

Board of County Commissioners

Dennis E. Frazier, *President*
Stephen A. Wantz, *Vice President*
C. Richard Weaver, *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 August 20, 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 ~ August 20, 2018

6:30 p.m. Sunshine Way Community Meeting
County Office Building ~ Reagan Room
Commissioner Frazier

Tuesday ~ August 21, 2018

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

2:00 p.m. *Veterans Advisory Meeting*
Westminster, Maryland
Commissioner Weaver

Wednesday ~ August 22, 2018

12:00 p.m. *Youth Connections Lunch*
Westminster, Maryland
Commissioner Wantz

Thursday ~ August 23, 2018

9:00 a.m. Board of County Commissioners Closed Administrative Session

Thursday ~ August 23, 2018 (Continued)

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 ~ Sykesville Annexation – Buttercup Road](#)
Department of Planning ~ Ms. Lynda Eisenberg

Item 2

Public Comment on this item
Briefing/Discussion/Possible Decision
Freedom Plan Update and Direction
Department of Planning ~ Ms. Lynda Eisenberg

Item 3

Public Comment on this item
Discussion/Decision
Exercise Option to Purchase and Sign a Resolution for an
[Agricultural Conservation Easement on the William Dickinson property](#)
Department of Land & Resource Management ~ Mr. Tom Devilbiss

Item 4

Public Comment on this item
Discussion/Decision
Exercise Option to Purchase and Sign a Resolution for an
[Agricultural Conservation Easement on the Kenneth and June Ford property](#)
Department of Land & Resource Management ~ Mr. Tom Devilbiss

Item 5

Public Comment on this item
Discussion/Decision
Exercise Option to Purchase and Sign a Resolution for an
[Agricultural Conservation Easement on the Henry and Patricia Shirley property](#)
Department of Land & Resource Management ~ Mr. Tom Devilbiss

Item 6

Public Comment on this item
Discussion/Decision
Carroll County's 40% Matching Payment to
[MALPF for Lippy Brothers Farms Property](#) on
300 Houcksville Road, Hampstead, MD
Department of Land & Resource Management ~ Mr. Tom Devilbiss

Thursday ~ August 23, 2018 (Continued)

Item 7

Public Comment on this item

[Bid Approval ~ Elderwood Stormwater Management Basin](#)

Department of Land & Resource Management ~ Mr. Tom Devilbiss

Bureau of Purchasing ~ Mr. Mike Myers

Item 8

Public Comment on this item

Discussion/Decision

[FY19 Community Development Block Grant Application](#)

Homeless Initiative

Family & Children's Services ~ Domestic Violence Shelter

Capital Project

Department of Citizen Services ~ Ms. Christine Kay

Department of Management & Budget ~ Mr. Ted Zaleski

Item 9

Public Comment on this item

Briefing/Discussion/Decision

[Request Approval to Accept FY19 Senior Citizen Activities](#)

Center Operating Fund (SCOF) Grant Award

Department of Citizen Services ~ Ms. Christine Kay

Item 10

Public Comment on this item

Briefing/Discussion

[Solar Update ~ Current Projects/Potential Offsite Properties](#)

Department of Public Works ~ Mr. Jeff Castonguay

Item 11

Public Comment on this item

Briefing/Discussion/Decision

[Bid Approval ~ New Six Man Crew Cab Stake Body Truck](#)

Department of Public Works ~ Mr. Jeff Castonguay

Bureau of Purchasing ~ Mr. Mike Myers

Item 12

Public Comment on this item

Briefing/Discussion/Decision

[Bid Approval ~ New One Ton Extended Cab Truck w/Dump Body](#)

Department of Public Works ~ Mr. Jeff Castonguay

Bureau of Purchasing ~ Mr. Mike Myers

Thursday ~ August 23, 2018 (Continued)

Item 13

Public Comment on this item

[Bid Approval ~ Construction Inspection Services](#)

Schoolhouse Road Pumping Station & Force Main

Department of Public Works ~ Mr. Jeff Castonguay

Bureau of Purchasing ~ Mr. Mike Myers

Item 14

Public Comment on this item

Briefing/Discussion/Decision

[Bid Approval ~ Caterpillar 730C2 Articulated Truck](#)

Department of Public Works ~ Mr. Jeff Castonguay

Bureau of Purchasing ~ Mr. Mike Myers

Public Comment

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

Item 15

Public Comment on this item

Briefing/Discussion/Possible Decision

Request Approval to Submit Grant Application

[FY2019 VAWA ~ Carroll County Sheriff's Office](#)

