

Board of County Commissioners

Edward C. Rothstein, President
C. Richard Weaver, Vice President
C. Eric Bouchat
Dennis E. Frazier
Stephen A. Wantz



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 February 22, 2021

Please Note: This weekly notice and agenda is subject to change. [Please call 410-386-2043 to confirm a meeting.](tel:410-386-2043) [Due to the COVID-19 Pandemic, all meetings, until further notice, will be accessible virtually.](#) All or part of a meeting may be conducted in closed session.

- *Indicates Outside Activities*

Monday ~ February 22, 2021

12:00 p.m. 2021 Governor’s Emergency Management Advisory Council Quarterly Meeting
Virtual Meeting
Commissioner Wantz

Tuesday ~ February 23, 2021

9:00 a.m. Board of County Commissioners Open Session

Priority Carroll

Item 1

State Directives ~ Updates on COVID 19
Board of County Commissioners

Item 2

Legislative Update
Mike Fowler ~ Legislative Liaison

Item 3

[Law Enforcement Body Worn Camera Project Briefing](#)
Carroll County Sheriff’s Office ~ Sheriff James DeWees
Carroll County State’s Attorney’s Office ~ Mr. Brian DeLeonardo

Tuesday ~ February 23, 2021 (Continued)

Item 4

Fire/EMS Department Update
Department of Fire/EMS ~ Mr. Robert McCoy

Item 5

[Loan Request from Hampstead Fire Company](#) and
Adoption of resolution declaring intent to reimburse
expenditures with debt proceeds
Department of the Comptroller ~ Mr. Robert Burk
Department of Fire/EMS ~ Mr. Robert McCoy

Item 6

[Bid Approval ~ 2021 Pipe Culvert Repairs/](#)
Replacement with Add Alt. 1 ~ Old Hanover Road
Department of Public Works ~ Mr. Jeff Castonguay
Bureau of Purchasing

Item 7

[Bid Approval ~ Rehabilitation](#) of the
Pleasant Valley Water Storage Tank
Department of Public Works ~ Mr. Jeff Castonguay
Bureau of Purchasing

Item 8

[Bid Approval ~ Springfield Avenue Engineering](#) and
Construction Management Services
Department of Public Works ~ Mr. Jeff Castonguay
Bureau of Purchasing

Item 9

[Discussion ~ Locust Wetland Purchase](#)
Department of Land & Resource Management ~ Mr. Tom Devilbiss

Public Comment ~ In light of the COVID-19 virus, anyone planning to make
public comment should call +1 (872) 240-3212 and Access Code 965-753-533
to join the meeting.

Administrative Session ~ Open

Tuesday ~ February 23, 2021 (Continued)

Closed ~ Land Acquisition

Closed ~ Administrative Session

Wednesday ~ February 24, 2021

9:30 a.m. Maryland Association of Counties Land Use Subcommittee Meeting
Virtual Meeting
Commissioner Frazier

9:30 a.m. Maryland Association of Counties Tax Subcommittee Meeting
Virtual Meeting
Commissioner Wantz

10:00 a.m. Maryland Association of Counties 2021 Legislative Committee Meeting
Virtual Meeting
Commissioners Frazier & Wantz

5:00 p.m. Carroll County Board of Education Meeting
Virtual Meeting
Commissioner Weaver

Thursday ~ February 25, 2021

9:00 a.m. Board of County Commissioners Open Session

Priority Carroll

Item 1

Discussion/Decision
State Directives - Updates on COVID 19
Board of County Commissioners

Item 2

Fire/EMS Department Update
Department of Fire/EMS ~ Mr. Robert McCoy

Thursday ~ February 25, 2021 (Continued)

Item 3

Public Hearing

[Proposed Amendments to Chapter 34, Ethics](#)

Department of the County Attorney ~ Mr. Tim Burke

Item 4

[Piney Run Watershed Study Briefing](#)

Department of Land & Resource Management ~ Mr. Tom Devilbiss

Item 5

[Fees ~ Water and Sewer Amendments](#)

Department of Planning ~ Ms. Lynda Eisenberg

Item 6

[Fees ~ Annexation Requests](#)

Department of Planning ~ Ms. Lynda Eisenberg

Public Comment ~ In light of the COVID-19 virus, anyone planning to make public comment should call +1 (571) 317-3122 + Access Code 948-449-461 to join the meeting.

