

**Board of County Commissioners**

Stephen A. Wantz, *President*  
Ed Rothstein, *Vice President*  
C. Richard Weaver, *2<sup>nd</sup> Vice President*  
C. Eric Bouchat  
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 January 28, 2019**

**Revision 2 dated January 29, 2019**

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 28, 2019**

*10:00 a.m. Comptroller of Maryland Reception & Swearing-In Ceremony  
Baltimore, Maryland  
Commissioner Wantz*

**Tuesday ~ January 29, 2019**

*9:30 a.m. Health Department Leadership Team Meeting  
Westminster, Maryland  
Commissioners Rothstein & Bouchat*

~~**1:00 p.m. Board of County Commissioners Open Work Session**~~

~~*Comprehensive Rezoning  
Commercial/Industrial/Employment Text & Procedure  
Department of Planning ~ Mr. Lynda Eisenberg  
Department of Land & Resource Management ~ Mr. Tom Devilbiss  
Department of Economic Development ~ Mr. Jack Lyburn*~~

**Wednesday ~ January 30, 2019**

*10:00 a.m. Maryland Association of Counties Legislative Meeting  
Annapolis, Maryland  
Commissioners Wantz & Rothstein*

*5:00 p.m. Carroll County Career & Tech Center Awards Ceremony  
Westminster, Maryland  
Commissioners Weaver & Bouchat*

**Thursday ~ January 31, 2019**

**0:00 a.m. Board of County Commissioners Open Session**  
County Office Building ~ Room 311

*Positively Carroll*

**Item 1**

Agency Presentations  
Carroll County Public Schools  
Carroll Community College  
Ag Extension Office  
Gypsy Moth  
Department of Social Services  
C C Health Department

**Item 2**

Commissioners sitting as the Board of Health

**Public Comment**

~~11:30 a.m. Governor's Emergency Management Advisory Council Meeting  
Savage, Maryland  
Commissioner Wantz~~

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

**Item 3**

Legislative Update  
Mr. Mike Fowler, Legislative Liaison

**Thursday ~ January 31, 2019 (Continued)**

**Item 4**

Agency Presentations  
Historical Society of Carroll County  
HSP, Inc.  
Carroll Media Center  
Mosaic Community Services

**Item 5**

Public Comment on this item  
Briefing/Discussion/Possible Decision  
Presentation to discuss Policy Adjustment  
for the [Housing Administrative Plan](#)  
Department of Citizen Services ~ Ms. Christine Kay

**Item 6**

Public Comment on this item  
Briefing/Discussion/Decision  
Request Approval for Additional funding for the  
[RK&K Engineering Contract for Willow Pond](#)  
Department of Land & Resource Management ~ Mr. Tom Devilbiss

**Item 7**

Public Comment on this item  
Briefing/Discussion/Possible Decision  
[Signature Authority for Airport Grant Agreements](#)  
Department of Public Works ~ Mr. Jeff Castonguay

**Item 8**

Public Comment on this item  
Briefing/Discussion/Decision  
[Bid Approval ~ Additional Design Services for North Pumping Station](#)  
Department of Public Works ~ Mr. Jeff Castonguay  
Bureau of Purchasing ~ Mr. Mike Myers

**Item 9**

Public Comment on this item  
Briefing/Discussion/Decision  
[Bid Approval ~ Sampling, Testing & Reporting Services for FWTP](#)  
Department of Public Works ~ Mr. Jeff Castonguay  
Bureau of Purchasing ~ Mr. Mike Myers

**Thursday ~ January 31, 2019**

**Item 10**

Public Comment on this item

Briefing/Discussion/Decision

[Bid Approval ~ A&E Services for Johnsville Road Sidewalk](#)

Department of Public Works ~ Mr. Jeff Castonguay

Bureau of Purchasing ~ Mr. Mike Myers

**Public Comment**

Closed ~ Land Acquisition

Administrative Session ~ Open

**Friday ~ February 1, 2019**

**Saturday ~ February 2, 2019**

**Sunday ~ February 3, 2019**

7:05 a.m.      “The Commissioners’ Report” – WTTR  
Commissioner Rothstein

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 Citizen Services – Bureau of Housing and Community Development  
January 31, 2019  
Open Session**

**Issue:** Review and approval of the revisions for the Streamlined Annual Plan for Fiscal Year 2019 for the Carroll County Bureau of Housing.