Carroll County Sheriff James DeWees

Department of Management & Budget ~ Mr. Ted Zaleski

Item 16

Public Comment on this item

Briefing/Discussion/Possible Decision

Request Approval to Submit Grant Application

[FY2019 VAWA ~ Carroll County State's Attorney's Office](#)

Carroll County State's Attorney ~ Mr. Brian DeLeonardo

Department of Management & Budget ~ Mr. Ted Zaleski

Item 17

Public Comment on this item

Briefing/Discussion/Possible Decision

Request Approval to Accept Grant Award

[FY2019 Maryland Criminal Intelligence Network](#)

and Request for Transfer of Funds

Carroll County Sheriff's Office ~ Sheriff James DeWees

Carroll County State's Attorney ~ Mr. Brian DeLeonardo

Thursday ~ August 23, 2018 (Continued)

Item 18

Public Comment on this item
Briefing/Discussion/Decision
[Request Approval for Town/County Agreements](#)
New Windsor, Sykesville & Mt. Airy
Department of Management & Budget ~ Mr. Ted Zaleski

Item 19

Public Comment on this item
Briefing/Discussion/Possible Decision
[Request Approval of Contract for Web Hosting](#)
Department of Technology Services ~ Mr. Mark Ripper
Communications Office ~ Mr. Chris Swam

Item 20

Public Comment on this item
Briefing/Discussion/Decision
[Bid Approval ~ Network Switch Replacement](#)
Department of Technology Services ~ Mr. Mark Ripper
Bureau of Purchasing ~ Mr. Mike Myers

Item 21

Public Comment on this item
Briefing/Discussion/Decision
[Request Approval of Transfer of Funds](#)
for Construction of Walking Trail
Department of Recreation & Parks ~ Mr. Jeff Degitz

Item 22

Public Comment on this item
Briefing/Discussion/Decision
[Bid Approval ~ Carroll County Asphalt](#)
Paving at Multiple Locations
Department of Recreation & Parks ~ Mr. Jeff Degitz
Bureau of Purchasing ~ Mr. Mike Myers

Public Comment

Approval/Adoption of Minutes

Administrative Session ~ Open

CLOSED ~ Land Acquisition

3:00 p.m. Long Term Advisory Council Meeting
County Office Building ~ Reagan Room
Commissioner Rothschild

Friday ~ August 24, 2018

Saturday ~ August 25, 2018

Sunday ~ August 26, 2018

9:10 a.m. “The Commissioners’ Report” – WTTR
Commissioner Rothschild

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

Department of Planning

Briefing Paper

August 23, 2018

Issue:

Sykesville Annexation – Buttercup Road

Background:

The Town of Sykesville is currently processing Buttercup Road Annexation request. This annexation area consists of 9.729 acres of an 11.699 acre parcel. The remaining 1.97 acres will remain in the County. The subject property is located on the west side of Buttercup Road and on the north side of Raincliffe Road, and is contiguous to the boundary line of the existing corporate limits for the Town of Sykesville. The annexation area is in the County's "**I-G**" **General Industrial Zoning District**, and has a land use designation in the 2014 *Town of Sykesville Master Plan* as "**R-20,000**" **Residential**. The Town has indicated its intent to place the annexation area in the "**R-7,500**" **Urban Residential Zoning District**. The change in the zoning districts will significantly change the zoning, so a zoning waiver is required.

A full staff report was presented to the Planning and Zoning Commission on August 21, 2018. Following their review, the Planning and Zoning Commission is forwarding this report to the Board of County Commissioners for their review and concurrence. A comment letter with the Board's signatures will be sent to the Town.

Action:

None, Informational Briefing

Attendees:

Lynda Eisenberg, Acting Director, Department of Planning
Clare Stewart, Comprehensive Planner, Department of Planning

Department of Land and Resource Management
Agricultural Land Preservation Program
Briefing Paper
August 23, 2018
Open Session

Issue:

Discussion/Decision - Consideration to exercise an Option to Purchase an Agricultural Conservation Easement via an Installment Purchase Agreement (IPA) on the William J. Dickinson property, 1808 Otterdale Mill Road, Taneytown, District 1.

Background:

A 119.45 acre farm property owned by William J. Dickinson on 1808 Otterdale Mill Road, Taneytown, MD 21787 was approved for the purchase of an agricultural conservation easement by the Carroll County Agricultural Land Preservation Advisory Board on October 11, 2017. Subsequently, the Board of County Commissioners granted preliminary approval on February 8, 2018. Notice of Intent to purchase a Conservation Easement on the property has been duly advertised.

The Option signed by the owners provides 120 days for the Commissioners to exercise the Option thereby converting it to a Contract of Sale. The property owners requested to be compensated through an Installment Purchase Agreement and agreed to the purchase price of \$289,491.80. This amount represents 40% of Fair Market Value which will be paid in 20 years, with five percent interest paid annually.

