

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 March 1, 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 ~ March 1, 2021

*10:00 a.m. Marathon Technology Solutions Grand Opening/Ribbon Cutting
Eldersburg, Maryland
Commissioner Rothstein*

Tuesday ~ March 2, 2021

10:00 a.m. Board of County Commissioners Open Session
Virtual Meeting

Item 1

Legislative Update
Mike Fowler ~ Legislative Liaison

Item 2

[Bid Approval ~ Turf Mowing](#) for
County Buildings and Parks
Department of Public Works ~ Mr. Jeff Castonguay
Bureau of Purchasing

Item 3

[Bid Approval ~ Carrollyn Manor Pipe Lining](#)
Department of Land & Resource Management ~ Mr. Tom Devilbiss
Bureau of Purchasing

Tuesday ~ March 2, 2021 (Continued)

Item 4

[Stormwater Review Position](#)

Department of Land & Resource Management ~ Mr. Tom Devilbiss

Item 5

[Traffic Calming Procedures Briefing](#)

Department of Public Works ~ Mr. Jeff Castonguay

Item 6

Request Approval for Grant Submission

[FY22 Maryland Heritage Area Grant Program](#)

Department of Economic Development ~ Mr. Jack Lyburn

Department of Management & Budget ~ Mr. Ted Zaleski

Public Comment ~ In light of the COVID-19 virus, anyone planning to make public comment should call + (646) 749-3112 and Access Code 610-734-509 to join the meeting.

*1:00 p.m. Carroll County Veterans Independence Project Tour
Westminster, Maryland
Commissioners Weaver & Frazier*

*1:30 p.m. Carroll County Sheriff's Office
North Carroll Training Center Tour
Commissioner Bouchat*

Wednesday ~ March 3, 2021

2:00 p.m. Opioid Senior Policy Group Meeting
Virtual Meeting
Commissioner Frazier

5:00 p.m. Carroll County Board of Education FY22 Operating Budget Hearing/Work
Session ~ Virtual Meeting
Commissioner Weaver

6:00 p.m. Planning Commission Work Session
Virtual Meeting
Commissioner Wantz

Thursday ~ March 4, 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

Item 3

[FAA Airport Coronavirus Response](#)
Grant Program Award
Department of Public Works ~ Mr. Jeff Castonguay
Department of Management & Budget ~ Mr. Ted Zaleski

Item 4

[2022 CTP Priority Letter](#)
Department of Planning ~Ms. Lynda Eisenberg

Item 5

[Harrison Leishear Property](#)
Department of Economic Development ~ Mr. Jack Lyburn

Public Comment ~ In light of the COVID-19 virus, anyone planning to make public comment should call +1 (872)40-3212 + Access Code 738-636-269 to join the meeting.

Administrative Session ~ Open

Closed Administrative Session

Friday ~ March 5, 2021

Saturday ~ March 6, 2021

Sunday ~ March 7, 2021

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

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, March 2, 2021 ~ 9:00 a.m.**

You can also dial in using your phone.

United States: +1 (646) 749-3112

Access Code: 610-734-509

*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.

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Board of Commissioners Open Session ~ **Thursday, March 4, 2021 ~ 9:00 a.m.**

You can also dial in using your phone.

United States: +1 (872) 240-3212

Access Code: 738-636-269

*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.

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DATE: February 8, 2021
 TO: The Carroll County Board of Commissioners
 RE: Turf Mowing for County Buildings and Parks
 78-F-5-20/21

EXECUTIVE SUMMARY:

The Bureau of Facilities in cooperation with the Bureau of Purchasing solicited bids from qualified contractors to provide all labor, equipment, and materials to perform mowing services at various County owned properties through-out Carroll County. Bids were received from the following contractors:

Vendors & Bid Results:

1. Linwood Lawn & Landscape LLC	Eldersburg, MD	\$268,710.00	
2. Poole Landscaping	Frederick, MD	\$277,160.00	
3. Outdoor Lawn and Property Services	Westminster, MD	\$361,920.00	
4. Cutting Edge Lawn Care Services	Hampstead, MD	\$478,354.24	
5. Ivy Hill Land Services	Bel Air, MD	\$607,360.00	
6. Chesapeake Landscape Group	Sykesville, MD	\$710,019.18	
7. Cutz n Trimz Lawn Service	Westminster, MD	\$153,673.26	Bid 2 of the 4 sectors
8. Ward Business Group LLC	Union Bridge, MD	\$85,800.00	Bid 1 of the 4 sectors

The bid price is based on 26 mowing's per season provided each property is mowed weekly. The Bureau of Facilities recommends award to Linwood Lawn and Landscape, LLC in the amount up to \$268,710.00 annually for the turf mowing of County Buildings and Parks throughout Carroll County. Recommendations are within the project budget.

Staff Recommended Motion:

I move that the Board of Commissioners award the contract for turf mowing for County Buildings and Parks to **Linwood Lawn & Landscape, LLC** in the amount up to \$268,710.00 annually.