Administrative Session ~ Open

Closed Administrative Session

1:30 p.m. Board of County Commissioners Work Session
Virtual Meeting

Solid Waste Discussion
Department of Public Works ~Mr. Jeff Castonguay

Friday ~ February 26, 2021

8:00 a.m. *Exploration Commons Tour*
Westminster, Maryland
Commissioner Frazier

Saturday ~ February 27, 2021

Sunday ~ February 28, 2021

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

CARROLL COUNTY

Virtual Access to Carroll County Board of Commissioners Open Session

Due to a commitment to implement all precautionary actions to prevent the spread of the Coronavirus (COVID-19), the Carroll County Board of Commissioners is implementing a new process for viewing BOC Open Sessions.

In keeping with the spirit of transparency balanced with the need to be socially distant, the Carroll County Board of Commissioner Open Sessions will continue virtually. All commissioners and staff will participate using GoToMeeting. Residents can continue to view the proceedings by accessing the live stream in the following ways:

- [County Facebook page](#)
- [County YouTube channel](#)
- [Meeting Portal](#)
- Comcast Channel 24

Although the above methods are preferred due to unlimited access, residents unable to view the cable channel or the internet will be able to listen to the virtual meeting using the following phone number and entering the access code for that meeting:

Board of Commissioners Open Session ~ **Tuesday, February 23, 2021 ~ 9:00 a.m.**

You can also dial in using your phone.

United States: +1 (872) 240-3212

Access Code: 965-753-533

*Callers will be muted during the meeting and there will be no dialogue from callers until the phones are open for the Public Comment portion of the meeting.

There is a limit to the number of callers the system can accept, so please use the live stream methods above, if possible. In addition, all meetings will be replayed on Comcast Channel 24.

The commissioners thank Carroll County residents for their continued understanding and support during this extraordinary time.

Virtual Access to Carroll County Board of Commissioners Open Session

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Although the above methods are preferred due to unlimited access, residents unable to view the cable channel or the internet will be able to listen to the virtual meeting using the following phone number and entering the access code for that meeting:

Board of Commissioners Open Session ~ **Thursday, February 25, 2021 ~ 9:00 a.m.**

You can also dial in using your phone.

United States: +1 (571) 317-3122

Access Code: 948-449-461

*Callers will be muted during the meeting and there will be no dialogue from callers until the phones are open for the Public Comment portion of the meeting.

There is a limit to the number of callers the system can accept, so please use the live stream methods above, if possible. In addition, all meetings will be replayed on Comcast Channel 24.

The commissioners thank Carroll County residents for their continued understanding and support during this extraordinary time.

**Carroll County Sheriff's Office
Briefing Paper
February 23, 2021**

Issue: Law Enforcement Body Worn Camera Project Briefing

Briefing / Discussion by the Carroll County Sheriff's Office and the Carroll County State's Attorney's Office regarding pending Maryland state legislation for body worn cameras and related projects.

Action:

No action needed

Attendees:

Sheriff James T. DeWees

State's Attorney Brian DeLeonardo

Chief Tom Ledwell

Department of the Comptroller
Briefing Paper
February 23, 2021
Open Session

Issue: **Briefing/Discussion/Possible Decision** – Loan request from Hampstead Volunteer Fire and Hose Company No. 1 and adoption of resolution declaring intent to reimburse expenditures with debt proceeds.

Background: We have received an application from Hampstead Volunteer Fire and Hose Company No. 1 to borrow money from the County through the low-interest loan program. They have requested to borrow up to \$5,000,000 to be used for the building of a new Operational Building for the Fire Company. The term of the loan will be 20 years and the County will hold a mortgage lien on the property. Hampstead Volunteer Fire and Hose Company No. 1 has one outstanding County loan totaling \$674,339.67, and they are current on payments.