The agreement requires a Resolution by the County Commissioners. Staff is recommending exercising this option. In preparation for settlement, it is now requested that the Board of Commissioners sign the Resolution.

Action:

Discussion/Decision-To exercise an Option to Purchase and to sign a Resolution for an Agricultural Conservation Easement on the William J. Dickinson property.

Staff-Recommended Motion:

I move that the Board of Commissioners exercises an Option to Purchase and sign a Resolution for an Agricultural Conservation Easement on the William J. Dickinson property.

Attendees:

Tom Devilbiss, Director, Department of Land and Resource Management
Deborah Bowers, Program Manager, Agricultural Land Preservation Program
J. P. Smith, Jr., Preservation Specialist, Agricultural Land Preservation Program

Department of Land and Resource Management
Agricultural Land Preservation Program
Briefing Paper
August 23, 2018
Open Session

Issue:

Discussion/Decision-Consideration to exercise an Option to Purchase an Agricultural Conservation Easement via an Installment Purchase Agreement (IPA) on the Kenneth W. Ford and June F. Ford property, 2867 Bird View Road, Westminster, District 2.

Background:

A 77.87 acre farm property owned by Kenneth W. Ford and June F. Ford on 2867 Bird View Road, Westminster, MD 21157 was approved for the purchase of an agricultural conservation easement by the Carroll County Agricultural Land Preservation Advisory Board on October 11, 2017. Subsequently, the Board of County Commissioners granted preliminary approval on February 8, 2018. Notice of Intent to purchase a Conservation Easement on the property has been duly advertised.

The Option signed by the owners provides 120 days for the Commissioners to exercise the Option thereby converting it to a Contract of Sale. The property owners requested to be compensated through an Installment Purchase Agreement and agreed to the purchase price of \$173,222.74. This amount represents 40% of Fair Market Value which will be paid in 20 years, with five percent interest paid annually.

The agreement requires a Resolution by the County Commissioners. Staff is recommending exercising this option. In preparation for settlement, it is now requested that the Board of Commissioners sign the Resolution.

Action:

Discussion/Decision-To exercise an Option to Purchase and to sign a Resolution for an Agricultural Conservation Easement on the Kenneth W. Ford and June F. Ford property.

Staff-Recommended Motion:

I move that the Board of Commissioners exercises an Option to Purchase and sign a Resolution for an Agricultural Conservation Easement on the Kenneth W. Ford and June F. Ford property.

Attendees:

Tom Devilbiss, Director, Department of Land and Resource Management
Deborah Bowers, Program Manager, Agricultural Land Preservation Program
J. P. Smith, Jr., Preservation Specialist, Agricultural Land Preservation Program

Department of Land and Resource Management
Agricultural Land Preservation Program
Briefing Paper
August 23, 2018
Open Session

Issue:

Discussion/Decision-Consideration to exercise an Option to Purchase an Agricultural Conservation Easement via an Installment Purchase Agreement (IPA) on the Henry D. Shirley and Patricia M. Shirley property, Barnhart Road, Westminster, District 1.

Background:

A 190.07 acre farm property owned by Henry D. Shirley and Patricia M. Shirley on Old Hanover Road, Westminster, MD 21158 was approved for the purchase of an agricultural conservation easement by the Carroll County Agricultural Land Preservation Advisory Board on October 11, 2017. Subsequently, the Board of County Commissioners granted preliminary approval on February 8, 2018. Notice of Intent to purchase a Conservation Easement on the property has been duly advertised.

The Option signed by the owners provides 120 days for the Commissioners to exercise the Option thereby converting it to a Contract of Sale. The property owners requested to be compensated through an Installment Purchase Agreement and agreed to the purchase price of \$472,444.13. This amount represents 40% of Fair Market Value which will be paid in 20 years, with five percent interest paid annually.

The agreement requires a Resolution by the County Commissioners. Staff is recommending exercising this option. In preparation for settlement, it is now requested that the Board of Commissioners sign the Resolution.

Action:

Discussion/Decision-To exercise an Option to Purchase and to sign a Resolution for an Agricultural Conservation Easement on the Henry D. Shirley and Patricia M. Shirley property.

Staff-Recommended Motion:

I move that the Board of Commissioners exercises an Option to Purchase and sign a Resolution for an Agricultural Conservation Easement on the Henry D. Shirley and Patricia M. Shirley property.

