Notice of Commissioner Meetings & Agenda for the Week of January 27, 2020

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 – January 27, 2020

4:30 p.m.  Applied Mechanical Engineering Senior Awards Ceremony  
Carroll County Career & Tech Center ~ Westminster, Maryland  
Commissioner Bouchat

Tuesday – January 28, 2020

10:00 a.m.  Board of County Commissioners Open Session  
Bear Branch Nature Center ~ Westminster, Maryland  
Visioning… Strategic Planning for Carroll County’s Future  
Follow Up Discussion from 12/19/2019  
Bear Branch Nature Center ~ Westminster, Maryland  
Commissioners Wantz, Rothstein, Weaver, Bouchat & Frazier

4:30 p.m.  Welding Senior Awards Ceremony  
Carroll County Career & Tech Center ~ Westminster, Maryland  
Commissioner Bouchat

Wednesday – January 29, 2020

10:00 a.m.  Maryland Association of Counties Legislative Meeting  
Annapolis, Maryland  
Commissioners Wantz & Rothstein
Thursday ~ January 30, 2020

8:15 a.m.    Board of County Commissioners Closed Administrative Session

9:00 a.m.    Board of County Commissioners Open Session
              County Office Building ~ Room 311

              Priority Carroll

          Item 1
          Legislative Update
          Mike Fowler, Legislative Liaison

          Item 2
          Public Comment on this item
          Briefing/Discussion/ Possible Decision
          Security at Polling locations during
          Early Voting and Election Day
          Carroll County Board of Elections ~ Ms. Katherine Berry
          Carroll County Sheriff’s Office ~ Sheriff Jim DeWees

          Item 3
          Public Comment on this item
          Briefing/Discussion/Decision
          Request Approval for Grant Application and
          Award Acceptance ~ Rural Legacy Program
          Department of Land & Resource Management ~ Mr. Tom Devilbiss

          Item 4
          Public Comment on this item
          Discussion/Decision
          Exercise Option to Purchase & sign a resolution for
          Agricultural Conservation Easement on Allan L. Davidson, Sara Ann Davidson,
          Wendy Jo Cesca, and Anna D. Kirby Property, 1800 Old Westminster Pike
          Department of Land & Resource Management ~ Mr. Tom Devilbiss

          Item 5
          Public Comment on this item
          Discussion/Decision
          Exercise Option to Purchase & sign a resolution for
          Agricultural Conservation Easement on Eileen S. Pickett,
          Linda J. Taylor & David H. Sanner Property, 7128 Old Washington Road
          Department of Land & Resource Management ~ Mr. Tom Devilbiss
Item 6
Public Comment on this item
Discussion/Decision
Consideration to Exercise Option to Purchase & sign a resolution for Agricultural Conservation Easement on Thomas M. Baran Property, 4150 Fringer Road
Department of Land & Resource Management ~ Mr. Tom Devilbiss

Item 7
Public Comment on this item
Briefing/Discussion/Decision
Request Approval to Submit Carroll County Bureau of Aging and Disabilities, Senior Inclusion Program Annual License Renewal with Capacity Expansion
Department of Citizen Services ~ Ms. Celene Steckel

Item 8
Public Comment on this item
Briefing/Discussion/Decision
Bid Approval ~ Broadband Feasibility Study
Department of Technology Services ~ Mr. Mark Ripper
Bureau of Purchasing ~ Mr. Mike Myers

Item 9
Public Comment on this item
Briefing/Discussion/Possible Decision
FY21 Not In Carroll Funding
Carroll County Health Department ~ Mr. Ed Singer
Local Management Board ~ Ms. Corey Hardinger-Wilt

Item 10
Public Comment on this item
Briefing/Discussion/Decision
Bid Approval ~ Term Contract Approval
Repair of Motors and Pumps for Water and Wastewater Treatment Plants and Pumping Stations
Department of Public Works ~ Mr. Jeff Castonguay
Bureau of Purchasing ~ Mr. Mike Myers
Thursday ~ January 30, 2020 (Continued)

