

**BOARD OF COUNTY COMMISSIONERS OF FREDERICK COUNTY MEETING MINUTES
FOR THURSDAY, SEPTEMBER 29, 2011**

Commissioner Blaine R. Young, *President*, called to order a meeting of the Board of County Commissioners of Frederick County, Maryland, ("Board") for Thursday, September 29, 2011, at 10:00 a.m. Present were Commissioners Billy Shreve, David Gray and Kirby Delauter. Commissioner C. Paul Smith, *Vice President*, arrived to the meeting at 10:15 a.m. Also present were Mr. Dave Dunn, County Manager and Ms. Patti Morrow, Recording Secretary.

(Official minutes of the Board of County Commissioners' meetings are kept on file in the County Manager's Office; the meetings are also video recorded. Approved minutes are available on the county's website. To receive a copy of meetings recorded on videotape or DVD, please contact the Board of County Commissioners at 301-600-1100 or visit the county's website at www.FrederickCountyMD.gov.)

PLEDGE OF ALLEGIANCE AND INVOCATION

The meeting began with the Pledge of Allegiance followed by the invocation.

COMMISSIONER COMMENTS

None.

Update of Board of County Commissioners' Administrative Actions – Commissioner Blaine R. Young and Dave Dunn, Office of the County Manager

Commissioner Young and Mr. Dunn briefed the public on the Board's recent administrative actions.

WORKSESSION

Healthy Frederick Week Proclamation

The Board proclaimed the week of October 3-11 as Healthy Frederick Week.

Disability Employment Awareness Month

The Board proclaimed the month of October as Disability Employment Awareness Month.

Appointments/Reappointments to Boards/Commissions/Committees – Joyce Grossnickle, Office of the County Manager

Adult Public Guardianship Review Board

There were no public comments.

Commissioner Smith moved to appoint Dr. Allen Reilly to fill an unexpired term to expire June 30, 2014, and appoint Ms. Carolle Cox to fill an unexpired term to expire June 30, 2012. Commissioner Shreve seconded the motion that passed 5-0.

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Affordable Housing Council

There were no public comments.

Commissioner Smith moved to reappoint Mr. Larry Johnson to serve a term to expire June 30, 2014. Commissioner Gray seconded the motion that passed 5-0.

Citizens Nursing Home Board of Trustees

There were no public comments.

Commissioner Smith moved to appoint Mr. Vincent Parmesano to fill an unexpired term to expire June 30, 2014, and to appoint Ms. Barbara Spencer, CRNP, to fill an unexpired term to expire June 30, 2012. Commissioner Gray seconded the motion that passed 5-0.

Commission for Women

There were no public comments.

Commissioner Smith moved to appoint Ms. Linda Roth to fill an unexpired term to expire June 30, 2014. Commissioner Gray seconded the motion that passed 5-0.

Commission on Aging

There were no public comments.

Commissioner Gray moved to appoint Ms. Patricia Tudor to fill an unexpired term to expire June 30, 2014. Commissioner Smith seconded the motion that passed 5-0.

Companion Animal Welfare Advisory Committee

There were no public comments.

Commissioner Smith moved to reappoint Ruth Woodward-Herbert, DVM, to serve a term to expire June 30, 2014, and to appoint Mr. John Abbott to fill an unexpired term to expire June 30, 2012.

Deferred Loan Program – Loan Review Committee

There were no public comments.

Commissioner Smith moved to reappoint Ms. Eileen Barnhard and Mr. Troy Linton to serve terms to expire June 30, 2014; to appoint Ms. Diane Bauer to serve as the private industry representative to fill an unexpired term to expire June 30, 2014; and to appoint Mr. David Minton to serve as the Affordable Housing Council representative to fill an unexpired term to expire June 30, 2014.

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Mental Health Advisory Committee

There were no public comments.

Commissioner Smith moved to reappoint Ms. Renee Kytte to serve a term to expire June 30, 2014, and to appoint Ms. Deena McNichol, to serve as the local community rehabilitation or housing program representative, to fill an unexpired term to expire June 30, 2014. Commissioner Gray seconded the motion that passed 5-0.

CONSENT AGENDA

The following item was pulled from the consent agenda:

Nightingale Water and Sanitary Sewer Improvements, Contract No. 196J-SW, Construction Change Order No. 3 – Rod Winebrenner, Utilities and Solid Waste Management Division

The following items remained on the consent agenda:

BID AWARDS

- Purchasing Memo #12-053 - Bid #12-CP-07, Crestwood Village Water Meter Replacement
Award to: Mid-Atlantic Utilities, Inc.
Estimated award amount: \$86,030.00
- Purchasing Memo #12-054 - Avaya Voice Maintenance (Piggyback Contract)
Award to: Avaya, Inc.
Award amount: \$152,621.52 (annual cost)

EASEMENT

- Woodridge, Section 1-3, Partial Stormwater Management Easement Release – Dave Crable, Community Development Division