Attendees:

Tom Devilbiss, Director, Department of Land and Resource Management
Deborah Bowers, Program Manager, Agricultural Land Preservation Program
J. P. Smith, Jr., Preservation Specialist, Agricultural Land Preservation Program

Department of Land & Resource Management

Briefing Paper

August 23, 2018

Open Session

Issue:

Briefing/Discussion/Decision – Briefing on County contribution of 40% of cost for purchase of a MALPF program easement, Lippy Bros. property, 300 Houcksville Road, Hampstead

Background:

For the last eight years, the Maryland Agricultural Land Preservation Foundation (MALPF) program has had an application cycle only every two years due to limited funds; as a result, Carroll County has participated in the MALPF program by submitting only applications generated through our Critical Farms Program to assure reimbursements of purchase. The Board of County Commissioners granted preliminary approval of the Lippy Bros. Critical Farms application on March 26, 2015. However, the Lippy Bros. rejected the Critical Farms Program offer and subsequently asked to submit instead an application directly to the MALPF program.

Lippy Bros. received an offer from MALPF in July 2017. The offer amount is \$627,665.75. In the MALPF program, counties are committed to providing forty percent (40%) of the easement cost; Carroll County's portion of the easement cost is therefore \$251,066.30. This cost share is due at this time.

Action:

Briefing/Discussion/Decision – The Board of County Commissioners is requested to grant final approval for cost sharing of the Lippy Bros. MALPF program easement in the amount of \$251,066.30.

Staff-Recommended Motion:

I move that the Board of Commissioners grant final approval for cost sharing of the Lippy Bros. MALPF program easement in the amount of \$251,066.30.

Attendees:

Thomas Devilbiss, Director, Department of Land & Resource Management
Deb Bowers, Program Manager, Agricultural Land Preservation Program
J. P. Smith, Jr., Preservation Specialist, Agricultural Land Preservation Program

DATE: August 14, 2018

TO: The Carroll County Board of Commissioners

RE: Elderwood SWM Basin #2 Oklahoma Phase IV SWM Facility Retrofit
75-F-5-17/18

EXECUTIVE SUMMARY:

This project is located on the West side of Monroe Avenue, north of MD Route 26. Work at the site shall include, but is not limited to the retrofit of two existing stormwater management facilities, the construction of a filter diaphragm, and the installation of new drainage structures, along with all associated conveyances. Sediment and erosion control is also included in the work effort.

Vendors & Bid Results:

1. Kibler Construction	Finksburg, MD	\$2,303,223.70
2. White Pine Construction Corp	Finksburg, MD	\$2,944,793.70
3. Triangle Contracting, LLC	Frederick, MD	\$3,643,691.26
4. CJ Miller, LLC	Hampstead, MD	\$3,716,026.00
5. Highway & Safety Services	Gaithersburg, MD	\$4,150,056.49

Staff Recommended Motion:

I move that the Board of Commissioners award the contract for Elderwood SWM Basin #2Oklahoma Phase IV SWM Facility Retrofit to Kibler Construction in the amount of \$2,303,223.70.

_____ Bureau of Purchasing _____ Date

_____ Board of Commissioners _____ Date

Commissioner Wantz:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Weaver:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Frazier:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Rothschild:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Howard:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<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:				

**Citizen Services
Briefing Paper
8/23/18
Open Session**

Issue: Approval FY19 Community Development Block Grant (CDBG) Application Submission

Briefing/Discussion/Decision

Background: On 7/12/18, the Board of Commissioners approved the development of a CDBG application to support Family and Children’s Services (FCS) capital project and the required public hearing was held on 8/2/18.

FCS will construct a new facility at West End Place in Westminster to provide shelter and services for survivors of elder abuse, domestic violence (DV) and their children. Services located at the new facility will include the DV hotline, counseling, crisis intervention, long term case management, medication management and connections to local resources.

In FY18, the current DV shelter provided 59 DV survivors and children with safe, emergency shelter for a total of 1684 bed nights. In addition, the FCS 24 hour hotline received 391 calls, and served 828 victims and children through the domestic violence case management program.

**FY19 Projected CDBG Budget
Family and Children’s Services – Phase 1 - DV Shelter Capital Project**

Funding Source	Status	
Foundation Grant	Secured	\$500,000
Strategic Demolition and Community Legacy Grants (State)	Submitted	\$450,000
Emergency Shelter and Transitional Program Grant (State)	Submitted	\$1,103,854
Foundation Grants	Submitted	\$1,220,298
Community Development Block Grant	Pending	\$800,000
County Cash Match		0
Total for Phase 1		\$4,1074,152

Note: Both the County and FCS will provide in-kind staff support of the project.

Staff Recommended Motion: I move that the Board of Commissioners approve the submission of the FY19 CDBG Application.

