

Board of County Commissioners

J. Douglas Howard, *President*
Stephen A. Wantz, *Vice President*
C. Richard Weaver, *Secretary*
Richard S. Rothschild
Dennis E. Frazier



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 September 21, 2015

Revision 1 dated September 22, 2015

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 ~ September 21, 2015

Tuesday ~ September 22, 2015

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

11:00 a.m. *Westminster Community Pond Re-Opening Celebration*
Westminster, Maryland
Commissioners Howard, Wantz, Weaver, Frazier & Rothschild

2:00 p.m. **Joint Board of County Commissioners/Delegation Meeting**
County Office Building ~ Reagan Room

Wednesday ~ September 23, 2015

8:30 a.m. *Community Services Council of Carroll County Open House*
Westminster, Maryland
Commissioner Wantz

Thursday ~ September 24, 2015

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/Discussion/Decision
Request Approval of the State Aid for
[Police Protection FY2017 Application](#)
Department of Management & Budget ~ Mr. Ted Zaleski

Item 2

Public Comment on this item
Briefing/Discussion/Decision
Request Approval for the FY2016
[Rental Allowance Program Award](#)
Department of Citizen Services
Department of Management & Budget ~ Mr. Ted Zaleski

Item 3

Public Comment on this item
Briefing/Discussion/Possible Decision
[South Carroll/Eldersburg Trailblazer Route Adjustment](#)
Department of Citizen Services

Item 4

Public Comment on this item
[Public Hearing ~ Amendment to the Ten Year](#)
Solid Waste Management Plan
Environment – Recycling – Special Events
Department of Public Works ~ Mr. Jeff Topper

Item 5

Public Comment on this item
Briefing/Discussion
[Carroll County Landfill Projects](#)
Department of Public Works ~ Mr. Jeff Topper

Item 6

Public Comment on this item
Briefing/Discussion/Decision
Request Approval to Accept Grant
[Non Primary Entitlement Funding ~ Airport](#)
Department of Public Works ~ Mr. Jeff Topper

Thursday ~ September 24, 2015 (Continued)

Item 7

Public Comment on this item

[Health Department FY16 Budget Update](#)

Carroll County Health Department ~ Mr. Ed Singer

Public Comment

Approval/Adoption of Minutes

Administrative Session ~ Open

1:30 p.m. Board of County Commissioners Open Session
County Office Building ~ Room 311

Item 8

Public Comment on this item

Briefing/Discussion/Decision

[Bid Approval ~ Provide One \(1\) New 20' X 30'](#)

Pavilion, replacing an existing pavilion at the
Hashawha Environmental Center

Department of Recreation & Parks ~ Mr. Jeff Degitz

Bureau of Purchasing ~ Mr. Mike Myers

Item 9

Public Comment on this item

Briefing/Discussion/Decision

[Bid Approval ~ Re-surfacing of Sandymount Trail](#)

Department of Recreation & Parks ~ Mr. Jeff Degitz

Bureau of Purchasing ~ Mr. Mike Myers

Item 10

Public Comment on this item

Briefing/Discussion/Decision

[Bid Approval ~ Citizen Services Roof Replacement](#)

Department of Public Works ~ Mr. Scott Moser

Bureau of Purchasing ~ Mr. Mike Myers

Item 11

Public Comment on this item

Briefing/Discussion/Decision

[Bid Approval ~ Electric Door Maintenance](#)

Department of Public Works ~ Mr. Scott Moser

Bureau of Purchasing ~ Mr. Mike Myers

Thursday ~ September 24, 2015 (Continued)

Item 12

Public Comment on this item

Briefing/Discussion/Decision

[Bid Approval ~ Two \(2\) New Stake Body Trucks](#)

Department of Public Works ~ Mr. Dave Reese

Bureau of Purchasing ~ Mr. Mike Myers

Item 13

Public Comment on this item

Briefing/Discussion

[Finksburg Sanitary Sewer Survey](#)

Department of Planning ~ Mr. Phil Hager

Public Comment

Closed ~ Personnel

Friday ~ September 25, 2015

*8:00 a.m. Board of County Commissioners Open Session
2015 Transit Summit
Carroll Community College ~ Westminster, Maryland
Commissioners Howard, Wantz, Weaver & Rothschild*

