

**BOARD OF GARRETT COUNTY COMMISSIONERS**  
**PUBLIC MEETING**  
**November 17, 2015**

**IN ATTENDANCE**

**Chairman Paul C. Edwards**  
**Commissioner James C. Hinebaugh, Jr.**  
**Commissioner S. Larry Tichnell**

**County Administrator Kevin G. Null**

**ADMINISTRATIVE SESSION**

1. Emergency Operations Center - The Board of County Commissioners met with Department of Public Safety & Emergency Management staff for an update on the site selection process for the Emergency Operations Center (EOC). John Frank, Director of Public Safety & Emergency Management, provided an overview of the site selection process that evaluated three parcels; two County owned parcels and one commercial property listed for sale. The evaluation identified a County owned parcel as being most suited for the EOC, pending further site review and due diligence.
2. Liquor Control Board - Proposed legislative - Debbe Owston, Administrator of the Liquor Control Board briefed the Board of County Commissioners on the Liquor Control Board's request to propose legislation for a 7-day license. After some discussion the Board indicated that the request is best handled as a referendum and would support that request.

**CALL TO ORDER OF PUBLIC SESSION at 4:00 PM**

**PRAYER & PLEDGE OF ALLEGIANCE**

**PUBLIC SESSION**

1. Additions/deletions to Public Meeting Agenda. Mr. Null indicated there were no additions/deletions. The Board of County Commissioners, on a motion by Commissioner Hinebaugh, which was seconded by Commissioner Tichnell, and made unanimous by Chairman Edwards, approved the Public Meeting Agenda for November 17, 2015.
2. The Board of County Commissioners, on a motion by Commissioner Tichnell which was seconded by Commissioner Hinebaugh, and made unanimous by Chairman Edwards, approved the Public Meeting Minutes for November 5, 2015.
3. Departmental Updates:  
Department of Permits & Inspection Services Director James Torrington provided an update on building permits issued for the first 10 months of the year. There were 422 permits issued; 190 of these were single family permits that were issued prior to the start of the single family sprinkler requirement which went into effect July 1, 2015. Since July 1, 2015 there have been 26 single family permits issued.

Department of Planning & Land Management, Director Deborah Carpenter provided an update on the activities of the Planning and Land Management Department. The Department issued 238 zoning permits

for the Deep Creek Lake zone and 73 zoning permits in Towns. The Department reviewed 48 subdivisions, applications, and managed 915 Transient Vacation Rental licenses and 106 liquor licenses.

The Garrett County Planning Commission submitted a letter to the Board of County Commissioners recommending that the update to the Comprehensive Plan be delayed for one (1) year and then be reevaluated. Originally, the process to update the Comprehensive Plan was scheduled to begin in 2016. A change in the law allows the plan to be updated after the 2020 Census. The Board of County Commissioners accepted the recommendation.

#### 4. Purchasing Department

##### **Bid Awards**

- a. Cherry Glade Phase 2 Road Construction Project- Five (5) bids were received for this project. The Purchasing Department recommended Beitzel Corporation be awarded the contract in the amount of \$1,046,886.00. The Board of County Commissioners, on a motion by Commissioner Hinebaugh, which was seconded by Commissioner Tichnell, and made unanimous by Chairman Edwards, approved issuing the contract to Beitzel Corporation. Due to winter restrictions, construction will begin after May 1, 2016.
- b. One (1) Ton Truck (Public Works - Roads Division) – The Purchasing Department recommended Win Kelly Chevrolet GMC be awarded the contract in the amount of \$45,224. The Board of County Commissioners, on a motion by Commissioner Tichnell, which was seconded by Commissioner Hinebaugh, and made unanimous by Chairman Edwards, approved issuing the contract to Win Kelly Chevrolet GMC.
- c. One (1) Ton Truck (Public Works - Utilities Division) – The Purchasing Department recommended Criswell Chrysler Jeep Dodge be awarded the contract in the amount of \$46,810. The Board of County Commissioners, on a motion by Commissioner Tichnell, which was seconded by Commissioner Hinebaugh, and made unanimous by Chairman Edwards, approved issuing the contract to Criswell Chrysler Jeep Dodge.
- d. General Carpentry Services – One (1) bid was received for this contract. The Purchasing Department recommended Thomas & Thomas Construction LLC be awarded the contract at a base rate of \$28.00/hours labor rate and a 10% mark-up on materials. Commissioner Hinebaugh questioned whether the contract was for “routine maintenance” or “emergency service”. Typically this contract is used for routine maintenance; projects that county staff can’t do or projects where staff do not have the time to complete the project when needed. Commissioner Hinebaugh requested the County Administrator develop procedures for the contract to be used in emergency situations and then only with the approval of the County Administrator. The Board of County Commissioners, on a motion by Commissioner Hinebaugh, which was seconded by Commissioner Tichnell, and made unanimous by Chairman Edwards, approved issuing the contract to Thomas & Thomas Construction LLC.

##### **Contract Renewal**

Fire Prevention Systems Services - The contract for Fire Prevention System Services will expire on November 30, 2015. The Purchasing Department recommended extending the contracts for one (1) year under the same terms and conditions. The following contracts will be extended: Pillar Innovations, LLC., ARK Systems Inc., and Fire Protection Products, Inc. The Board of County Commissioners, on a motion by Commissioner Tichnell, which was seconded by Commissioner Hinebaugh and made unanimous by Chairman Edwards, approved extending the contract for Fire Prevention System Services.

5. Tucker Community Foundation- Executive Director Diane Hinkle thanked the Board of County Commissioners for their support and reported that the \$500 donation/investment made by the Board returned \$5,090 in support to Garrett Trails and Garrett Mentors.

6. Board Appointments

- a. Garrett County Health Department – Local Management Board. Two names were submitted for one (1) vacancy on the Board, Cynthia Tichnell and Sam Moon. Commissioner Tichnell recused himself on the consideration and selection of a candidate. The Board of County Commissioners, on a motion by Commissioner Hinebaugh, which was seconded and carried by Chairman Edwards, appointed Sam Moon to a three (3) year term on the Local Management Board.
- b. Garrett County Commission on Women - Two names was submitted for reappointment to the Commission on Women; Judy Carbone and Cherie Krug. The Board of County Commissioners, on a motion by Commissioner Tichnell which was seconded by Commissioner Hinebaugh and made unanimous by Chairman Edwards, reappointed Judy Carbone and Cherie Krug for a three(3) year term, effective July 1, 2015.

7. Public Commentary

- Request that County Board and Committee openings be listed on website. All County Boards and Committees are listed on the County website and openings are posted as they occur
- Thanked the Board for their involvement and reconsideration of the support of the Turkey Neck property. Suggestion that citizen input is needed on future public access plans/purchases.

8. Board of County Commissioners schedule.

The Board of Garrett County Commissioners next scheduled Public Meeting will be Monday, December 7, 2015 at 4:00 p.m. at the Garrett County Courthouse. The Board of County Commissioners will meet with the local delegation on legislative issues at that time.

9. The Board of County Commissioners, on a motion by Commissioner Hinebaugh, which was seconded by Commissioner Tichnell, and made unanimous by Chairman Edwards, adjourned the public meeting at 5:04 p.m.

**Attest:**

**By Order of the Board,**

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Kevin G. Null,  
County Administrator

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Paul C. Edwards, Chairman  
Board of County Commissioners

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Date