Item 11
Public Comment on this item
Briefing/Discussion/Decision
Bid Approval ~ Term Contract Approval
Emergency Repair Services for the
Water and Sewage Infrastructure System
Department of Public Works ~ Mr. Jeff Castonguay
Bureau of Purchasing ~ Mr. Mike Myers

Item 12
Official English Ordinance
Procedural Questions
Discussion/Decision
Board of County Commissioners

Item 13
Commissioner Updates regarding
their participation on various Boards & Commissions
Board of County Commissioners

Public Comment

Administrative Session ~ Open

Closed ~ Land Acquisition

Friday ~ January 31, 2020

2:00 p.m.   Access Carroll 15th Anniversary Open House
            Westminster, Maryland
            Commissioners Wantz, Rothstein, Weaver & Frazier

Saturday ~ February 1, 2020
Sunday ~ February 2, 2020

7:05 a.m.  “The Commissioners’ Podcast”
Commissioner Weaver

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

CARROLL COUNTY
Issues:

Funding request to provide increased security at early voting centers and polling places.

Background:

The Board of Elections is tasked with managing polling places and early voting centers as well as hiring election judges. We are to ensure a safe, cohesive environment for our citizens to vote in a polling place or early voting center and for our election judges to work in. The Carroll County Sheriff’s Department has assisted the Board of Elections for years to visit polling places as time allows during their regular shift, but because elections has seemingly become a high profile issue, the Oversight Board of Elections has voted unanimously in favor of making a small change to the Sheriff’s Department Security.

Staff Recommended Motions:

I move that the Board of County Commissioners approve the use of Carroll County Sheriff’s Office personnel in an overtime capacity for Primary Election and early voting security.
Department of Land & Resource Management

Briefing Paper

January 30, 2020

Open Session

Issue:

Briefing/Discussion/Decision – Approval for FY21 Grant Application and Award Acceptance – Rural Legacy Program

Background:

The Maryland Rural Legacy Program is administered by the Department of Natural Resources and provides grants to localities to supplement their land preservation efforts. Carroll County has been a major recipient of these grants, totaling more than $20 million since 2000. These grants have bolstered Carroll County’s preserved land by nearly 5,000 acres to date within the county’s two designated Rural Legacy Areas (RLA) – the Upper Patapsco RLA and the Little Pipe Creek RLA. Each year, the County is invited to submit an application to the program for additional grant monies. Grant requests reflect demand within our current applicant pool whose properties are within one of the County’s two Rural Legacy Areas.

Action:

Direct staff to submit a grant application to the Rural Legacy Program.

Staff-Recommended Motion:

I move that the Board of Commissioners approve the submittal of the FY21 grant application and acceptance of award to the Rural Legacy Program

Attendees:

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

Discussion/Decision—Consideration to exercise an Option to Purchase an Agricultural Conservation Easement via an Installment Purchase Agreement (IPA) on the Allan L. Davidson, Sara Ann Davidson, Wendy Jo Cesca, and Anne D. Kirby property, 1800 Old Westminster Pike, Finksburg, District 2.

Background:

A 179.30 acre farm property owned by Allan L. Davidson, Sara Ann Davidson, Wendy Jo Cesca, and Anne D. Kirby on 1800 Old Westminster Pike, Finksburg, MD 21048 was approved for the purchase of an agricultural conservation easement by the Carroll County Agricultural Land Preservation Advisory Board on October 10, 2018. Subsequently, the Board of County Commissioners granted preliminary approval on March 14, 2019. 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 $520,636.00. 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 Allan L. Davidson, Sara Ann Davidson, Wendy Jo Cesca, and Anne D. Kirby 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 Allan L. Davidson, Sara Ann Davidson, Wendy Jo Cesca, and Anne D. Kirby 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  
January 30, 2020  
Open Session  

Issue:

Discussion/Decision-Consideration to exercise an Option to Purchase an Agricultural Conservation Easement via an Installment Purchase Agreement (IPA) on the Eileen S. Pickett, Linda J. Taylor, and David H. Sanner property, 7128 Old Washington Road, Woodbine, District 4.

