

## Board of County Commissioners

Doug Howard, *President*  
Richard S. Rothschild, *Vice President*  
David H. Roush, *Secretary*  
Robin Bartlett Frazier  
Haven N. Shoemaker, Jr.



## 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

### Agenda for the Week of February 6, 2012

Please Note: This weekly agenda is subject to change. Please call 410-386-2043 to confirm a meeting you plan to attend. All meetings will be held at the Carroll County Office Building Room 311. (Unless otherwise noted)

- *Indicates Outside Activities*

#### Monday ~ February 6, 2012

#### Tuesday ~ February 7, 2012

9:00 a.m. Joint Board of County Commissioners/Cabinet Session  
Bear Branch Nature Center ~ Westminster, Maryland

6:00 p.m. *The Kiwanis Club of Westminster, Inc. 80<sup>th</sup> Charter Anniversary Night*  
*Westminster, Maryland*  
*Commissioners Howard, Rothschild, Roush, Frazier & Shoemaker*

#### Wednesday ~ February 8, 2012

10:00 a.m. *Maryland Association of Counties Legislative Committee Meeting*  
*Annapolis, Maryland*  
*Commissioners Rothschild & Frazier*

5:00 p.m. *Carroll County Board of Education Meeting*  
*Westminster, Maryland*  
*Commissioner Howard*

6:30 p.m. *District 2 Business Council Meeting*  
*Carroll County Public Library ~ Finksburg Branch*  
*Commissioner Shoemaker*

#### Thursday ~ February 9, 2012

8:00 a.m.     *Shock Trauma Board Meeting  
Baltimore, Maryland  
Commissioner Shoemaker*

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

**Public Comment**

Public Hearing for Proposed Amendments to Chapter 71,  
Adequate Public Facilities and Concurrency Management,  
as recommended in the FY11 Concurrency Management Report  
Department of Land Use, Planning & Development ~ Mr. Tom Devilbiss

Deliberation/Adoption of the Proposed Amendments to Chapter 71  
Department of Land Use, Planning & Development ~ Mr. Tom Devilbiss

Bid Approval ~ Design Services for Public Safety

Training Center Renovation  
Department of Public Works ~ Mr. Tom Rio  
Bureau of Purchasing ~ Mr. Richard Shelton

Bid Approval ~ Fire Suppression Water Storage

Tank Project ~ Uniontown Road  
Office of Public Safety ~ Mr. Scott Campbell  
Bureau of Purchasing ~ Mr. Richard Shelton

Approval of Streamlined Annual Plan (FY2012) for  
Carroll County Bureau of Housing to be displayed for  
Public Comment  
Department of Citizen Services ~ Ms. Jolene Sullivan

2:00 p.m.     Announcement regarding the direction of the  
Carroll County Department of Economic Development  
Carroll County Office Building ~ Room 003

7:00 p.m.     *Main Street Community Safety & Enhancement Project  
Hampstead, Maryland  
Commissioner Shoemaker*

**Friday ~ February 10, 2012**

6:30 p.m.     *Church of the Open Door Annual Sweetheart Banquet*

*Westminster, Maryland  
Commissioners Rothschild, Frazier & Shoemaker*

**Saturday ~ February 11, 2012**

*9:00 a.m. "A Bird's Eye View" with Commissioner Robin Frazier  
Carroll County Public Library ~ Taneytown Branch  
Commissioner Frazier*

**Sunday ~ February 12, 2012**

*7:00 a.m. "The Commissioners' Report" – WTTR  
Commissioner Roush*

**\*\* Upcoming Events\*\***

*2/28/12 ~ 7:00 p.m. Solid Waste Forum  
Carroll Community College ~ Building K, Room 100  
Westminster, Maryland*

*3/15/12 ~ 10:00 a.m. FY 13 Recommended Budget Session*

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 Jolene G. Sullivan, The Americans With Disabilities Act Coordinator, 410-386-3600 or 1-888-302-8978, or MD Relay 7-1-1/800-735-2258 or email [jsullivan@ccg.carr.org](mailto:jsullivan@ccg.carr.org) 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 Land Use, Planning & Development

## Briefing Paper

February 9, 2012

### Open Session

#### Issue:

**Public hearing for amendments to Chapter 71, *Adequate Public Facilities and Concurrency Management*, as recommended in the FY11 Concurrency Management Report**

#### Background:

During the October 18, 2011 meeting of the Carroll County Planning & Zoning Commission, the Commission approved the Fiscal Year 2011 Concurrency Management Report and voted to forward the report to the Board of County Commissioners.

The Department of Land Use, Planning & Development presented the report to the Board of County Commissioners at the December 8, 2011 meeting. At that meeting, the Commissioners approved the staff request to schedule a public hearing for the proposed amendments to Chapter 71, *Adequate Public Facilities and Concurrency Management*, that are identified in the FY11 Concurrency Management Report.

The proposed amendments add detached and attached accessory dwellings to the list of uses that Chapter 71 does not apply to. The proposed amendments also include using a 24-month period for review of fire and EMS late and no responses, and minor changes to the required contents of the yearly concurrency management report.

#### Action:

**Conduct a public hearing for the proposed amendments to Chapter 71. Approve amendments.**

#### Attendees:

Tom Devilbiss, Acting Director, Department of Land Use, Planning , and Development

Clay Black, Chief, Bureau of Development Review

Kimberly Brandt, Development Review & Concurrency Manager, Bureau of Development Review

DATE: February 3, 2012  
TO: The Carroll County Board of Commissioners  
RE: Public Safety Training Center Renovation  
11-F-4-11/12

**EXECUTIVE SUMMARY:**

The Bureau of Purchasing in cooperation with the Department of Public Works is seeking to award the contract for the design services of the Public Safety Training Center renovation project to Manns Woodward Studios in the amount of \$396,138.00. This award is the result of a process by which the County received letters of interest from eighteen (18) firms interested in the project. After evaluating all eighteen submittals, the committee created a short-list of three (3) firms to submit full proposals. Manns Woodward Studios was the highest rated firm after the evaluation committee reviewed both the technical and financial proposals.