*11:00 a.m. Carroll County Adult Drug Court Treatment Graduation
Westminster, Maryland
Commissioners Wantz & Rothschild*

Saturday ~ September 26, 2015

Sunday ~ September 27, 2015

9:05 a.m. "The Commissioners' Report" – WTTR
Commissioner Weaver

**** Upcoming Events****

*9/26/15 ~ 10:00 a.m. Emergency Preparedness Expo
Carroll County Career & Tech Center
1229 Washington Road, Westminster, Maryland*

*10/8/15 ~ 3:00 p.m. Joint County Commissioners/Board of Education Meeting
Carroll County Public Schools Board Room
Westminster, Maryland*

ACCESSIBILITY NOTICE: The Americans with Disabilities Act applies to the Carroll County Government and its programs, services, activities, and facilities. Anyone requiring an auxiliary aid or service for effective communication or who has a complaint should contact The Department of Citizen Services, 410.386.3600 or 1.888.302.8978, MD Relay 7-1-1/1.800.735.2258 as soon as possible but no later than 72 hours before the scheduled event.

CARROLL COUNTY
a great place to live, a great place to work, a great place to play

GRANT AWARD/APPLICATION BRIEFING

9/24/15

Program Title: FY16 State Aid for Police Protection (SAPP) Program Award

FY17 State Aid for Police Protection (SAPP) Program Application

Funder: Governor’s Office of Crime Control and Prevention

Grant Period: FY16 Award: 7/1/15 - 6/30/16

FY17 Application: 7/1/16 – 6/30/17

Department/Agency: Management and Budget

Due Date: 10/1/15

Background: The State Aid for Police Protection Program (SAPP) is a continuing grant to be used to by Maryland subdivisions and municipalities to offset their expenditures on police protection.

This a formula grant based on several factors including location, population, population density and available funding. FY17 funding levels will be determined by the state; the award for FY16 was \$824,590

History – Awards and Expenditures

	FY2013	FY2014	FY2015	FY2016
SAPP Awards	\$620,224	\$948,717	\$887,999	\$824,590
Expenditures	\$13,481,088	\$13,458,569	\$13,612,860	\$14,472,746*
% of Expenditures	5%	7%	7%	6%

*Estimated

Recommendation: Please Accept Award and Approve Application

Attending:

Ted Zaleski, Budget

Debby Standiford, Grants

GRANT BRIEFING
9/24/15
Rental Allowance Program Award

Department: Citizen Services
Granting Agency: MD Department of Housing and Community Development (MD DHCD)
Grant: FY 16 Rental Allowance Program (RAP)
Due Date: September 28, 2015

Background: The Maryland Department of Housing and Community Development (DHCD) has awarded \$40,000 to operate the Rental Allowance Program (RAP) in FY16. Citizen Services and Human Services Programs of Carroll County have jointly operated the program for 21 years. HSP maintains the waiting list, determines eligibility and provides case management to participants. Citizen Services performs housing inspections, reviews and approves rental agreements, secures the RAP housing contract and pays the rent stipend to the landlord. RAP does not require matching funds. RAP funds are an essential component of the continuum of services used to assist the homeless to regain and retain housing.

Program: The Rental Allowance Program (RAP) provides a rent stipend and case management for up to one year. In FY 15, HSP served sixteen (16) households with children (57 people) that were very low-income families leaving shelter. HSP was able to serve this number of families with FY 15 funds and unencumbered FY 14 funds.

RAP Rental Stipends		HUD Fair Market Rents	
Household Size	Stipend	# of Bedrooms	Monthly Rent
1-2 people	\$340	1 Bedroom	\$985.00
3-4 people	\$380	2 Bedrooms	\$1,232.00
5-6 people	\$560	3 Bedrooms	\$1,574.00

With FY 16 funding alone, HSP projects they will be able to serve 5-8 households. The Department of Citizen Services utilizes the administrative fees to offset salary of existing housing staff performing work for this program including: housing inspections, rental contracts, monthly reports to the state and monthly payments to the participating landlords. Average cost for these services per year is \$2,000.

