

## 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 April 22, 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 ~ April 22, 2019**

#### **Tuesday ~ April 23, 2019**

**8:00 a.m. Board of County Commissioners Open Session**  
County Office Building ~ Reagan Room

##### **Item 1**

FY20 Proposed Budget Work Session  
Department of Management & Budget ~ Mr. Ted Zaleski

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**1:00 pm. Board of County Commissioners Open Session**  
County Office Building ~ Reagan Room

##### **Item 2**

FY20 Proposed Budget Work Session  
Department of Management & Budget ~ Mr. Ted Zaleski

Administrative Session ~ Open

#### **Wednesday ~ April 24, 2019**

*2:00 p.m. Economic Alliance of Greater Baltimore Board Meeting*  
*Baltimore, Maryland*  
*Commissioner Rothstein*

**Wednesday ~ April 24, 2019 (Continued)**

4:30 p.m. *Carroll County Adult Drug Treatment Court Graduation  
Carroll Community College ~ Westminster, Maryland  
Commissioners Wantz, Rothstein, Weaver, Bouchat & Frazier*

**Thursday ~ April 25, 2019**

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

**10:00 a.m. Board of County Commissioners Open Session**  
County Office Building ~ Room 311

*Priority Carroll*

**Item 1**

Public Comment on this item

Briefing/Discussion/Decision

[Bid Approval ~ Purchase of Replacement HVAC](#)

Roof Top Units for the County Office Building

Department of Public Works ~ Mr. Jeff Castonguay

Bureau of Purchasing ~ Mr. Mike Myers

**Item 2**

Public Comment on this item

Briefing/Discussion/Decision

[Bid Approval ~ Installation of HVAC Roof Top Units](#)

for the County Office Building

Department of Public Works ~ Mr. Jeff Castonguay

Bureau of Purchasing ~ Mr. Mike Myers

**Item 3**

Public Comment on this item

Briefing/Discussion/Decision

[Request Approval for Use of Term Contracts](#)

for Consultant Construction Inspection Management Services &

Professional Land Surveying Services

Department of Public Works ~ Mr. Jeff Castonguay

## **Thursday ~ April 25, 2019 (Continued)**

### **Item 4**

Public Comment on this item

Briefing/Discussion/Decision

Request Approval for Grant Application and

[Acceptance of Award ~ Cascade Lake Stream Restoration](#)

Department of Land & Resource Management ~ Mr. Tom Devilbiss

Department of Management & Budget ~ Mr. Ted Zaleski

### **Item 5**

Public Comment on this item

Briefing/Discussion/Decision

Request Approval for Grant Application and

[Acceptance of Award ~ Mayberry Gun Club Stream Restoration](#)

Department of Land & Resource Management ~ Mr. Tom Devilbiss

Department of Management & Budget ~ Mr. Ted Zaleski

### **Item 6**

Public Comment on this item

Briefing/Discussion/Decision

Request Approval of Carroll County Public School

[FY19 CIP Budget Transfers](#)

Department of Management & Budget ~ Mr. Ted Zaleski

Carroll County Public Schools ~ Dr. Steven Lockard

### **Public Comment**

Administrative Session ~ Open

- 1:00 p.m. Humane Society Tour  
Westminster, Maryland  
Commissioner Bouchat*
- 5:30 p.m. Boys & Girls Club of Westminster ~ Youth of the Year Award Ceremony  
Westminster, Maryland  
Commissioner Wantz*
- 6:30 p.m. Mount Airy Middle School Battle of the Books  
Mt. Airy, Maryland  
Commissioner Bouchat*

**Friday ~ April 26, 2019**

6:00 p.m.      *Historical Society of Carroll County 80<sup>th</sup> Anniversary Celebration*  
*The Antrim ~ Taneytown, Maryland*  
*Commissioner Wantz*

6:30 p.m.      *Eldersburg Elementary Area Battle of the Books*  
*Century High School ~ Sykesville, Maryland*  
*Commissioner Rothstein*

**Saturday ~ April 27, 2019**

**Sunday ~ April 28, 2019**

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

1:30 p.m.      *Kids’ Fishing Rodeo ~ Award Ceremony*  
*Westminster Community Pond ~ Westminster, Maryland*  
*Commissioner Frazier*

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.

DATE: April 3, 2019

TO: The Carroll County Board of Commissioners

RE: Purchase of Replacement HVAC Roof Top Units for the County Office Building

**EXECUTIVE SUMMARY:**

The Bureau of Facilities in cooperation with The Bureau of Purchasing recommends purchasing Packaged Rooftop, Cooling/Heating Units from Trane U.S. Inc. in the amount of \$157,021.00. This cost will cover the purchase of the following:

- 4 Units – 27 ½-50 Ton Packaged Commercial Rooftop (tag #'s RTU – 1C, 2C, 3C, & 4C)
- 1 Each – Portable Trane Tracer TD-5 Controller
- Time and Material

Trane U.S., Inc. was awarded a contract through U.S Communities by a competitively bid process. This cost is within the project budget and no additional funds will be needed.