Attendees:

Christine Kay, Director, Citizen Services
F. T. Burden, C.E.O., Family & Children’s Services
Debby Standiford, Grants Manager, Management and Budget

**Department of Citizen Services
Bureau of Aging and Disabilities
Briefing Paper
August 23, 2018**

Issue: FY19 Senior Citizens Activities Center Operating Fund Grant (SCOF)

Discussion/Decision: On May 24th, we received the Boards approval to submit the FY19 Senior Citizens Activities Center Operating Fund (SCOF) grant application. On July 16, 2018, we received a letter from the Maryland Department of Aging stating that our application has been approved.

Background: The Maryland Department of Aging administers the Senior Citizen Activities Center Operating Fund (SCOF) Program to provide support to the critical operating needs of local Senior & Community Centers. The Bureau of Aging & Disabilities is interested in enhancing the current SeniorStat Data Collection System through the development of a mobile tablet application (App). The App will collect data and store it on the device, allowing an upload to the SeniorStat system which converts the data into the statewide AIM reporting database. The features included in the App include:

- Payment Processing
- Collection of Nutrition Assessment Data
- Collection of Participant Survey Data

Budget for SCOF Mobile Tablet Application Enhancement Project

	Project Funding	Project Costs
SCOF Funding	\$12,403.00	
Other Aging Funds (Hold Harmless Funding)	\$15,472.00	
Licensing Support (Annual Cost)		\$6,000.00
Equipment (Tablets/Credit Card Readers)		\$4,875.00
Project & App Development and Testing		\$17,000.00
Total	\$27,875	\$27,875

Action: Discussion/Decision

Staff Recommended Motion: I move that the Board of Commissioners accept the Senior Citizens Activities Center Operating Fund Grant award.

Attending:

Christine Kay, Director, Citizen Services
 Celene E. Steckel, Bureau Chief, Aging & Disabilities
 Patty Whitson, Community Services Supervisor, Aging & Disabilities
 Debby Standiford, Grants Office

Department of Public Works
Briefing paper
August 23, 2018
Open Session

Issue: Briefing/Discussion:

Solar Update – Current Projects/Potential Offsite Properties

Background:

Staff is prepared to update the board on the status of the current solar projects at the Carroll Community College, the Hampstead Wastewater Treatment Plant, and the Hoods Mill Landfill sites.

Staff will review plans to date to include offsite properties and other projects for potential solar benefits to the County.

Desired Action:

Briefing/ Discussion

Staff-Recommendation:

No recommendation at this time.

Attendees:

Scott Moser, Deputy Director, Department of Public Works
Mike Myers, Bureau Chief, Bureau of Purchasing

DATE: August 2, 2018
 TO: The Carroll County Board of Commissioners
 RE: New Six-Man Crew Cab Stake Body Truck
 94-F-2-18/19

EXECUTIVE SUMMARY:

The Bureau of Purchasing in cooperation with the bureau of Fleet Management requests your approval to award the purchase of one new six-man crew cab stake body truck with tool box and lift gate to Criswell in the amount of \$53,225. This truck is a replacement and will be used by the Bureau of Roads Operations for general maintenance. This amount is within the approved budget and no additional funds are necessary.

Vendors & Bid Results:

1. Criswell	Gaithersburg, MD	\$53,225
2. Century Ford	Mt Airy, MD	\$53,545
3. Lindsay Ford	Wheaton, MD	\$55,000
4. Apple Ford	Columbia, MD	\$56,969
5. Bayshore Ford	New Castle, DE	\$57,045

Staff Recommended Motion:

I move that the Board of Commissioners award the purchase of a new six-man crew cab stake body truck to Criswell in the amount of \$53,225.

_____ Bureau of Purchasing _____ Date

_____ Board of Commissioners _____ Date

Commissioner Wantz:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Weaver:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Frazier:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Rothschild:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Howard:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<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: August 2, 2018
 TO: The Carroll County Board of Commissioners
 RE: New One-Ton Extended Cab Truck w/Dump Truck
 94-F-3-18/19

EXECUTIVE SUMMARY:

The Bureau of Purchasing in cooperation with the bureau of Fleet Management requests your approval to award the purchase of one new one-ton extended cab truck with dump body to Apple Ford in the amount of \$90,590. This truck is a replacement and will be used by the Bureau of Facilities for general maintenance. This amount is within the approved budget and no additional funds are necessary.

Vendors & Bid Results:

- | | | |
|------------------|----------------|----------|
| 1. Apple Ford | Columbia, MD | \$90,590 |
| 2. Lindsay Ford | Wheaton, MD | \$91,375 |
| 3. Bayshore Ford | New Castle, DE | \$96,927 |

Staff Recommended Motion:

I move that the Board of Commissioners award the purchase of a new one-ton extended cab truck with dump body to Apple Ford in the amount of \$90,590.