FY16 Award	
RAP – Rental Stipends	\$38,000
RAP – Admin Fees (Citizen Services)	\$2,000
County Match	0
Total RAP Award	\$40,000

Recommendation: Please approve the FY 16 RAP grant award.

Attending: Rita Zimmerman, Citizen Services
 Debby Standiford, Grants Office

DEPARTMENT OF CITIZEN SERVICES
Public Transit Services
South Carroll and Eldersburg TrailBlazer Route Revision Briefing Paper
9/24/15

Project Name: South Carroll and Eldersburg to Westminster TrailBlazer Routes Revision

Department/Agency: Department of Citizen Services

Funding Agency: Maryland Department of Transportation with pass through funds from the Federal Department of Transportation

Deadline: October 2, 2015

Summary:

We are here today to provide you and the citizens with a service update that will affect the two south Carroll area TrailBlazers. Beginning October 15, 2015, Eldersburg Commons will officially open for business. The Eldersburg Walmart will relocate at that time. To include the relocation and continue to provide service to the Walmart, there will be a few stops where the times will change. We have discussed these minor changes with MTA and we are not required to hold a public hearing.

The Eldersburg to Westminster TrailBlazer changes are as follows:

The old "Carrolltowne Center" will now be called Eldersburg Commons and serve the Walmart with a 5-minute change in the schedule to allow for boarding and alighting.

	Current TrailBlazer Stops	am	am	pm	pm	pm
A	Piney Ridge Apartments	7:45	10:30		2:00	4:40
B	Georgetown Blvd Shopping Center	8:00	10:45		2:15	4:55
C	Carrolltown Center	8:10	10:55		2:25	
D	Eldersburg Walmart (Arrive)	8:20	11:05		2:35	
D	Eldersburg Walmart (Depart)	8:25	11:10		2:40	
E	Carroll Community College	8:45	11:30		3:00	
F	Timber Ridge Apartments	8:55	11:40		3:10	
G	Westminster Senior Center	9:00	11:45		3:15	
H	Westminster Walmart (Arrive)	9:10	11:55		3:25	
H	Westminster Walmart (Depart)	9:20	12:05		3:35	
I	Town Mall	9:30	12:15		3:45	
J	Carroll Hospital Center	9:45	12:25		3:55	
E	Carroll Community College	10:00	12:40	1:40	4:15	

	Effective October 15, 2015 TrailBlazer Stops	am	am	pm	pm	pm
A	Piney Ridge Apartments	7:45	10:30		2:00	4:40
B	Georgetown Blvd Shopping Center	8:00	10:45		2:15	4:55
C	Eldersburg Commons - Walmart (Arrive)	8:10	10:55		2:25	
C	Eldersburg Commons - Walmart (Depart)	8:15	11:00		2:30	
D	The Old Walmart	8:25	11:10		2:40	
E	Carroll Community College	8:45	11:30		3:00	
F	Timber Ridge Apartments	8:55	11:40		3:10	
G	Westminster Senior Center	9:00	11:45		3:15	
H	Westminster Walmart (Arrive)	9:10	11:55		3:25	
H	Westminster Walmart (Depart)	9:20	12:05		3:35	
I	Town Mall	9:30	12:15		3:45	
J	Carroll Hospital Center	9:45	12:25		3:55	
E	Carroll Community College	10:00	12:40	1:40	4:15	

The South Carroll TrailBlazer changes are as follows:

The old “Carrolltowne Center” will now be called Eldersburg Commons and serve the Walmart with a 5-minute change in the schedule to allow for boarding and alighting.