**Staff Recommended Motion:**

I move that the Board of Commissioners award this purchase to Trane U.S. Inc. for the Roof Top Replacement HVAC units in the amount of \$157,021.00.

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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: -   |                                 |  |                                       |                                 |
|   |                                 |  |                                       |                                 |
| Action Taken: <input type="checkbox"/> Accepted <input type="checkbox"/> Denied <input type="checkbox"/> Other: |                                 |  |                                       |                                 |

DATE: April 3, 2019

TO: The Carroll County Board of Commissioners

RE: Install of Replacement HVAC Roof Top Units for the County Office Building

**EXECUTIVE SUMMARY:**

The Bureau of Facilities in cooperation with the Bureau of Purchasing requested quotations from our HVAC Term Contractors to provide all labor, equipment and supervision to remove and dispose of the four (4) existing units and then set and install the four (4) new units.

The Bureau of Facilities recommends award for this project to Sagamore Mechanical Services, Inc. in the amount of \$57,060.00. This is within the project budget and no additional funds will be needed.

**Vendors & Bid Results:**

- |                                       |                  |             |
|---------------------------------------|------------------|-------------|
| 1. Sagamore Mechanical Services, Inc. | Westminster, MD  | \$57,060.00 |
| 2. General & Mechanical Services      | Annapolis, MD    | \$61,736.22 |
| 3. GE Tignall & Company, Inc.         | Cockeysville, MD | \$66,785.00 |

**Staff Recommended Motion:**

I move that the Board of Commissioners award the contract for the removal of four HVAC units and install of four new HVAC units be awarded to Sagamore Mechanical Services, Inc. in the amount of \$57,060.00.

\_\_\_\_\_  
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 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: -<br><br>_____  |                                 |  |                                       |                                 |
| Action Taken: <input type="checkbox"/> Accepted <input type="checkbox"/> Denied <input type="checkbox"/> Other: |                                 |  |                                       |                                 |

Cc: File

H: Purchasing/Mmoser/PublicPurchase/Forms/ConcurrenceLetter Bid -Revised 4/26/17

# Department of Public Works

## Briefing Paper

### Open Session

**Issue:**

Use of the current term contracts for Consultant Construction Inspection Management Services and Professional Land Surveying Services

**Background:**

The Department of Public Works, Bureau of Engineering, is currently using existing term contracts for Consultant Construction Inspection Management Services and Professional Land Surveying Services. The Bureau consists of four divisions: Survey, Design, Construction Inspection and Administration. The Administration bureau is managed by the bureau chief and the three others are managed by Division managers. The Design Division was without a manager for approximately nine months and was managed by the bureau chief during that time. Retirements, at the end of March, of both the Survey manager and Construction Inspection manager have led to vacancies in these positions. Both positions have been advertised for 45 days so far and the county has yet to receive qualified applicants to date.

The absence of staff in these positions creates a hardship for the bureau, especially as we enter the busy construction season. In order to bridge the gap until replacement staff is hired and provide for continuity of the bureau functions, the continued use of term contract staffing is requested.

Staff recommends using a consultant construction inspection management service, specifically A. Morton Thomas. The consultant will work forty hours per week at a cost of approximately \$25,000 per month. Once the weather improves and construction begins, this position becomes critical to manage the projects, direct staff, address contractor questions, and resolve citizen concerns.

Staff also recommends using professional land surveying services, specifically Carroll Land Services. The consultant will be employed part-time at an expected cost of no more than \$ 25,000 for the remainder of FY19. These services are required to address all land surveying tasks that require licensure. There is no other licensed surveyor currently employed with Carroll County government.

The Department of Management and Budget has projected year-end financials and funding will be available within the Department of Public Works to cover this expenditure.

**Action:**

Briefing/Discussion/Decision

**Staff-Recommended Motion:**

I move that the Board of County Commissioners approve the continued use of A. Morton Thomas for construction inspection management consultant services for approximately \$25,000 per month through the end of fiscal year 19.

I move that the Board of County Commissioners approve the continued use of Carroll Land Services for professional land surveying consultant services on an as-needed basis through the end of fiscal year 19.