**Requested
Action:**

I am requesting the Board consider approval of the loan request. Approval will allow the fire company to proceed with the building of a new Operational Building.

Additionally, I am requesting the Board to adopt the resolution declaring the County's official intent to reimburse expenditures with the debt proceeds. This resolution is to enable the fire company and the County to expend funds with the intention to reimburse with future bond proceeds in an amount of \$5,000,000 subject to the requirements of tax-exempt debt issuance.

The County Attorney's Office has reviewed the resolution for legal sufficiency.

Representatives from the Hampstead Volunteer Fire and Hose Company No. 1 have been invited to attend. I'll be available to answer any questions the Board may have on this request.

**Staff
Recommended**

Motion: I move that the Board of Commissioners approve the loan request of \$5,000,000 by the Hampstead Volunteer Fire and Hose Company No. 1 and adoption of the resolution declaring the County's intent to reimburse expenditures with debt proceeds.

Attendees: Jennifer Hobbs, Bureau Chief, Accounting
Bob McCoy, Director of Fire and EMS

Resolution # _____

DATE: February 8, 2021

TO: The Carroll County Board of Commissioners

RE: 2021 Pipe Culvert Repairs/Replacement with Add Alt. 1 – Old Hanover Road

EXECUTIVE SUMMARY:

The Bureau of Purchasing in cooperation with the Bureau of Engineering request your approval to award the contract for the pipe culvert repair and replacement to C.J. Miller, LLC, in the amount of \$466,198.50. This work consists of repair and replacement of pipe culverts on sixteen (16) county roads. The County requested competitive sealed bids and received one (1) response. This amount is within the adopted budget and no additional funds will be necessary.

Vendors & Bid Results:

- | | | |
|---------------------|---------------|--------------|
| 1. C.J. Miller, LLC | Hampstead, MD | \$466,198.50 |
|---------------------|---------------|--------------|

Staff Recommended Motion:

I move that the Board of Commissioners award the contract for 2021 Pipe Culvert Repairs/Replacements with Add Alternate 1 for Old Hanover Road to C.J. Miller, LLC in the amount of \$466,198.50

Bureau of Purchasing	Date
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Board of Commissioners	Date
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Commissioner Wantz:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Weaver:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Frazier:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Bouchat:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Rothstein:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 nd	<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: February 16, 2021
 TO: The Carroll County Board of Commissioners
 RE: Rehabilitation of the Pleasant Valley Water Storage Tank

Executive Summary:

The Bureau of Purchasing, in cooperation with the Bureau of Utilities, requests your approval to award a contract for the rehabilitation of the Pleasant Valley Water Storage Tank to Mid Atlantic Storage Systems, Inc. of Washington, OH in the amount of \$61,289.00. The bid amount is within the adopted budget and no additional funds will be necessary.

Background:

The Pleasant Valley Water Storage Tank has a capacity of 59,000 gallons of water and was constructed in 1994. No significant rehabilitation work has been performed on the water tank since that time. In recent months, repair work has been performed on the exterior wall panels. While performing this work, the bureau also identified other potential issues regarding the tank seams and bolt assemblies; and determined that a more extensive rehabilitation project is needed to extend the service life of the water storage tank. The proposed scope of work of this project includes the edge coating and caulking of all interior and exterior panel seams, the installation of 4,700 protective bolt caps and sealer as well as the installation of anode bars within the tank. This work will require taking the Pleasant Valley Water Storage Tank out of service for several weeks and the implementation of a temporary water storage and pressurization system for the community during this period. The cost of this temporary system is included within the proposal amount.

Staff Recommended Motion:

I move that the Board of Commissioners award a contract for the rehabilitation of the Pleasant Valley Water Storage Tank to Mid Atlantic Storage Systems, Inc. in the amount of \$61,289.00.

