan Kenney, CPA, CohnReznick LLP

Department of Public Works

Briefing Paper

Open Session

Issue: Use of Term Contract for Rehabilitation of the Three Culverts
CL261 Bear Run Road over Bear Branch
CL393 Hoover Mill Road over Big Pipe Creek
CL384 Rohrbaugh Road over Grave Run

Discussion/Decision: Discussion and possible decision on the request for the use of a term contract.

Background:

The Department of Public Works (DPW) has evaluated the three culverts and has determined that the inverts of the cells are in poor operating condition.

These culverts can be made structurally sound through a shotcrete-lining and invert paving rehabilitation process rather than the traditional replacement approach. This method was determined to be the most cost effective repair.

<i>Location</i>	<i>Work Type</i>	<i>No. of Cells</i>
Bear Run Road over Bear Branch	Full lining	3
Hoover Mill Road over Big Pipe Creek	Pave inverts	2
Rohrbaugh Road over Grave Run	Pave inverts	2

The project will primarily consist of the installation of a wire reinforced three inch thick shotcrete lining to the invert of the cells of the corrugated metal pipes. In the case of Bear Run Road, the entire interior of the culverts will be lined in the same fashion. Additional work will include sediment removal, sealing of the joints, and filling of any voids.

The necessary permits have been approved and obtained from the Maryland Department of the Environment. The roads are planned to remain open to through traffic during the pipe work activity. The estimated time to complete the work is 6-7 weeks.

The total proposed fee submitted by Proshot Concrete, Inc. is \$155,400.00, with the individual sites proposed at: Bear Run Road - \$57,000, Hoover Mill Road - \$42,100, and Rohrbaugh Road - \$56,300. Proshot Concrete, Inc. has a term contract in place with the County. Funding for this work is available.

Action:

Approval of the request to use a term contract.

Staff-Recommended Motion:

I recommend that the Board of Commissioners approves the use of the Proshot Concrete, Inc. term contract for the three culvert rehabilitation projects.

Attendees:

Douglas Brown, Acting Deputy Director, Public Works
Deborah A. Butler, PE, Chief, Engineering

Department of Public Safety

Briefing Paper

December 13, 2018

Open Session

Issue:

Preparations for the future transition to “Next Generation 9-1-1”

Discussion / Decision:

Brief / Discussion / Possible Decision

Background:

Efforts to prepare for the future transition to “Next Generation 9-1-1” are ongoing. In conjunction with these efforts, staff has identified what it believes to be the best option available to evaluate the extent to which Carroll County is currently prepared, determine the measures that must yet still be taken, and recommend a ‘best course of action’ as to how to meet the remaining challenges. Accordingly, it is our recommendation that the County contract with “Mission Critical Partners (MCP)” to complete a thorough, in-depth Next Generation 9-1-1 ‘Readiness Assessment’. This assessment will address a significant number and wide variety of issues, including, but not limited to: *Master Planning; Policy Development & Advocacy; Project/Program Management; Operational Analysis and Recommendations; Contract Evaluation; Systems Analysis; Design, Procurement, & Implementation Support; Forensics; Wireless 9-1-1 Services; and Next Generation Services.*

MCP is a professional services consulting firm with unparalleled expertise in all aspects of Next Generation 9-1-1, as well extensive experience in matters related to the Public Safety Answering Point (PSAP) environment. The cost of the proposed assessment, \$63,600, is fully funded in our approved FY2019 operating budget. No additional monies would be required in order to proceed.

Action:

Authorize the Director of Public Safety to execute the proposal from Mission Critical Partners.

Staff-Recommended Motion:

“I move that the Director of Public Safety be authorized to execute the proposal from Mission Critical Partners, as presented.”

Attendees:

Scott R. Campbell, Director, Dept. of Public Safety
Jack E. Brown, Manager, Emergency Communications

Board of License Commissioners

Briefing Paper

December 13, 2018

Open Session

Issue:

Discussion/ Decision- Proposed changes to three State Liquor laws for Carroll County

Background:

The Board of Licensed Commissioner is requesting to change three state laws with permission from the County Commissioners and the state delegation.