**Attendees:**

Jeff Castonguay, Director, Public Works  
Douglas Brown, Deputy Director, Public Works  
Deborah A. Butler, PE, Chief, Bureau of Engineering

**Department of Land & Resource Management**  
**Briefing Paper**  
**April 25, 2019**  
**Open Session**

**Issue:**

**Briefing/Discussion/Decision – Request Approval for Grant Application and Acceptance of Award – Cascade Lake Stream Restoration**

**Background:**

The Bureau of Resource Management (BRM) is requesting the Board’s approval to submit an application for \$2,200,000 to the Maryland Department of Natural Resources Chesapeake & Coastal Grants Gateway for the Cascade Lake Stream Restoration project. In July the dam supporting Cascade’s six-acre lake suffered severe structural damage, which resulted in the draining of the lake and excavation of the dam. Multiple State and County agencies were on site to monitor and evaluate this process. BRM staff met with the Flynn’s, owners of Cascade Lake, to discuss a possible stream restoration project on the site of the former lake. The owners are fully supportive of the County’s efforts to apply for grant funding for the construction of this project which addresses nutrient reduction and impervious area treatment requirements of the County’s National Pollutant Discharge Elimination System (NPDES) Permit.

**Budget:**

| <b>State Grant Request (FY 20)</b> | <b>County In-Kind Match</b>   | <b>Total Project Cost</b> |
|------------------------------------|---|---------------------------|
| <b>\$2,200,000.00</b>              | <b>\$170,000.00 (engineering)</b><br><b>\$800,000.00 (construction)</b> | <b>\$3,170,000.00</b>     |

*\*These costs reflect current estimates and are subject to change throughout the duration of the project.*

**Action:**

Direct staff to submit an application to the Chesapeake & Coastal Grants Gateway.

**Staff Recommended Motion:**

*I move that the Board of County Commissioners approve the submittal of the grant application and acceptance of award to the Chesapeake & Coastal Grants Gateway for the Cascade Lake Stream Restoration.*

**Attendees:**

Gale Engles, Bureau Chief, Bureau of Resource Management  
Kelly Martin, Watershed Grants Technician, Bureau of Resource Management  
Caren Jagoda, Senior Grants Analyst, Department of Management & Budget



**Department of Land & Resource Management**  
**Briefing Paper**  
**April 25, 2019**  
**Open Session**

**Issue:**

**Briefing/Discussion/Decision – Request Approval for Grant Application and Acceptance of Award – Mayberry Gun Club Stream Restoration**

**Background:**

The Bureau of Resource Management (BRM) is requesting the Board’s approval to submit an application for \$2,500,000 to the Maryland Department of Natural Resources Chesapeake & Coastal Grants Gateway for the Mayberry Gun Club Stream Restoration project. The primary goal of the project is to restore Bear Branch to a stable natural reach that enhances natural habitat and reduces impacts to the Mayberry Game Protective Association property. The stream shows severe bank stress and lacks proper channel definition with unequal bank heights and inadequate floodplain connectivity. The proposed project will restore approximately 6,000 linear feet of Bear Branch. This project addresses significant nutrient reduction requirements associated with the County’s National Pollutant Discharge Elimination System (NPDES) Permit.

**Budget:**

| <b>State Grant Request (FY 20)</b> | <b>County In-Kind Match</b>       | <b>Total Project Cost</b> |
|------------------------------------|-----------------------------------|---------------------------|
| <b>\$2,500,000.00</b>              | <b>\$170,000.00 (engineering)</b> | <b>\$2,670,000.00</b>     |

*\*These costs reflect current estimates and are subject to change throughout the duration of the project.*

**Action:**

Direct staff to submit an application to the Chesapeake & Coastal Grants Gateway.

**Staff Recommended Motion:**

***I move that the Board of County Commissioners approve the submittal of the grant application and acceptance of award to the Chesapeake & Coastal Grants Gateway for the Mayberry Gun Club Stream Restoration.***

**Attendees:**

Gale Engles, Bureau Chief, Bureau of Resource Management  
Kelly Martin, Watershed Grants Technician, Bureau of Resource Management  
Caren Jagoda, Senior Grants Analyst, Department of Management & Budget

**Department of Management and Budget  
Briefing Paper**

**Issue: FY 19 CIP Budget Transfers for  
Carroll County Public Schools**

**Background:**

- State law stipulates that County Commissioners or County Councils approve the CIP budget of their school system both in total and by project. Any transfers made between projects or increases or decreases in the total budget after the adoption of the school budget must be approved by the County Commissioners or County Councils.
- Carroll County Public Schools Fiscal Year 2019 CIP Budget Transfers 19-01 and 19-02 were approved by the Board of Education on April 10, 2019. Approval is now requested from the Board of County Commissioners. Details of the budget transfers are attached.

**Desired Action: Approval of the CIP Budget Transfers**