**Discussion/Decision**

**Background:**

The Board of County Commissioners serves as the Bureau of Housing and Community Developments (Public Housing Authority or PHA) governing body. The Commissioners, or their designees, sign documentation required by the Department of Housing and Urban Development (HUD) for various authorizations pertaining to the program. The document under consideration is the streamlined version of the Annual Plan. Carroll County Bureau of Housing is in the final year of the current 5 year plan (2015 – 2019). The Carroll County program provides 100 Non-Elderly Disabled Vouchers, 25 Family Unification Vouchers, 10 Veterans Affairs Supportive Housing Vouchers, 22 Mainstream Vouchers and 524 Tenant Based Rental Assistance Vouchers for 681 total Housing Assistance Vouchers. The FY 19 Annual Plan reflects seven (7) adjustments to terms and policies related to the Section 8 Housing Assistance Program.

***FY 2019 Annual Plan – Administrative Plan recommended changes:***

<b>Chapter /location</b>	<b>Current Format</b>	<b>Recommended Change</b>
Chapter 5- Briefing and Voucher Issuance		Heads of households will not be required to share a bedroom with a child or other non-spousal adults
Chapter 5 – Briefing and Voucher Issuance	An increase in family size will not receive an increase in unit size unless the addition is by birth, adoption or court-awarded custody, which will be added at the next annual recertification	** Removed and replaced with:  Any increase or decrease in the family unit size will be adjusted at the next annual recertification.
Chapter 5 – Briefing and Voucher Issuance	Full time students who were part of the family but who now live away from home during the school year and are not considered members of the household, may visit for up to 150 days per year without being considered members of the household, as long as they have written permission of the owner/manager to stay longer than 30 days.	Space may be provided for a child who is away at boarding school, college or other Carroll County Housing accepted institutions but who lives with the family during school recesses. The PHA reserves the right to determine acceptable absence time.
Chapter 14 –Termination of Assistance and Tenancy (and Chapter 3 – Eligibility for Admission)		Any household member who has engaged in violent criminal activity or other criminal activity that threatens the health, safety, or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises may be denied assistance or terminated

Chapter 12 - Recertification	Interims will not be done on families where the increase in income is less than \$6,000.00 per year	Interims will be done on families where the increase in income is \$1,500.00 per year or greater.
Chapter 16 - Program Integrity		New Chapter
Chapter 2 – Fair Housing and Equal Opportunity		New Chapter

**Staff Recommended Motion:** I move that the Board of Commissioners approve the changes to the Annual plan.

**Attending:**

Christine Kay, Director, Citizen Services

Danielle Yates, Chief, Bureau of Housing and Community Development

**Department of Land & Resource Management**  
**Briefing Paper**  
**January 31, 2019**  
**Open Session**

**Issue:**

Briefing/Discussion/Decision – Willow Pond Stormwater Management (SWM) Retrofit Budget Increase

**Background:**

On March 24, 2016 during Open Session, the Bureau of Resource Management (BRM) received approval from the Board of County Commissioners to award the engineering contract for the Willow Pond Stormwater Management (SWM) Retrofit to RK&K in the amount of \$159,567.00. BRM is requesting your approval to increase the engineering contract for the Willow Pond SWM Retrofit due to various change orders received over the past three (3) years which will elevate the project over 10% of the original contract amount.

Two (2) Change Orders, one (1) in December of 2016 and one (1) in March of 2017 were approved by the Department Director totaling \$14,196.00. The most recent Change Order dated December 6, 2018 in the amount of \$35,560.00 elevates the contract past the 10% threshold of the original contract amount. The Change Order will cover the cost design changes from the original scope (gravel lens for thermal impacts, removal of walkway, etc.), permitting support (the stream restoration component of the project requires additional assistance from consultant), stream analysis for additional NPDES credit (performing stream analysis and documenting information for additional credit), and additional construction inspection support (complexity of the project has changed due to design changes).