	Current TrailBlazer Stops	am	am	am	pm	pm	pm
A	Gaither Manor Apartments (Depart)	7:50	9:30	11:10		2:20	4:00
B	Schoolhouse Road Apartments	7:57	9:37	11:17		2:27	4:07
C	Sykesville Town Hall	7:59	9:39	11:19		2:29	4:09
D	Sykesville Apartments	8:01	9:41	11:21		2:31	4:21
E	Village House	8:03	9:43	11:23		2:33	4:23
F	Springfield Hospital Canteen	8:08	9:48	11:28		2:38	4:28
G	Londontown Square - Safeway	8:14	9:54	11:34		2:44	4:34
H	Eldersburg Marketplace - Martins	8:15	9:55	11:35		2:45	4:35
I	Eldersburg Plaza	8:16	9:56	11:36			
J	Eldersburg Walmart (Arrive)	8:17	9:57	11:37		2:47	
J	Eldersburg Walmart (Depart)	8:25	10:05	11:45	1:15	2:55	
I	Eldersburg Plaza				1:16	2:56	
K	Freedom Village - Shoppers	8:27	10:07	11:47	1:17	2:57	
L	Spencer Village	8:28	10:08	11:48	1:18	2:58	
M	Carrolltown Center	8:32	10:12	11:52	1:22	3:02	
N	Carrolltown Village	8:33	10:13	11:53	1:23	3:03	
O	Marvin Gardens	8:35	10:15	11:55	1:25	3:05	
P	Food Lion	8:46	10:26	12:06	1:36	3:16	
M	Carrolltown Center	8:49	10:29	12:09	1:36	3:16	
Q	Eldersburg Library	8:52	10:32	12:12	1:42	3:21	
J	Eldersburg Walmart (Arrive)	8:58	10:38	12:18	1:46	3:25	
J	Eldersburg Walmart (Depart)	9:05	10:45		1:54	3:33	
G	Londontown Square - Safeway	9:08	10:48		1:57	3:36	
H	Eldersburg Marketplace - Martins	9:10	10:50		1:59	3:38	
R	Princess Shopping Center	9:12	10:52		2:01	3:40	
A	Gaither Manor Apartments (Arrive)	9:25	11:05		2:14	3:53	

	Effective October 15, 2015 TrailBlazer Stops	am	am	am	pm	pm	pm
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I	Old Walmart	8:17	9:56	11:36		2:46	
J	Freedom Village - Shoppers	8:19	9:59	11:39	1:09	2:49	
K	Spencer Village	8:21	10:01	11:41	1:11	2:51	
L	Eldersburg Commons - Walmart (arrive)	8:25	10:05	11:45	1:15	2:55	
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M	Carrolltown Village	8:33	10:13	11:53	1:23	3:03	
N	Marvin Gardens	8:35	10:15	11:55	1:25	3:05	
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Q	Princess Shopping Center	9:12	10:52		2:02	3:41	
A	Gaither Manor Apartments (Arrive)	9:25	11:05		2:15	3:54	

FTA- Federal Transit Administration
MTA-Maryland Transit Administration

Recommendation: Notify the public of these changes to service in the South Carroll Area

Motion to approve: _____

Seconded: _____

Approved: _____

Disapproved: _____

cc: Patty Whitson, Acting-Director, Citizen Services, 410-386-3809
Rita Zimmerman, Deputy Director, Citizen Services, 410-386-3600
Jodi Glock, Transportation Grants Coordinator, Citizen Services, 410-386-3636

Carroll County Department of Public Works
Briefing Paper
September 24, 2015

Purpose:

Public Hearing and Possible Decision on Amendment to the Ten Year Solid Waste Management Plan in accordance with Environment Article, §9-1712, Annotated Code of Maryland.

Background:

In 2014, the Maryland General Assembly passed Senate Bill 781, Environment – Recycling – Special Events. The law requires organizers of special events meeting certain criteria to provide a recycling receptacle adjacent to each trash receptacle, ensure recycling receptacles are clearly distinguished from trash receptacles, and ensure that recyclable materials are collected for recycling. Special event organizers must conduct recycling in accordance with the County’s Comprehensive Solid Waste Management Plan (CSWM). The law also required each county to update its plan by October, 2015, to address the collection and recycling recyclable materials from special events.

Office of Zoning Administration has added waste and recycling requirements for permitting of special events.

Amendment was certified to be consistent with the Carroll County Master Plan on June 16, 2015.

Desired Action:

After Public Hearing, Department is requesting approval of Amendment to Solid Waste Management Plan.