_____ Date
 Bureau of Purchasing

_____ Date
 Board of Commissioners

Commissioner Wantz:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Weaver:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Frazier:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Rothschild:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Howard:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<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: August 9, 2018
 TO: The Carroll County Board of Commissioners
 RE: Construction Inspection Services
 Schoolhouse Road Pumping Station and Force Main

EXECUTIVE SUMMARY:

The Bureau of Purchasing, in cooperation with the Bureau of Utilities, requests your approval to award the construction inspection services for the Schoolhouse Road Pumping Station and Force Main improvements in Sykesville to Whitney, Bailey, Cox & Magnani, LLC (WBCM) in the amount of \$81,840. WBCM is currently under a competitively bid term contract with the County for water and sewer inspection services. This amount is within the project budget and no additional funds are necessary.

Staff Recommended Motion:

I move that the Board of Commissioners award the contract for the construction inspection services for the Schoolhouse Road Pumping Station and Force Main improvements in Sykesville to WBCM in the amount of \$81,840.

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

 Bureau of Purchasing Date

 Board of Commissioners Date

Commissioner Frazier:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Weaver:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Wantz:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Rothschild:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Howard:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<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/cd

DATE: August 13, 2018
 TO: The Carroll County Board of Commissioners
 RE: Caterpillar 730C2 Articulated Truck

EXECUTIVE SUMMARY:

The Bureau of Purchasing in cooperation with the Bureau of Solid Waste requests your approval to award the contract for the purchase of one (1) used 2016 Caterpillar 730C2 Articulated Truck to Alban Cat (Baltimore, MD) in the amount of \$285,000. This truck will replace the retiring scraper pan and will be used at the Northern Landfill to haul daily cover soils from the stockpile and allow for more efficient soil placement than the current equipment. This purchase will be made off the Sourcewell National Cooperative Purchasing Contract which was competitively bid. This amount is within the project budget and no additional funds are necessary.

Staff Recommended Motion:

I move that the Board of Commissioners award the contract for the purchase of one (1) used 2016 Caterpillar 730C2 Articulated Truck to Alban Cat (Baltimore, MD) in the amount of \$285,000.

_____ Date
 Bureau of Purchasing

_____ Date
 Board of Commissioners

Commissioner Wantz:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Weaver:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Frazier:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Rothschild:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Howard:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<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:				

Sheriff's Office

Briefing Paper

August 23, 2018

Open Session

Issue: Submission of the FY 2019 Violence Against Women's Act (VAWA) Grant Application for the Sheriff's Office

Background: The Carroll County Sheriff's Office's Domestic Violence (DV) Unit is staffed by two full-time Deputies and two full-time Records Unit Technicians. The Records Unit Technicians 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 2017, the unit served 1544 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 Records Unit Technician #1. The County match for this grant is provided by the remainder of the salary and benefits of the Records Unit Technician #1.

FY 2019 VAWA Grant Budget Period 10/1/18 – 9/30/19

Position	Grant Funding*	County Cash Match	Total Cost
Records Unit Technicians # 1 - Salary	\$20,000	\$15,525	\$35,525
Records Unit Technicians # 1 - Benefits	\$0	\$13,120	\$13,120
Total	\$20,000	\$28,645	\$48,645

* 2019 grant application amount is capped at the previous year's award of \$20,000.

Action: Discussion, Possible Decision

Staff-Recommended Motion:

I move that the Board of Commissioners approve the submission of the FY 19 Violence Against Women's Act Grant Application.

Attendees:

Vicky McDonold, Director, Administrative Services, Sheriff's Office
Caren Jagoda, Senior Grants Analyst, Management and Budget

State's Attorney's Office

Briefing Paper

August 23, 2018

Open Session

Issue: Submission of the FY 2019 VAWA grant application for the State's Attorney's Office

Background: 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 421 DV cases in 2017. The County provides the match for the VAWA grant by funding the balance of the DV Prosecutor's salary and the benefits.

Projected Budget – 10/1/18 to 9/30/19

Position	Grant Funds*	County Cash Match	Total
DV Prosecutor Salary	\$55,453	\$29,058	\$84,511
DV Prosecutor Benefits	\$0	\$44,913	\$44,913
Total	\$55,453	\$73,971	\$129,424

* GOCCP has limited the grant request to the FY 2018 award which was \$55,453. Please note, if this grant is not approved, the State's Attorney's office will ask the Board of Commissioners to fully fund the DV Prosecutor position.

Action: Discussion, Possible Decision

Staff-Recommended Motion:

I move that the Board of Commissioners approve the submission of the FY 19 Violence Against Women's Act Grant Application.