Bureau of Purchasing Date

Board of Commissioners Date

Commissioner Wantz:	<input type="checkbox"/> Motion <input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Rothstein:	<input type="checkbox"/> Motion <input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Weaver:	<input type="checkbox"/> Motion <input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Bouchat:	<input type="checkbox"/> Motion <input type="checkbox"/> 2 nd	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Frazier:	<input type="checkbox"/> Motion <input type="checkbox"/> 2 nd	<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: February 16, 2021
 TO: The Carroll County Board of Commissioners
 RE: MD 851 / Springfield Avenue - Engineering and Construction Management Services for the Water and Sanitary Sewer Systems Replacement Project

Executive Summary:

The Bureau of Purchasing, in cooperation with the Bureau of Utilities, requests your approval to award a contract for engineering and construction management services for the replacement of the Sykesville MD 851 / Springfield Avenue water and sanitary sewer systems to Rummel, Klepper & Kahl, LLP (RK&K) in the amount of \$363,346.53. This award is being made via a competitively bid term contract. The proposal amount is within the adopted budget and no additional funds will be necessary.

Background:

The replacement of the MD 851 / Springfield Avenue water and sewer systems is part of the overall utility infrastructure capital improvement program planned and funded for Sykesville. This project scope is the 2,300 linear foot segment of Springfield Avenue from Main Street to Warfield Road. The water and sewer infrastructure within this area dates to the 1960s and 1970s and has reached the limits of its expected service life. It should also be noted that Springfield Avenue is owned by the State Highway Administration (SHA) and is designated as MD 851. A further complication of this project is with the SHA's proposed MD 851 storm drainage improvement project and the need to coordinate the design of the water and sewer improvements with the design of the replacement storm drainage system. The SHA previously retained RK&K as their civil consultant for the storm drainage improvement design tasks. Following discussion with SHA representatives and realizing the cost and coordination savings opportunity available to the County, the Bureau of Utilities extended a Request for Proposal for the Springfield Avenue water and sanitary sewer replacement project to RK&K. The scope of work for this project includes all tasks related to final engineering design and construction management services for the replacement of both the water and wastewater utility systems. The construction documents produced by RK&K will then be used to solicit bids for the construction project.

Staff Recommended Motion:

I move that the Board of Commissioners award a contract for engineering and construction management services for the replacement of the Sykesville MD 851 / Springfield Avenue water and sanitary sewer systems to Rummel, Klepper & Kahl, LLP in the amount of \$363,346.53.

Bureau of Purchasing Date

Board of Commissioners Date

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

Department of Land & Resource Management
Briefing Paper
February 23, 2021
Open Session

Issue:

Briefing/Discussion/Decision – Locust Wetland Stormwater Facility – Property Purchase

Background:

As per a Memorandum of Agreement between Carroll County and the local Municipalities, the Bureau of Resource Management addresses NPDES compliance including a program of design, property acquisition, and construction to meet water quality treatment requirements. Each Municipality contributes financially to the program on a yearly basis.

The Bureau of Resource Management (BRM) has performed design work for a proposed stormwater management facility in the Town of Union Bridge. The proposed facility, called the Locust Wetland, is located on private property adjacent to Locust Street and Little Pipe Creek. The property is owned by Citizens UB Solar, LLC. Construction of the facility will require the purchase of 2 acres of property to be conveyed to the Town for long-term maintenance and operation. The two acres has been appraised at a value of \$9,000.

Action:

Approve the payment of \$9,000 to the Town of Union Bridge for the purchase of 2 acres of property from Citizens UB Solar, LLC for the construction of the Locust Wetland stormwater facility.

Staff Recommended Motion:

I move that the Board of County Commissioners approve the payment to the Town of Union Bridge of \$9,000 for the purchase of 2 acres of property from Citizens UB solar, LLC for the construction of the Locust Wetland stormwater facility.