- 16-903. Allowing class BC establishment to cater alcohol only, if food is provided at the event.
- 16-804. Authorizes the sale for off-premises consumption at the discretion of the Board for Class D establishments.
- 4-110. Deleting the requirement that an application for a liquor license requires that the applicant include a petition of support signed by a least ten residents supporting the location.

Action:

Discussion/ Decision

Staff-Recommended Motion:

I move the Board of County Commissioners concur with the proposed legislation.

Attendees:

David Brauning Sr., Chairman, Board of License Commissioners
Keith Benfer, Inspector, Board of License Commissioners

Board of License Commissioners

Briefing Paper

December 13, 2018

Open Session

Issue:

Discussion/ Decision- Proposed changes to the Rules and Regulations for the Board of License Commissioners

Background:

The Board of Licensed Commissioner is requesting permission to change some of the Rules and Regulations of the Board of License Commissioners.

The State of Maryland has changed from Article 2B to Alcoholic Beverage Articles. All reference to Article 2B in the Rules and Regulations have been changed to Alcoholic Beverage Articles with a new Section and Sub-Section.

- Page 23, h. The time to pick up the renewed license has been extended.
- Page 34, 30a. Added "Time limits" so the board can add time limits on new licenses.
- Page 35, a,b,c. reworded this section to make easier to understand.
- Page 40, 37. A valid passport can now be used as a valid ID.
- Page 42, 43.b., Anyone can pick up a license
- Footnote #3 Raffles for Basket of Cheer are now allowed. See page 58, 62., Raffles
- Page 45 and 46. We do not regulate the Wine Festival.
- Page 49 & 50, a.,b.,c., Deleted and added wording to part of this section to simplify the section. d. Added a 30 day requirement for an outdoor festival.
- Page 50 & 51 f. deleted the requirement for a drawing of the banquet room and storage room. h. & i. deleted the requirement to maintain records.
- Page 54, c. Deleted the requirement of where to purchase the alcohol.
e. Deleted the requirement to maintain records.
- Page 55, 56. Allow employees to sample alcohol from a licensed distributor.
- Page 55, 57. Reduced hours to be open from 40 to 30.
- Page 56 & 57. We do not regulate the Beer Festival.
- Page 58, 62., Allowing non-profit, one day license holders to raffle off alcohol.
- Rule 66. New rule allowing Crawlors.
- Rule 67. New rule allowing inspections.
- Rule 68. New rule allowing multiple licenses to be held by one person.

Action:

Discussion/ Decision

Staff-Recommended Motion:

I move the Board of County Commissioners approve the changes to the Board of License Commissioners' Rules and Regulations Manual.

Attendees:

David Brauning Sr., Chairman, Board of License Commissioners
Keith Benfer, Inspector, Board of License Commissioners

Department of Planning

Briefing Paper

December 13, 2018

Work Session

Issue:

Comprehensive Rezoning Commercial, Industrial, Employment Campus

Background:

The Carroll County Department of Planning and various other departments were tasked with reviewing and amending the County zoning code as a result of the 2014 Carroll County Master Plan and the 2018 Freedom Community Comprehensive Plan. This Concept Team is an inter-agency workgroup with representation from Departments of Planning, Land and Resource Management, Economic Development, County Attorney, and Zoning Administrator.

Sections 158.134 (B) (1) and 158.134 (D) (1) require that the Commissioners shall refer zoning text amendments and comprehensive rezoning to the Planning Commission. In accordance with these provisions of the County Code, the Planning Commission reviewed the Commercial/Industrial/Employment Campus draft zoning districts and formally took action at their October 16th work session to forward these recommendations to the Board of County Commissioners for their consideration. In addition the Planning Commission also forwarded a packet outlining steps for the comprehensive rezoning process.

Staff is also recommending that the Board take further action, in the form of a resolution, for a deferral of all zoning text and map amendments while this effort is in progress as well as consider a grandfathering clause for all development review projects in process.

Action:

Staff & Board of County Commissioners discuss proposed zoning changes and process moving forward.

Attending:

Lynda Eisenberg, Acting Director
Mary Lane, Comprehensive Planner
Tom, Devilbiss, Director of Land and Resource Management
Clay Black, Bureau Chief of Development Review
Gail Kessler, Assistant County Attorney
Paige Sunderland, Economic Development
Jay Voight, Zoning Administrator