Background:

A 110.507 acre farm property owned by Eileen S. Pickett, Linda J. Taylor, and David H. Sanner, Woodbine, MD 21797 was approved for the purchase of an agricultural conservation easement by the Carroll County Agricultural Land Preservation Advisory Board on October 10, 2018. Subsequently, the Board of County Commissioners granted preliminary approval on December 6, 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 $335,727.44. 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 Eileen S. Pickett, Linda J. Taylor, and David H. Sanner 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 Eileen S. Pickett, Linda J. Taylor, and David H. Sanner 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
Issue:

Discussion/Decision-Consideration to exercise an Option to Purchase an Agricultural Conservation Easement via an Installment Purchase Agreement (IPA) on the Thomas M. Baran property, 4150 Fringer Road, Taneytown, District 1.

Background:

A 81.75 acre farm property owned by Thomas M. Baran on 4150 Fringer 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 10, 2018. Subsequently, the Board of County Commissioners granted preliminary approval on December 6, 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 $169,589.21. 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 Thomas M. Baran 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 Thomas M. Baran 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
Issue: Carroll County Bureau of Aging & Disabilities, Senior Inclusion Program Annual License Renewal with Capacity Expansion

Licensure Renewal Period (Program Year): April 2, 2020 to April 1, 2021

Background: The Developmental Disabilities Administration (DDA), an agency of the Maryland Department of Health (MDH), is accepting applications for the renewal licensure of the Senior Inclusion Program for Carroll County Government Bureau of Aging & Disabilities.

This application is an annual renewal for the Carroll County Bureau of Aging & Disabilities Senior Inclusion Program. Since 1987 the Bureau of Aging & Disabilities has received funding through the MDH with a licensure to serve up to 25 older adults with intellectual and physical disabilities. The program continues to be the only one of its kind in the western part of the State to provide an inclusive retirement program in a senior center environment. The Senior Inclusion Program is dedicated to providing opportunities for seniors with intellectual and physical disabilities to personally define their lives and find fulfillment in their retirement years through integration within the Senior Center as well as the greater community.

Additionally, because the program continues to maintain a waiting list of individuals who have requested services, the Senior Inclusion Program is making application to increase its licensed capacity from its current level of 25 to 30.

The Senior Inclusion Program partners with Change Inc., Target Inc., ARC of Carroll County, Flying Colors of Success and other agencies. The partnership allows these Carroll County agencies to refer individuals to the program when they are ready to retire from a vocational program or working within the community.

Projected Budget - Program Year 2021- Senior Inclusion Program

<table>
<thead>
<tr>
<th>Budget Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day Habilitation Program Funding (4/02/20-04/01/2021)</td>
<td>$450,000</td>
</tr>
<tr>
<td>Required County Cash Match</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total Program</strong></td>
<td><strong>$450,000</strong></td>
</tr>
</tbody>
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Action: Discussion/Decision

Staff Recommended Motion: I move the Board of County Commissioners approve the increase in capacity for the Senior Inclusion Program and the program’s application licensure renewal for Program Year 2021.

Celene E Steckel, Acting Director, Citizen Services
Gina L Valentine, Acting Bureau Chief, Aging & Disabilities
Debby Standiford, Grants Manager
Rich Ottone, Community Services Supervisor
DATE: January 23, 2020

TO: The Carroll County Board of Commissioners

RE: Carroll County Broadband Feasibility Study

EXECUTIVE SUMMARY:
The Bureau of Purchasing in cooperation with the Department of Technology Services is requesting your approval to award the contract for the Broadband Feasibility Study to CTC Technology & Energy, located in Kensington, MD, in the amount of $60,000.00. This purchase is awarded through the Montgomery County Contract which is a competitively bid process. This amount is within the adopted budget and no additional funds will be necessary.