Attendees:

Tom Devilbiss, Director, Department of Land and Resource Management
Chris Heyn, Bureau Chief, Bureau of Resource Management

County Attorney's Office
Briefing Paper
Thursday, February 25, 2021, 10:00 a.m.
Virtual Public Hearing

Issue:

Proposed amendments to the Carroll County Ethics Ordinance (Annual Certification Requirement)

Background:

The Board will conduct a public hearing on Thursday, February 25, 2021, to hear comments on the proposed annual certification related requirements to the Carroll County Ethics Ordinance. Specifically, changes were made to the state ethics law in 2017 which are not included in our local ethics ordinance but are required to be. The proposed changes include **a)** removal of “exchange-traded funds” and “mutual funds” in the definition of “Interest” (this is an optional change); **b)** an expansion of the post-employment provision covering all local elected officials (not just legislative ones) (§ 34.08(E)); **c)** adding three specific circumstances that constitute violations of the prestige of office provision (this is an optional change) (§ 34.08(E)); **d)** a reverse post-employment restriction for lobbyists (§ 34.08(D)(2)); **e)** increasing the number of days from two to eight for overdue financial disclosure statements for candidates before the candidate is deemed to have withdrawn the candidacy (§ 34.11(B)(4)); and **f)** the removal of § 34.09 regulating Participation in Procurement. In addition to the proposed amendments listed above, it is also proposed that the County replace the existing lengthy § 34.13, Lobbying, with a shorter version that is also permitted under the State Ethics Law.

Action:

Conduct a public hearing on the proposed annual certification related requirements to Chapter 34, Ethics.

Staff recommended motion:

I move that the Board conclude the public hearing and keep the record open for ten calendar days.

Attendees:

Tim Burke, County Attorney

Department of Land & Resource Management
Briefing Paper
February 25, 2021
Open Session

Issue:

Briefing – Piney Run Watershed Study

Background:

The Maryland Department of Environment, Dam Safety Division (MDE) has expressed concern that the Piney Run Dam may not comply with current design standards. MDE issued a request that Carroll County evaluate the dam for compliance and resolve any deficiencies by August, 2027.

The Carroll County Bureau of Resource Management, with funding from the Natural Resources Conservation Service (NRCS), hired AECOM to perform a study of the dam. The results of the analysis are complete, and it has been verified that the capacity of the auxiliary spillway must be increased as well as armored to prevent erosion.

As part of this future capital project, there may be an opportunity to secure grant funding to assist the County in preparing the reservoir for use as a water supply. Staff will update the Commissioners on the Watershed Study and the alternatives being considered for implementation.

Staff intend to hold two virtual public meetings on March 11th to solicit public input. Staff will then return to the Board to request approval to hold a public hearing.

Action:

Affirmation by Board of Commissioners on staff schedule and project plan.

Attendees:

Tom Devilbiss, Director, Department of Land and Resource Management
Chris Heyn, Bureau Chief, Bureau of Resource Management
Jeff Blass, AECOM

Department of Planning

Briefing Paper

February 25, 2021

Open Session

Issue:

Briefing Fees Discussion ~ Water and Sewer Amendments

Background:

The Carroll County Department of Planning processes amendments to the official County Water and Sewer Plan bi-annually, in the Spring and Fall. Since the majority of water and sewer service is provided by the municipalities these requests come from them to make adjustments. The process for these amendments is: planning staff review, GIS mapping, municipal coordination, Maryland Department of the Environment coordination, Planning and Zoning Commission certification as well as a public hearing notice and time by the Board of County Commissioners.

Action:

No action. Briefing of a proposed fee structure for water and sewer requests.

Attending:

Lynda Eisenberg, Director
Price Wagoner, Comprehensive Planner

Department of Planning

Briefing Paper

February 25, 2021

Open Session

Issue:

Briefing Fees Discussion ~ Annexation Requests

Background:

The Carroll County Department of Planning processes, for comment and from time-to-time zoning waivers, municipal annexation requests as required by state law and the County-Town agreements. These requests are processed at the time of submission and consist of planning staff review, GIS mapping, municipal coordination, Planning and Zoning Commission comments, Board of County Commissioner briefings and zoning waivers when necessary.

Action:

No action. Briefing of a proposed fee structure for annexation requests.

Attending:

Lynda Eisenberg, Director
Clare Stewart, Comprehensive Planner