Attendees:

Brian DeLeonardo, State's Attorney, State's Attorney's Office
Ashley Pamer, Senior Assistant State's Attorney, State's Attorney's Office
Caren Jagoda, Senior Grants Analyst, Management and Budget

Carroll County Sheriff's Office / Carroll County State's Attorney's Office

Briefing Paper

August 23, 2018

Open Session

Issue: Acceptance of the FY 2019 Maryland Criminal Intelligence Network (MCIN) Grant Award for the Sheriff's Office and the State's Attorney's Office and Approval of Budget Resolution 01-19.02

Background:

The Carroll County Sheriff's Office (CCSO) and the Carroll County State's Attorney's Office (CCSAO) have jointly been awarded a grant for FY 2019 that allows both agencies to network with other jurisdictions in the State of Maryland. The purpose of this grant is to expand the operations of an existing program into this network by enhancing coordination among multi-jurisdictional public safety and partner agencies to ensure that tactics, resources, and intelligence are integrated for the purpose of targeting criminal networks who are involved in the distribution of illegal drugs, the use of firearms in crimes of violence, human trafficking and other criminal enterprises with a focus on disrupting and dismantling these criminal networks through multi-jurisdictional collaboration and information sharing, beginning from the investigation and continuing through to prosecution.

The grant award total is \$291,401, which provides funding for 3 positions, overtime and equipment.

Per GOCCP stipulation, only 30% of fringe benefit costs are allowed to be reimbursed. The county contribution amounts listed below account for the remainder of the fringe benefits costs for the 3 positions that are not included in the funding provided in the grant. Please note that the 30% cap on fringe benefits cost will be on-going.

Award Budget: 7/1/18 – 6/30/19

Item	Grant Funding*	County Contribution	Total Cost
CCSO Analyst	\$55,369	\$18,000 *	\$73,369
CCSAO Prosecutor & Analyst	\$172,522	\$26,000 #	\$198,522
Overtime	\$50,000	\$0	\$50,000
Equipment	\$13,510	\$0	\$13,510
Total	\$291,401	\$44,000	\$335,401

* County Contribution of \$18,000 for the remainder of fringe benefits costs for the CCSO analyst position was already allocated in the FY19 CCSO operating budget in anticipation of being awarded the grant. The CCSO requests that the Board of Commissioners approve a budget transfer to move the funding from the FY19 Sheriff's Office operating budget to the FY19 MCIN grant project.

County Contribution of \$26,000 for the remainder of the fringe benefits costs for the SAO positions was already approved by the Board of Commissioners in the May 10, 2018 Open Session under the FY19 Gun Violence Reduction Grant (GVRG) Application. These monies will come from the Reserve for Contingencies. The GVRG application was denied as the funding was awarded under the FY 2019 MCIN Grant.

Action: Discussion/Decision

Staff-Recommended Motions:

I move that the Board of Commissioners approve the acceptance of the FY 19 Maryland Criminal Intelligence Network (MCIN) grant award and approve Resolution 0-19.02 to transfer funds to the MCIN grant from the Sheriff's operating budget and the Reserve for Contingencies.

Attendees:

James DeWees, Sheriff, Sheriff's Office

Brian DeLeonardo, Carroll County State's Attorney, State's Attorney's Office

Caren Jagoda, Senior Grants Analyst, Management and Budget

Management and Budget Briefing

Paper

August 23, 2018

Open Session

Issue:

Approval of the FY 19 Town-County Agreements – Town of New Windsor, Town of Sykesville, and Town of Mt. Airy.

Background:

Annually, Carroll County Government and the Towns agree to the sharing of funds and participation in planning and other government functions.

This agreement will provide intergovernmental funding to the Town of New Windsor in the amount of \$61,852.00, the Town of Sykesville in the amount of \$239,109.00, and the Town of Mt. Airy in the amount of \$115,799.00. This amount is included in the FY 19 budget.

Action:

Approve the FY 19 Town-County Agreements with the Town of New Windsor, the Town of Sykesville, and the Town of Mt. Airy.

Staff-Recommend Motion:

I move that the Board of Commissioners approve the FY 19 Town-County Agreements with the Town of New Windsor, the Town of Sykesville, and the Town Mt. Airy.

Attendees:

Ted Zaleski, Director, Department of Management and Budget

Information and Technology Services- Communications Office
Briefing Paper
August 23, 2018
Open Session

Issue: Contract Web Hosting for website re-design

Briefing/Discussion/Possible Decision: Request Approval for Contract with Coretegrity for Web Hosting

Background: Coretegrity is in the process of launching a project to provide redesign, development, and implementation services for the Carroll County Government (CCG) website. The option of providing cloud hosting has been discussed, and a proposal is submitted as a result.