DETAILS:
Goal:
- Use existing data and mapping provided by the county as the starting point for analysis
- Address areas underserved or unserved
- Gather data and develop a long-term community broadband strategy including:
  - Understanding gaps in broadband service
  - Developing designs and estimating costs to bridge gaps in service
  - Preparing strong well-documented justification to use for potential funding (grants/loans)
- Developing a clear path forward for Carroll County

How work will align with requirements established in the Assistance for Broadband Feasibility Studies Program of the Governor’s Office of Rural Broadband
- Identify Carroll’s assets, products and services and current and future demand
- Provide strategic guide to plan connectivity, preliminary plan outlining how to provide broadband to unserved areas and assessment of potential construction and operational relationships (including routes, steps, technical solutions and costs including funding sources)

Deliverables
- Comprehensive feasibility analysis in a comprehensive written project report including:
  - Assessment of Carroll County’s current broadband infrastructure (assets) and market (services)
  - Evaluation of current and future demand for broadband (needs assessment)
  - High-level design and cost estimates for broadband deployment
  - Evaluation of funding options and development of a grant strategy
  - Assessment of potential partnership options that minimize County’s costs and risks

Staff Recommended Motion:
I move that the Board of Commissioners award the contract for the Broadband Feasibility Study to CTC Technology & Energy, located in Kensington, MD, in the amount of $60,000.00.

________________________________________
Bureau of Purchasing

________________________________________
Board of Commissioners

Commissioner Wantz: □ Motion □ 2nd □ All in Favor □ Denied
Commissioner Weaver: □ Motion □ 2nd □ All in Favor □ Denied
Commissioner Frazier: □ Motion □ 2nd □ All in Favor □ Denied
Commissioner Bouchat: □ Motion □ 2nd □ All in Favor □ Denied
Commissioner Rothstein: □ Motion □ 2nd □ All in Favor □ Denied
Comments: ________________________________________________________________

________________________________________
Action Taken: □ Accepted □ Denied □ Other: ____________________________

Cc: File
H:\Purchasing\Mmoser\PublicPurchase\Forms\ConcurrenceLetter Bid - Revised 4/26/17
Issue:

Proposed use for Not in Carroll funding committed for opioid issues for Fiscal Year 2021.

Background:

The Senior Opioid Policy Group developed priorities and are recommending to the Board of Commissioners the following priorities funding for the following programs from Not in Carroll Funding for fiscal year 2021:

**Continue Support of the call center for the Mobile Crisis Team:** The mobile crisis team in Carroll County is operating for its second year in Carroll County, supporting law enforcement, emergency services, and the community at large. A combination of funding was used during the first year of the implementation of the Mobile Crisis Team, including funding from the State Opioid Operational Command Center Funding, State Behavioral Health Administration, and Not in Carroll funding to operate the Team. Carroll County Government has supported the mobile crisis team with funding for a dedicated call center during fiscal year 2020. We will discuss the current status of this program and request continued funding for the call-center portion of the team’s operation for fiscal year (FY) 2021 from Not in Carroll funding. The cost would remain $135,000 for FY 2021.

**After School Program RFP:** The Senior Opioid Policy Group identified engagement of middle-school-aged youth in after school activities as a high priority in prevention efforts. After school programs have been operating under a contract with a vendor during the current school year at North Carroll and Northwest Middle Schools. We will provide updates on the progress of the current program and discuss options for beginning programming in FY 2021. Maintaining the current program in FY 2021 would cost $96,014, while expanding the program to Sykesville and Mount Airy Middles Schools would cost an additional $101,178 in FY 2021.