**Action:**

Approve the change order from RK&K in the amount of \$35,560.00 for engineering associated with the Willow Pond Stormwater Management Retrofit.

**Staff Recommended Motion:**

I move that the Board of County Commissioners approve the change order from RK&K in the amount of \$35,560.00 for engineering associated with the Willow Pond Stormwater Management Retrofit.

**Attendees:**

Tom Devilbiss, Director, Department of Land and Resource Management  
Gale Engles, Bureau Chief, Bureau of Resource Management  
Chris Heyn, Watershed Restoration Engineer, Bureau of Resource Management

**Department of Public Works**  
**Briefing paper**  
**January 31, 2019**

**Issue:**

Signature Authority - Airport Grant Awards

**Background:**

The Department of Public Works has been working with the FAA and MAA for the Carroll County Regional Airport Expansion Project and has an approved multi-year project now underway. As individual tasks and/or activities are completed a separate grant document is generated for reimbursement. This individual grant is similar to the County's payment requisitions, which are approved by the individual Departments under the overall Board approved project. Four (4) copies of each multi-page document will be submitted as individual tasks are completed, and currently the President of the Board of County Commissioners would be regularly reviewing and signing each of these grants.

Staff is requesting that the Director and Deputy Director of Public Works be granted signature authority for the grants related to design and construction that are within the scope and budget of the approved overall project. This will allow a smoother and more efficient turnaround of reimbursement.

**Action:**

Briefing/Discussion/Decision

**Staff-Recommended Motion:**

I move that the Board of County Commissioners transfer signature authority for the grants related to design and construction of the Carroll County Regional Airport Expansion Project to the Director and Deputy Director of Public Works.

**Attendees:**

Jeff Castonguay, Director, Public Works

Scott Moser, Deputy Director, Department of Public Works



DATE: January 14, 2019  
TO: The Carroll County Board of Commissioners  
RE: Additional Design Services for North Pumping Station

**EXECUTIVE SUMMARY:**

The Bureau of Purchasing in cooperation with the Bureau of Utilities recommends award for a change order to add additional design services for the North Pumping Station in Hampstead to the contract previously awarded to Century Engineering. The amount of this change order is \$28,000. This amount is within the project budget and no additional funds are necessary.

**Details**

In August of 2018, the Board of Commissioners approved the award of a contract to Century Engineering for the design services related to the North Pumping Station in the amount of \$121,000. Since that award, the Bureau of Utilities has been in discussions with the Department of Economic Development to relocate the site of the North Pumping Station to the adjacent IDA property. This relocation will eliminate the need for a secondary County owned and maintained pump station to serve the IDA property. The relocated site will also provide a larger site footprint to accommodate design improvements that would have been restricted at the existing facility.

**Staff Recommended Motion:**

I move that the Board of Commissioners award a change order to the design services for the North Pumping Station to Century Engineering in the amount of \$28,000.

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\_\_\_\_\_ Date  
Bureau of Purchasing

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\_\_\_\_\_ Date  
Board of Commissioners

Commissioner Wantz:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Weaver:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Frazier:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Bouchat:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Rothstein:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<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: January 14, 2019  
TO: The Carroll County Board of Commissioners  
RE: Sampling, Testing & Reporting Services for FWTP

**EXECUTIVE SUMMARY:**

The Bureau of Purchasing in cooperation with the Bureau of Utilities recommends award for the contract for water sampling, testing and reporting services for the Freedom Water Treatment Plant to Maryland Environmental Services in the amount of \$30,181.50. This amount is within the project budget and no additional funds are necessary.

**Details**

Maryland Environmental Services provides similar water sampling, laboratory testing and reporting services for other jurisdictions and water and wastewater treatment plants throughout the State of Maryland. These services will also include close interaction with the Maryland Department of the Environment to ensure that all testing parameters and reporting efforts meet or exceed State mandated requirements.

**Staff Recommended Motion:**

I move that the Board of Commissioners award the contract for water sampling, testing and reporting for the Freedom Water Treatment Plant to Maryland Environmental Services in the amount of \$30,181.50.