Attending: Jeffrey Topper– Deputy Director, Department of Public Works
Dusty Hilbert – Chief, Bureau of Solid Waste
Maria Myers – Recycling Manager



Department of Public Works

Dusty Hilbert, Bureau Chief
Ext. 2520

Briefing & Discussion

Issue: Briefing & Discussion – Landfill Projects

Hodges Landfill Cap

The landfill operated from 1965 to 1981 for disposal of various household and municipal wastes. It was capped with a soil & geomembrane liner cover system in 1991. Since 1992, the western slope exhibited signs of cover soil slippage. Recent evidence confirms soil slippage continues resulting in open soil cracks exposing cap liner, deformation at the toe of the slope, and damage to groundwater monitoring wells. There is potential for further downslope movement of soil under heavy rain events that might ultimately cause damage to the liner.

The most secure means to prevent that damage is replacement of the existing smooth liner with a dual-sided, textured geomembrane liner and drainage layer. This project is budgeted. Design and engineering will prepare an RFP for the project to commence in the spring of 2016.

Northern Landfill Capping Cells 1 & 2

The outside slopes of Cells 1 and 2 have been budgeted for final capping. This will eliminate this area as a source of rainwater infiltration into the old waste that becomes leachate. Capping provides several benefits:

- Less leachate provides cost savings in leachate disposal and hauling.
- Capped slopes eliminate threat of leachate seeps from entering the environment.
- Cap liner provides a seal to minimize migration of landfill gas to the environment.
- Costs to perform the capping no longer need to be accrued toward final closure of the landfill.

This project is budgeted. Design and engineering will prepare an RFP for the project to commence in the spring of 2016.

Northern Landfill Cell 3 Stormwater Control

The inactive area of Cell 3 has a synthetic cover that sheds stormwater. Wind and UV light exposure has caused damage, resulting in some stormwater entering the leachate collection system. Because this area of Cell 3 may not be needed for 10 or more years, a longer term stormwater diversion system is proposed.

cc: Jeff Topper, Deputy Director, Department of Public Works



Department of Public Works

Jeff Topper, Deputy Director

Ext. 2035

Briefing, Discussion & Decision

Issue: The Federal Aviation Administration is offering a Grant Award of \$ 150,000.00 which is an annual non-discretionary grant that has been received by the airport for several years and can be used for capital improvement projects and equipment. This year the airport intends to use this grant for the Environmental Assessment phase of the runway project.

Recommendation: To accept the \$ 150,000.00 award to fund the Environmental Assessment Phase of the runway project.

Attending: Jeff Topper, Deputy Director - Department of Public Works
Joe McKelvey, Manager – Carroll County Regional Airport

Carroll County Health Department

Briefing Paper

September 24, 2015

Issue:

After reviewing the Carroll County Health Department's (CCHD) County and Core Funding Budgets with staff, we determined the fiscal year 2016 budget was \$420,000 short of supporting programs and staffing at fiscal year 2015 levels. Some programs at the Health Department are being reduced or eliminated in order to balance our budget. This shortage was primarily created because the Health Department is an off-budget agency and does not automatically receive increases in funding when the State approves salary increases for employees.

Background:

The overall CCHD budget is approximately \$15 million. Most of this funding is dedicated to specific programs where the money must be spent. Of the overall budget, approximately \$2.9 million is funded by Carroll County and approximately \$1.5 million is State Core Funds. The County and Core funds are the only sources of revenue the Health Officer has discretion in spending on Public Health priorities. Core funds may only be spent on specific "core" areas of public health and have been trending downward since 2008.

The CCHD budget is primarily composed of staffing related expenses. Operational expenses are a very small portion of the budget. This year's approval of raises by the State for staff was the first in four (4) years and in fact employees had been furloughed for some of those years. The CCHD has no control over when the legislature does or does not approve raises for staff and being an off-budget agency has to find ways to fund increases which are not automatically provided. This is even further complicated when some of our categorical grants or other State funding is level funded or reduced. We must often use money from County and Core funds to fill gaps to continue these programs.