GRANTS

- FFY 2011 Emergency Management Performance Grant **and** Attached Budget Transfer – Seamus Mooney, Emergency Management Division
- FFY 2012 Citizens Corps Program Grant – Seamus Mooney, Emergency Management Division

MISCELLANEOUS

- Citizens Care and Rehabilitation Center (CCRC) / Montevue Assisted Living (MAL) Work Change Directive #15, Oxygen Storage Tank Facility – Dave Ennis and Chuck Nipe, Public Works Division
- CCRC / MAL Work Change Directive #16, Ventilator Unit Upgrade – Dave Ennis and Chuck Nipe, Public Works Division

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- CCRC / MAL Work Change Directive #17, Smoke Damper and Air Transfers – Dave Ennis and Chuck Nipe, Public Works Division
- CCRC / MAL Work Change Directive #18, Plumbing Fixtures / Food Prep Areas – Dave Ennis and Chuck Nipe, Public Works Division
- CCRC / MAL Work Change Directive #19, Grease Interceptor Changes – Dave Ennis and Chuck Nipe, Public Works Division

Commissioner Gray moved to approve the consent agenda as amended. Commissioner Smith seconded the motion that passed 4-1 with Commissioner Shreve opposed.

ADMINISTRATIVE BUSINESS

Approval of Board of County Commissioners' Meeting Minutes

The Board approved the following minutes by unanimous consent:

- ◆ Thursday, August 25, 2011
- ◆ Thursday, August 25, 2011, Closed Session
- ◆ Thursday, August 25, 2011, Interviews (p.m.)
- ◆ Thursday, August 25, 2011, Closed Session (p.m.)

**Nightingale Water and Sanitary Sewer Improvements, Contract No. 196J-SW,
Construction Change Order No. 3 – Rod Winebrenner, Utilities and Solid Waste
Management Division**

Mr. Kevin Demosky and Mr. Terry Irwin, Utilities and Solid Waste Management Division, participated in the discussion.

Commissioner Smith moved to approve Construction Change Order No. 3. Commissioner Delauter seconded the motion that passed 5-0.

(Commissioner Delauter left the meeting at 11:15 a.m.)

**Communications Site Agreement Between the Board of County Commissioners and
Maryland State Highway Administration (SHA) – Jack Markey, Emergency Management
Division**

Mr. Markey presented the agreement to the Board.

Commissioner Gray moved to approve the communications site agreement between the Board and the SHA. Commissioner Smith seconded the motion that passed 4-0 with Commissioner Delauter absent.

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**Decision on the Revisions to the Frederick County Plumbing Code (Public Hearing held
9/15/11) – Gary Hessong, Community Development Division**

Mr. Hessong presented the revisions to the Frederick County Plumbing Code to the Board for a decision. He indicated the amendments, if adopted, would be effective on October 3, 2011.

Commissioner Gray moved to approve and adopt the ordinance which amended the Frederick County Plumbing Code with an effective date of October 3, 2011. Commissioner Smith seconded the motion that passed 5-0.

(A copy of the approved/adopted ordinance can be obtained in the County Manager's Office or from the county's website, www.FrederickCountyMD.gov.)

**Bid Award – Purchasing Memo #12-050 – Request for Pre-Approval of Professional
Services for the Health Department - Hal Good, Finance Division**

Commissioner Gray moved to approve Purchasing Memo #12-050. Commissioner Smith seconded the motion that passed 5-0.

**FY 2013 Operating Budget Calendar and Preliminary Budget Direction – Kelly Weaver,
Finance Division**

Ms. Weaver presented the operating budget calendar to the Board. She indicated the base budget and the budget requests would be combined this year.

Commissioner Young read the assumptions as presented.

Commissioner Gray moved to approve the FY 2013 Operating Budget calendar as presented. It was seconded by Commissioner Smith and passed 5-0.

**FY 2013 – 2018 Capital Improvements Program (CIP) Budget Calendar, Policies and
Direction – Kelly Weaver, Finance Division**

Ms. Weaver presented the CIP budget calendar. She indicated there were no changes to the policies.

Mr. Dave Ennis, Public Works Division, commented on the price of oil.

Commissioner Smith moved to ratify the proposed construction cost adjustment factors that would be utilized in the development of the CIP project requests and the adoption of the FY 2013-2018 CIP calendar. Commissioner Delauter seconded the motion that passed 5-0

COMMISSIONER COMMENTS

Commissioner Young noted the Board would reconvene this afternoon at 2:00 p.m. to discuss boards and commissions.

Commissioner Young also announced Friday would be Mr. Mike Gastley's last day of employment as Assistant County Manager with Frederick County.

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Mr. Dunn thanked Mr. Gastley for his service to the county and indicated the position of Assistant County Manager would be frozen for the time being.

PUBLIC COMMENTS

None.

QUESTIONS – PRESS

Bethany Rogers, The Frederick News-Post

ADJOURN

The meeting adjourned at 11:50 a.m.

Patricia A. Morrow
Recording Secretary