Number of short-listed proposals: 3

<b>Recommend Award</b>	<b>Manns Woodward Studios</b>	<b>White Marsh, MD</b>
	Edmeades & Stromdahl, LTD	Bel Air, MD
	Dewberry	Fairfax, VA

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:  Approved X N/A

Your concurrence today will authorize the Bureau of Purchasing to move forward with the award and obtain a legally sufficient contract document for signing by Mr. Tom Rio, Public Works

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\_\_\_\_\_      Date

Bureau of Purchasing

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\_\_\_\_\_      Date

Board of Commissioners

Commissioner Frazier:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Shoemaker:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Roush:	<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:	_____
_____				

MM/mm

Cc:

DATE: January 26, 2012  
 TO: The Carroll County Board of Commissioners  
 RE: Fire Suppression Water Storage Tank Project – Uniontown Road  
 95-F-1-11/12

EXECUTIVE SUMMARY:

The purpose of this project is to install one (1) 30,000 gallon underground water storage tank for fire protection, to be located at 3000 Uniontown Road, near the intersection of Uniontown Road and Jasontown Road to the East of the community of Uniontown, Carroll County, Maryland.

Mr. Scott Campbell, Office of Public Safety in cooperation with the Bureau of Purchasing recommends award for the lowest responsive and responsible bidder Condon Excavating in the amount of \$82,900.00. This is within the project budget and no additional funds will be needed.

Number of Bids: Seven (7)

Vendors & Bid Results:	1. Condon Excavating	New Windsor, MD	\$ 82,900.00
	2. Utilities Unlimited	Sykesville, MD	\$ 89,066.00
	3. Thomas, Bennett & Hunter	Westminster, MD	\$ 91,650.00
	4. R J Newman Inc.	Ellicott City, MD	\$ 93,500.00
	5. Petroleum Services Inc.	Baltimore, MD	\$101,500.00
	6. H & H Concrete	Mt. Airy, MD	\$110,436.00
	7. Conewago	Hanover, PA	\$137,000.00

Received Budget Approval: X Yes    Comments: \_\_\_\_\_  
Debarment & suspension check completed and this business is in good standing: X Approved  
Business is in good standing with the Maryland Department of Assessment and Taxation: X Approved  
Business is in good standing with Carroll County Collections Office: X N/A

Your concurrence today will authorize the Bureau of Purchasing to move forward with the award and obtain a legally sufficient contract document for signing by Scott Campbell, Public Safety.

\_\_\_\_\_  
 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 Shoemaker:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Roush:	<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 - Revised ~~3/26/04~~ 12/2/10

**DEPARTMENT OF CITIZEN SERVICES  
BUREAU OF HOUSING AND COMMUNITY DEVELOPMENT  
STAFF TIME WITH BOARD OF COUNTY COMMISSIONERS**

February 9, 2012

**EXECUTIVE SUMMARY**

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***Purpose:***

Consideration of the Streamlined Annual Plan for Fiscal Year 2012 for the Carroll County Bureau of Housing to be displayed for public comment for a 45- day period based on Federal Regulation 24 CFR 903. This Department of Housing and Urban Development (HUD) required report is an annual update of the goals and 5 year plan submitted in 2010.

***Background of the Issue:***

The Board of County Commissioners has acted as the Bureau of Housing and Community Developments (Public Housing Authority or PHA) "Resident Advisory Board" throughout the existence of the County's Section 8 housing assistance program. For that reason the Commissioners, or their designees, have signed documentation required by the Department of Housing and Urban Development (HUD) for various authorization pertaining to the program. The document under consideration is the streamlined version of the Annual Plan for our Housing Authority. Carroll County Bureau of Housing is in the third year of its 5 year plan (2010 – 2014).

Please note that the Annual Plan is a template issued by HUD and when reading this document there are portions that apply only to those PHA's that are Project-based or public housing. There are no Project-Based or Public Housing in our service area. The Carroll County program provides 100 Non-Elderly Disabled Vouchers, 25 Family Unification Vouchers and 524 Tenant Based Rental Assistance Vouchers for 649 total Housing Assistance Vouchers. The FY 12 Annual Plan lists no changes since the FY 11 annual plan submission.

There are no County funds utilized for the Section 8 Housing Assistance Program and there are no stipulations in the plan or funding streams that require the County to be liable.

The following are the noted goals from the 5 year plan:

- Will seek Non-Elderly and Disabled Vouchers when available from HUD (obtained 10/1/10)
- Will increase participation in the Family Self Sufficiency Program (specific goal oriented program with a 5 year plan to achieve financial independence) and encourage homeownership
- Will continue to seek alternative funding for housing assistance for qualified individuals and families
- Will remain compliant with Violence Against Women's Act (VAWA) regulations as related to the Housing Program. (Protection of housing assistance for the abused woman of a household)

***Action Requested by the Board:***

Approval to display the Streamlined Annual plan for 45 days for public review and comment. Following the review period is a Public Hearing on April 5, 2012 at 1:30 p.m.

***Motion Made:*** \_\_\_\_\_

***Motion Seconded:*** \_\_\_\_\_

***Approved:*** \_\_\_\_\_

***Disapproved:*** \_\_\_\_\_

***Date of Action:*** \_\_\_\_\_