In order to cover our gap for the current fiscal year, we have taken the following steps:

- Eliminated the vacant Management Associate Position that supports the Health Officer, Deputy Health Officer, Administrator, and Administration Bureau;
- Eliminated the CCHD's Audiology Program;
- Eliminated a Nursing Position in The Communicable Disease Program;
- Eliminated a full-time equivalent community health educator position who was responsible for Lamaze classes, Another Chance Teen Pregnancy Support Groups, Outreach Education in the Community College, and part of CCHD's support for Caring Carroll;
- Eliminated an Environmental Health Specialist position in the Environmental Health Bureau;
- Consolidated billing, fiscal, and purchasing operations centralizing them in the Bureau of Administration. In doing this we are eliminating a full-time position.
- Used a \$30,000 grant from MDE that was meant to offset the additional staff time required to implement more complex MDE regulatory requirements to cover the gap without increasing staffing in this area.

We have met with the hospital and have also discussed these issues with other community partners in order to attempt to make the minimal impact on services provided to the community. The following is what we believe the impact of the above reductions will be:

- The burden for coordinating schedules and administrative support for the personnel who would have been supported by the Management Associate will now fall on them directly. This will detract slightly from their attention to their primary functions, but should reasonably be able to be absorbed. This may cause delays in coordinating meetings and immediately responding to telephone calls for these staff, as they will need to return calls and do their own coordination.
- The CCHD will no longer have an audiology clinic. Audiology services can generally be obtained through private providers. We have developed a list of places where we can refer clients. Clients who had previously used the CCHD for these services may be unhappy to have to seek a private provider, but we will offer them support and guidance in the transition.
- The loss of a nursing position in the Communicable Disease Program will slow tracking of reportable diseases and make it necessary for other staff to absorb tracking and reporting duties.
- The CCHD will no longer be offering Lamaze classes. These classes were offered without charge. Carroll Hospital Center offers classes for a fee. We discussed with hospital staff the possibility of the Hospital offering free or reduced fee classes for clients who cannot afford to pay. The Community College will likely pick up the portion of the outreach we provided for their students with their internal staff. The Another Chance Teen Pregnancy Support Groups will be discontinued. The Health Department is reducing, but not eliminating, staffing support to Caring Carroll.
- The reduction of staff in Environmental Health will cause longer permit processing times and potentially longer times between requesting and providing inspection services. This could also lead to the CCHD not meeting inspection frequencies required in the Code of Maryland Regulations. We do not plan to discontinue any of the services currently provided in the Bureau.
- We plan to improve efficiencies in our billing, fiscal, and purchasing departments by centralizing staff and employing an electronic health record. We will not know the actual impact until the changes are implemented, but are hopeful the efficiencies gained will offset the reduction in staffing.

The CCHD has often struggled to figure out how to cover funding gaps that come with little notice of changes in funding from the State and Federal level. We have applied for a grant to support a strategic planning process which will allow us to prioritize our public health activities and impacts on the community, so that we can be better prepared to handle sudden changes in funding or take advantages of unexpected opportunities. The CCHD will need to go through this process with or without the grant funding because further funding reductions will cause significant reductions in programs at the CCHD and impact the community. We continue to look for ways to partner with other organizations to provide the most cost-efficient means of delivering critical public health services.

Action:

Presented for informational purposes.

Attendees:

Ed Singer, Health Officer (CCHD)

DATE: September 11, 2015
 TO: The Carroll County Board of Commissioners
 RE: Provide one (1) New 20' x 30' Pavilion, replacing an existing pavilion at the Hashawha Environmental Center

EXECUTIVE SUMMARY:

The Department of Recreation and Parks in cooperation with the Bureau of Purchasing recommends award for the above project to be awarded to Superior Recreational Products/Play N' Learn, Inc. in the amount of \$44,965.23. This is within the project budget and no additional funds will be needed. The two quotations received are from vendors that were awarded contracts through competitively bid cooperative contracts. Superior Recreational Products/Play N' Lean, Inc. participates through The Cooperative Purchasing Network (TCPN) and Game Time/Cunningham Recreation through U.S. Communities.

Number of Quotations: Two (2)
 Vendors & Results: 1. Superior Recreational Products/Play N' Learn, Inc. – Columbia, MD - \$44,965.23
 2. Game Time/Cunningham Recreation – Queenstown, MD - \$46,888.00

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 Mr. Jeff Degitz, Director of Recreation and Parks.