**Staff Recommended Motion:** The Commissioners may want to defer a decision on this issue until they have fully evaluated the County’s fiscal year 2021 budget. Possible motions could include: I move that the Carroll County Board of Commissioners grant $135,000 of Not in Carroll Funding to continue the Mobile Crisis Team’s call center to be paid through the contract with the Carroll County Health Department and maintain the current after school programs costing $96,014 for a total cost of $231,014 in FY 2021; or I move that the Carroll County Board of Commissioners grant $135,000 of Not in Carroll Funding to continue the Mobile Crisis Team’s call center to be paid through the contract with the Carroll County Health Department and expand the after school programs to include Mount Airy and Sykesville Middles Schools costing $197,192 for a total cost of $332,192 in FY 2021.

**Action:**
Discussion and Request Deferred Action or Decision

**Attendees:**
Ed Singer, County Health Officer
Corey Hardinger-Wilt, Citizens Services and Local Management Board
DATE: January 16, 2020

TO: The Carroll County Board of Commissioners

RE: Term Contract Approval – Repair of Motors and Pumps for Water and Wastewater Treatment Plants and Pumping Stations

Executive Summary:
The Bureau of Purchasing, in cooperation with the Bureau of Utilities, requests your approval to award a term contract for the as-needed repair of motors and pumps for the County’s water and wastewater treatment plants and pumping stations to Motor Technology, Inc. of York, PA in an annual amount not to exceed $100,000. This amount is included within the adopted budget and no additional funds will be necessary.

Background:
The Bureau of Utilities has worked with Motor Technology, Inc. in a successful manner over the past five years under a previous term contract with the County. Motor Technology has a skilled staff that has provided responsive service to the Bureau of Utilities for the repair of various water and wastewater plant and sewage pumping station pumps and motors. Motor Technology technicians are available on a twenty-four hour basis. With the Bureau’s aging infrastructure components, reliable contractual repair services are an important component in our continuing effort to meet public service expectations.

Staff Recommended Motion:
I move that the Board of Commissioners award a term contract for the as-needed repair of motors and pumps for the County’s water and wastewater treatment plants and pumping stations to Motor Technology, Inc. of York, PA in an annual amount not to exceed $100,000.

Comments:

Action Taken: □ Accepted □ Denied □ Other:
DATE: January 17, 2020

TO: The Carroll County Board of Commissioners

RE: Term Contract Approval – Emergency Repair Services for the Water and Sewage Infrastructure System

Executive Summary:
The Bureau of Purchasing, in cooperation with the Bureau of Utilities, requests your approval to award a term contract for emergency repair services for the County’s water and sewer infrastructure on an as-needed basis to Mid-Atlantic Utilities, Inc. of Boiling Springs, PA. Based on recent history, it is estimated that the annual usage of this term contract will not exceed $150,000. This amount is included within the adopted budget and no additional funds will be necessary.

Background:
The Bureau of Utilities has conducted non-emergency utilities work with Mid-Atlantic Utilities, Inc. in a successful manner over the past several years under a separate term contract with the County. In view of this work experience, the Bureau is confident that Mid-Atlantic Utilities will provide as-needed emergency repair services to the water and sewer infrastructure system in an effective and reliable manner.

Staff Recommended Motion:
I move that the Board of Commissioners award a term contract emergency repair services for the County’s water and sewer infrastructure on an as-needed basis to Mid-Atlantic Utilities, Inc. of Boiling Springs, PA in an annual amount not to exceed $150,000.

Bureau of Purchasing Date

Board of Commissioners Date

Commissioner Wantz: □ Motion □ 2nd □ All in Favor □ Denied
Commissioner Rothstein: □ Motion □ 2nd □ All in Favor □ Denied
Commissioner Weaver: □ Motion □ 2nd □ All in Favor □ Denied
Commissioner Bouchat: □ Motion □ 2nd □ All in Favor □ Denied
Commissioner Frazier: □ Motion □ 2nd □ All in Favor □ Denied

Comments: -

Action Taken: □ Accepted □ Denied □ Other: 