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Bureau of Purchasing Date

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Board of Commissioners Date

Commissioner Wantz:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Weaver:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Frazier:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Bouchat:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Rothstein:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Comments: -				
<hr/>				
Action Taken: <input type="checkbox"/> Accepted <input type="checkbox"/> Denied <input type="checkbox"/> Other:				

DATE: January 2, 2019  
 TO: The Carroll County Board of Commissioners  
 RE: A&E Services for Johnsville Road Sidewalk  
 11-F-9-17/18

**EXECUTIVE SUMMARY:**

The Bureau of Purchasing in cooperation with the Bureau of Building Construction requested proposals for the A&E design services for the Johnsville Road sidewalk project. This was a two-step process whereby the County received nine (9) proposals and short-listed the top three (3) highest ranked firms. After evaluating the technical and financial proposals, the highest overall ranked firm was Clark Azar & Associates (Germantown, MD) in the amount of \$44,300. This amount is within the project budget and no additional funds are necessary.

**Vendors & Bid Results:**

- |    |                         |                 |                       |
|----|-------------------------|-----------------|-----------------------|
| 1. | Clark Azar & Associates | Germantown MD   | Short Listed- Awarded |
| 2. | Brudis & Associates     | Columbia MD     | Short Listed          |
| 3. | Century Engineering     | Hunt Valley MD  | Short Listed          |
| 4. | ADTEC                   | Fairfax, VA     |                       |
| 5. | EBA Engineering         | Baltimore, MD   |                       |
| 6. | KCI                     | Sparks, MD      |                       |
| 7. | Mercado Consultants     | Columbia, MD    |                       |
| 8. | Skelly and Loy Inc.     | Harrisburg, PA  |                       |
| 9. | Zest, LLC               | Clarksville, MD |                       |

**Staff Recommended Motion:**

I move that the Board of Commissioners award the contract for the A&E Services for the Johnsville Road Sidewalk project to Clark Azar & Associates in the amount of \$44,300.

\_\_\_\_\_  
 Bureau of Purchasing Date

\_\_\_\_\_  
 Board of Commissioners Date

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



# Board of Carroll County Commissioners

County Office Building  
Westminster, MD 21157

[www.ccgovernment.carr.org](http://www.ccgovernment.carr.org)

## Open Session

### ~ Voting Record ~

Admin

Thursday, January 31, 2019

10:00 AM

County Office Building Rm 311

## I. Call to Order

Attendee Name	Organization	Title	Status	Arrived
Stephen Wantz	Board of Carroll County Commissioners	President	Present	
Ed Rothstein	Board of Carroll County Commissioners	Vice-President	Present	
Richard Weaver	Board of Carroll County Commissioners	2nd Vice-President	Present	
Dennis Frazier	Board of Carroll County Commissioners	Commissioner	Present	
Eric Bouchat	Board of Carroll County Commissioners	Commissioner	Present	

## II. Positively Carroll

## III. Agency Presentations

- A. *Carroll County Public Schools*
- B. *Carroll Community College*
- C. *Ag Extension Office*
- D. *Gypsy Moth*
- E. *Department of Social Services*
- F. *C C Health Department*

## IV. Commissioners sitting as the Board of Health

1. **Motion To:** sit as the Board of Health

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Dennis Frazier, Commissioner
<b>SECONDER:</b>	Richard Weaver, 2nd Vice-President
<b>AYES:</b>	Wantz, Rothstein, Weaver, Frazier, Bouchat

2. **Motion To:** stop as Board of Health and sit as Board of County Commissioners

**RESULT:**           **ADOPTED [UNANIMOUS]**  
**MOVER:**           Richard Weaver, 2nd Vice-President  
**SECONDER:**       Dennis Frazier, Commissioner  
**AYES:**             Stephen Wantz, Richard Weaver, Dennis Frazier, Eric Bouchat  
**ABSENT:**          Ed Rothstein

**V. Recess**

1. **Motion To:**    recess until 1:00 PM

**RESULT:**           **ADOPTED [UNANIMOUS]**  
**MOVER:**           Eric Bouchat, Commissioner  
**SECONDER:**       Richard Weaver, 2nd Vice-President  
**AYES:**             Stephen Wantz, Richard Weaver, Dennis Frazier, Eric Bouchat  
**ABSENT:**          Ed Rothstein