 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: September 16, 2015
TO: The Carroll County Board of Commissioners
RE: Citizen Services Roof Replacement

EXECUTIVE SUMMARY:

The Carroll County Bureau of Purchasing in cooperation with the Bureau of Facilities request your concurrence to award Garland/DBS Inc., an award not to exceed the amount of \$583,257.00 This purchase is to provide all the necessary labor and materials to make all repairs and/or replacements as required for the Citizen Services Roof Replacement.

This purchase will be through a cooperative purchase with US Communities Master Intergovernmental Cooperative Purchasing Agreement#14-5903 and Proposal# 25-MD-150436 and

This is within the project budget and no additional funds will be needed.

Budget Funding Approved for \$583,257.00

Your concurrence will allow the Bureau of Purchasing to issue a purchase order to Garland/DBS, Inc.

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: September 16, 2015
TO: The Carroll County Board of Commissioners
RE: Electric Door Maintenance
78-F-1-15/16

EXECUTIVE SUMMARY:

The Bureau of Purchasing solicited bids from qualified contractors to maintain all of the County's electric doors under the care of the Carroll County Bureau of Facilities. The maintenance coverage shall include monthly maintenance visits, all labor and parts and unlimited regular hours call back service.

Bureau of Facilities in cooperation with the Bureau of Purchasing recommends award for the above project to be awarded to Susquehanna Door Services in the amount of \$26,784.12. This is within the project budget and no additional funds will be needed.

Number of Bids: Three (3)

Vendors & Bid Results:

1.Susquehanna Door Service, Inc.	New Oxford, PA	\$26,784.12
2.Stanley Access	Jessup, MD	\$46,350.00
3.Easter's Lock & Access Systems	Balto., MD	\$97,860.00

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 Mr. Scott Moser, Director, Public Works.

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: September 16, 2015
 TO: The Carroll County Board of Commissioners
 RE: Two (2) New Stake Body Trucks
 94-F-3-15/16

EXECUTIVE SUMMARY:

The Bureau of Fleet Management in cooperation with the Bureau of Purchasing recommends award for the purchase of two (2) new stake body trucks from Criswell Performance Cars (Gaithersburg, MD) in the amount of \$99,530 (\$49,765/ea). These trucks will be used by the Bureau of Roads Operations for general maintenance and will be purchased off a competitive sealed bid which was advertised by the County. This amount is within the project budget and no additional funds will be needed.

Number of Bids: 2	1) Criswell Performance Cars	Gaithersburg, MD	\$ 99,530
	2) Lindsay Ford	Wheaton, MD	\$105,000

Received Budget Approval: X Yes Comments:

Debarment & suspension check completed and this business is in good standing: X Approved
Business is in good standing with the Maryland Department of Assessment and Taxation: X Approved
Business is in good standing with Carroll County Collections Office: X Approved

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

 Bureau of Purchasing Date

 Board of Commissioners Date

Commissioner Frazier: Motion 2nd All in Favor Denied
 Commissioner Weaver: Motion 2nd All in Favor Denied
 Commissioner Wantz: Motion 2nd All in Favor Denied
 Commissioner Rothschild: Motion 2nd All in Favor Denied
 Commissioner Howard: Motion 2nd All in Favor Denied

Comments: _____

Action Taken: Accepted Denied Other: _____

MBM/mm
 Cc: File
 Revised 11/6/07- 12/2/10

Department of Planning

Briefing Paper

September 24, 2015

Open Session

Issue:

Survey to identify sanitary conditions in the Finksburg Corridor Plan area.

Background:

The Department of Planning would like to work through the Carroll County Department of Health to perform a Sanitary Sewer Survey in the Finksburg Corridor Area. The purpose of this survey is to identify the potential geographical scope and scale for a possible feasibility study. The information from the survey will be useful for planning and analysis and follow-on decisions regarding timing, budgeting and resource allocation for a potential feasibility study as well as other prospective future actions. Any additional projects that would follow this survey are expected to primarily focus upon the economic redevelopment and vitality of the Finksburg area. The survey would need to be conducted in the Fall in order to insure good weather.

Action:

Briefing/Discussion.

Attendees:

Philip R. Hager, Director, Department of Planning
Lynda Eisenberg, Chief, Bureau of Comprehensive Planning
Andrea Gerhard, Comprehensive Planner