Coretegrity proposes to provide the CCG with ongoing cloud hosting for the new website in a secure, well-maintained environment. Coretegrity provides support of the CMS and server environments as part of its hosting packages.

The cost is with-in budget.

Staff Recommended Motion: I move that the Board of Commissioners approve the contract with Coretegrity for web hosting at \$1114.27 a month.

DATE: August 15, 2018
 TO: The Carroll County Board of Commissioners
 RE: Network Switch Replacement

EXECUTIVE SUMMARY:

The Bureau of Purchasing in cooperation with the Department of Technology Services requests your approval to award the contract for the purchase of replacement network switches to Computer Discount Warehouse -Government (CDW-G) in the amount of \$149,533.21. This amount is within the adopted budget and no additional funds are necessary.

Details

1. This purchase will replace two network switches used in the County Office Building and one used in the New Windsor facility.
2. The existing equipment has been in service for over 7 years and is past their end-of-life software support which means the equipment is no longer eligible to receive software updates to mitigate security risks or fix problems.
3. The new switches will allow for expansion of users and devices. The replacement switches will provide increased port density and network throughput capacity, and they will be compatible with existing network systems.
4. Support Services – Cisco Smartnet services are included. This entitles us to receive software updates to correct security issues and access to the Cisco Technical Assistance Center for assistance in diagnosing and repairing software or hardware malfunctions. If a problem is caused by a hardware failure we will receive replacement parts in either 4 hours or next business day depending upon the service level for the equipment.

Staff Recommended Motion:

I move that the Board of Commissioners award the contract to CDW for the purchase of network equipment in the amount of \$149,533.21.

Bureau of Purchasing Date

Board of Commissioners Date

Commissioner Wantz:	<input type="checkbox"/> Motion <input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Weaver:	<input type="checkbox"/> Motion <input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Frazier:	<input type="checkbox"/> Motion <input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Rothschild:	<input type="checkbox"/> Motion <input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Howard:	<input type="checkbox"/> Motion <input type="checkbox"/> 2 nd	<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 Recreation and Parks

Discussion/Possible Decision

Issue:

Request transfer from Trail Development to Winfield Park to fund construction of walking trail from parking lot allowing ADA access to playing field

Transfer From	Transfer To	Amount
Trail Development	Winfield Park	\$27,590

Background:

In 2013, \$50,000 was approved for the development of Winfield Park, a 9 acre property located on Salem Bottom Road. Since then, over \$700,000 of donated material and labor has resulted in a near finished grade for the playing field. Additional funds have been donated by the Nathan Chris Baker Foundation towards this project which is anticipated to be completed within the next 6 months. In order to provide ADA access to the playing field, a walkway is needed to connect to the site's parking area.

Staff Recommended Motion:

I move that the Board of County Commissioners approve the transfer of \$27,590 from Trail Development to Winfield Park for the procurement of paving a trail from the parking lot to the athletic field at Winfield Park.

Attendees:

Jeff R. Degitz, Director, Department of Recreation and Parks

DATE: August 15, 2018
 TO: The Carroll County Board of Commissioners
 RE: Carroll County Asphalt Paving at Multiple Locations
 #36-F-1-18/19

EXECUTIVE SUMMARY:

The Bureau of Purchasing in cooperation with the Department of Recreation & Parks solicited bids from qualified contractors to provide all labor, equipment and materials to provide asphalt paving at the following County Parks; Cape Horn Park, Deer Park, Winfield Park and Landon C Burns Park. Bids were received from the following contractors;

- | | |
|--|------------------|
| 1. The American Asphalt Paving Co. LLC | Baltimore, MD |
| 2. CJ Miller | Hampstead, MD |
| 3. DSM Properties, LLC | Randallstown, MD |
| 4. MT Laney | Eldersburg, MD |

The Department of Recreation & Parks recommends award of asphalt paving as follows;

Award Cape Horn paving (\$34,045.00) and Winfield Park paving (\$27,590) to American Asphalt.

Award Deer Park paving (\$41,500.00) and Landon C Burns Park paving (\$11,000.00) to MT Laney.

Award recommendations include low base bids and allowances.

Staff Recommended Motion:

I move that the Board of Commissioners award the contract for Carroll County Asphalt Paving at Multiple Locations to The American Asphalt Paving Co., LLC in the amount of \$61,635.00 for the paving of Cape Horn and Winfield Parks and to MT Laney in the amount of \$52,500.00 for the paving of Deer Park and Landon C Burns Park.

Bureau of Purchasing Date

Board of Commissioners Date

Commissioner Wantz:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Weaver:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Frazier:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Rothschild:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Howard:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<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: _____				

c: File