# Board of Carroll County Commissioners

County Office Building  
Westminster, MD 21157  
[www.ccgovernment.carr.org](http://www.ccgovernment.carr.org)

## Open Session

### ~ Voting Record ~

Admin

Thursday, January 31, 2019

1:30 PM

County Office Building Rm 311

## I. Call to Order

Attendee Name	Organization	Title	Status	Arrived
Stephen Wantz	Board of Carroll County Commissioners	President	Present	
Ed Rothstein	Board of Carroll County Commissioners	Vice-President	Present	
Richard Weaver	Board of Carroll County Commissioners	2nd Vice-President	Present	
Dennis Frazier	Board of Carroll County Commissioners	Commissioner	Present	
Eric Bouchat	Board of Carroll County Commissioners	Commissioner	Present	

## II. Legislative Update

## III. Agency Presentations

- A. *Historical Society of Carroll County*
- B. *HSP, Inc.*
- C. *Mosaic Community Services*
- D. *Carroll Media Center*

## IV. Briefing/Discussion/Possible Decision Presentation to discuss Policy Adjustment for the Housing Administrative Plan

The Board of County Commissioners serves as the Bureau of Housing and Community Developments (Public Housing Authority or PHA) governing body. The Commissioners, or their designees, sign documentation required by the Department of Housing and Urban Development (HUD) for various authorizations pertaining to the program. The document under consideration is the streamlined version of the Annual Plan. Carroll County Bureau of Housing is in the final year of the current 5 year plan (2015 - 2019). The Carroll County program provides 100 NonElderly Disabled Vouchers, 25 Family Unification Vouchers, 10 Veterans Affairs Supportive Housing Vouchers, 22 Mainstream Vouchers and 524 Tenant Based Rental Assistance Vouchers for 681 total Housing Assistance Vouchers. The FY 19 Annual Plan reflects seven (7) adjustments to terms and policies related to the Section 8 Housing Assistance Program.

## V. Briefing/Discussion/Possible Decision Request Approval for Additional funding for the RK&K Engineering Contract for Willow Pond

On March 24, 2016 during Open Session, the Bureau of Resource Management (BRM) received

approval from the Board of County Commissioners to award the engineering contract for the Willow Pond Stormwater Management (SWM) Retrofit to RK&K in the amount of \$159,567.00. BRM is requesting your approval to increase the engineering contract for the Willow Pond SWM Retrofit due to various change orders received over the past three (3) years which will elevate the project over 10% of the original contract amount.

Two (2) Change Orders, one (1) in December of 2016 and one (1) in March of 2017 were approved by the Department Director totaling \$14,196.00. The most recent Change Order dated December 6, 2018 in the amount of \$35,560.00 elevates the contract past the 10% threshold of the original contract amount. The Change Order will cover the cost design changes from the original scope (gravel lens for thermal impacts, removal of walkway, etc.), permitting support (the stream restoration component of the project requires additional assistance from consultant), stream analysis for additional NPDES credit (performing stream analysis and documenting information for additional credit), and additional construction inspection support (complexity of the project has changed due to design changes).

- Motion To:** approve the change order from RK&K in the amount of \$35,560.00 for engineering associated with the Willow Pond Stormwater Management Retrofit.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Eric Bouchat, Commissioner
<b>SECONDER:</b>	Richard Weaver, 2nd Vice-President
<b>AYES:</b>	Stephen Wantz, Ed Rothstein, Richard Weaver, Eric Bouchat
<b>ABSENT:</b>	Dennis Frazier

## VI. Signature Authority for Airport Grant Agreements

The Department of Public Works has been working with the FAA and MAA for the Carroll County Regional Airport Expansion Project and has an approved multi-year project now underway. As individual tasks and/or activities are completed a separate grant document is generated for reimbursement. This individual grant is similar to the County's payment requisitions, which are approved by the individual Departments under the overall Board approved project. Four (4) copies of each multi-page document will be submitted as individual tasks are completed, and currently the President of the Board of County Commissioners would be regularly reviewing and signing each of these grants.

Staff is requesting that the Director and Deputy Director of Public Works be granted signature authority for the grants related to design and construction that are within the scope and budget of the approved overall project. This will allow a smoother and more efficient turnaround of reimbursement.

- Motion To:** transfer signature authority for the grants related to design and construction of the Carroll County Regional Airport Expansion Project to the Director and Deputy Director of Public Works.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Richard Weaver, 2nd Vice-President
<b>SECONDER:</b>	Ed Rothstein, Vice-President
<b>AYES:</b>	Stephen Wantz, Ed Rothstein, Richard Weaver, Eric Bouchat
<b>ABSENT:</b>	Dennis Frazier

## VII. Bid Approval ~ Additional Design Services for North Pumping Station

The Bureau of Purchasing in cooperation with the Bureau of Utilities recommends award for a change order to add additional design services for the North Pumping Station in Hampstead to the contract previously awarded to Century Engineering. The amount of this change order is \$28,000. This amount is within the project budget and no additional funds are necessary.

- Motion To:** award a change order to the design services for the North Pumping Station to Century Engineering in the amount of \$28,000.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Richard Weaver, 2nd Vice-President
<b>SECONDER:</b>	Eric Bouchat, Commissioner
<b>AYES:</b>	Stephen Wantz, Ed Rothstein, Richard Weaver, Eric Bouchat
<b>ABSENT:</b>	Dennis Frazier

## VIII. Bid Approval ~ Sampling, Testing & Reporting Services for FWTP

The Bureau of Purchasing in cooperation with the Bureau of Utilities recommends award for the contract for water sampling, testing and reporting services for the Freedom Water Treatment Plant to Maryland Environmental Services in the amount of \$30,181.50. This amount is within the project budget and no additional funds are necessary.

- Motion To:** award the contract for water sampling, testing and reporting for the Freedom Water Treatment Plant to Maryland Environmental Services in the amount of \$30,181.50.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Ed Rothstein, Vice-President
<b>SECONDER:</b>	Richard Weaver, 2nd Vice-President
<b>AYES:</b>	Stephen Wantz, Ed Rothstein, Richard Weaver, Eric Bouchat
<b>ABSENT:</b>	Dennis Frazier

## IX. Bid Approval ~ A&E Services for Johnsville Road Sidewalk

The Bureau of Purchasing in cooperation with the Bureau of Building Construction requested proposals for the A&E design services for the Johnsville Road sidewalk project. This was a two-step process whereby the County received nine (9) proposals and short-listed the top three (3) highest ranked firms. After evaluating the technical and financial proposals, the highest overall ranked firm was Clark Azar & Associates (Germantown, MD) in the amount of \$44,300. This amount is within the project budget and no additional funds are necessary.



- 1. **Motion To:** award the contract for the A&E Services for the Johnsville Road Sidewalk project to Clark Azar & Associates in the amount of \$44,300.

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Ed Rothstein, Vice-President  
**SECONDER:** Eric Bouchat, Commissioner  
**AYES:** Stephen Wantz, Ed Rothstein, Richard Weaver, Eric Bouchat  
**ABSENT:** Dennis Frazier

**X. Administrative**

- 1. **Motion To:** approve both sets of closed minutes from January 24, 2019

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Eric Bouchat, Commissioner  
**SECONDER:** Richard Weaver, 2nd Vice-President  
**AYES:** Stephen Wantz, Ed Rothstein, Richard Weaver, Eric Bouchat  
**ABSENT:** Dennis Frazier

**XI. Closed ~ Land Acquisition**

- 1. **Motion To:** close for land acquisition

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Richard Weaver, 2nd Vice-President  
**SECONDER:** Ed Rothstein, Vice-President  
**AYES:** Stephen Wantz, Ed Rothstein, Richard Weaver, Eric Bouchat  
**ABSENT:** Dennis Frazier

- 2. **Motion To:** adjourn

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Richard Weaver, 2nd Vice-President  
**SECONDER:** Stephen Wantz, President  
**AYES:** Stephen Wantz, Ed Rothstein, Richard Weaver, Eric Bouchat  
**ABSENT:** Dennis Frazier