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 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 23, 2021
 TO: The Carroll County Board of Commissioners
 RE: Carrollyn Manor Pipe Lining

EXECUTIVE SUMMARY:

The Bureau of Resource Management solicited quotations for the lining (cured-in-place) of storm drainpipes at the Carrollyn Manor subdivision. We request your approval to award a contract to Granite Inliner in the amount of \$67,585.00. The cost includes the contractor furnishing all materials, labor, and equipment to complete all work.

This project has been budgeted for in the Bureau of Resource Management renovation program budget.

Carrollyn Manor 7 is a subdivision located just off Hughes Shop Road outside of Westminster. Stormwater management for a portion of the subdivision is addressed by a series of corrugated metal pipes that were installed in 1990. Those pipes have reached the end of their design life and need to be addressed. Due to the location of the pipes on private property and the proximity of a private well, it has been determined that the most cost-effective means to address the pipes is lining.

Vendors & Bid Results:

1. Granite Inliner	Elkridge, MD	\$67,585.00
2. Pleasants Construction, Inc.	Clarksburg, MD	\$72,080.00
3. Progressive Pipeline Management	Wenonah, NJ	No Response

Staff Recommended Motion:

I move that the Board of Commissioners award the contract for the Carrollyn Manor Pipe Lining to Granite Inliner in the amount of \$67,585.00

Bureau of Purchasing Date

Board of Commissioners Date

Commissioner Wantz: Motion 2nd All in Favor Denied
 Commissioner Weaver: Motion 2nd All in Favor Denied
 Commissioner Frazier: Motion 2nd All in Favor Denied
 Commissioner Bouchat: Motion 2nd All in Favor Denied
 Commissioner Rothstein: Motion 2nd All in Favor Denied
 Comments: -

 Action Taken: Accepted Denied Other:

Department of Land & Resource Management
Briefing Paper
March 2, 2021
Open Session

Issue:

Briefing/Discussion/Decision – Stormwater Reviewer Task

Background:

The Bureau of Resource Management is responsible for performing the review of development submissions for adherence to County codes, including stormwater management. The Bureau has a stormwater reviewer position that has been open since September. With increasing workload and backlog of reviews, the Bureau needs a temporary resource while the search continues for a permanent employee.

The Bureau is seeking permission to issue a task order to one of our term contractors to provide an onsite engineer to perform stormwater reviews. The duration of the task will be to the end of fiscal year 2021. The total upper limit of the task will be set at \$65,000. Budget has verified that there is funding available in the Bureau's operating budget.

Action:

Approve the solicitation of a contractual stormwater reviewer with a not to exceed task limit of \$65,000.

Staff Recommended Motion:

I move the Board of County Commissioners approve the solicitation of a contractual stormwater reviewer with a not to exceed task limit of \$65,000.

Attendees:

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

Department of Public Works
Briefing Paper
March 2, 2021

Issue:

Briefing/Discussion: Traffic Calming Process/Sunshine Way

Background:

The Department of Public Works will provide details of the current Traffic Calming Process and activities related to the Sunshine Way Traffic Calming project.

Desired Action:

No action necessary.

Attendees:

Jeff Castonguay, Director, Department of Public Works
Douglas Brown, Deputy Director, Department of Public Works
Christopher S. Letnaunchyn, Bureau Chief, Bureau of Engineering

Farm Museum
Briefing Paper
March 2, 2021
Open Session

Issue:

Approval to apply to the FY22 Maryland Heritage Area Grant Program

Discussion / Decision

Background:

The Farm Museum would like to apply for grant funding to upgrade the Museum’s Quilts and Textiles Exhibit with a goal of tying the new exhibit to the Office of Tourism’s award-winning Carroll County Barn Quilt Trail. This is a natural fit since the Museum is one of the original stops on the trail. The Museum has an extensive collection of historic quilts and coverlets and continues to receive donations of textiles that have been handed down in families for generations. The grant funding would be used to have the collection professionally evaluated and to purchase archival display cases and storage materials so that these textiles – some of them more than 150 years old – could be properly displayed and preserved for the next century and beyond. The funding will also be used to upgrade signage in the exhibit space. The Museum has previously been awarded two MHAA matching grants -- \$10,275 (total project \$20,550) for Upgrading the Hoff Barn Signage and Oxen Exhibit in FY 2019 and \$27,000 (total project \$54,000) for the Museum’s Wormseed Exhibit in FY 2017.

Budget:

State Grant	\$23,000
County Match*	\$23,000
Total Project	\$46,000

*Match requirement will be met using staff time and the Farm Museum’s Patron Fund

Staff Recommended Motion:

I move the Board of County Commissioners approve the submission of the FY22 Maryland Heritage Area Grant Application and accept the award.

Attendees:

Joanne Weant, Manager, Farm Museum
Debby Standiford, Grants Office

Department of Public Works
Briefing Paper
Open Session

Issue:

Briefing/Discussion/Decision – Request Approval to submit Grant Application – Carroll County Regional Airport

Background:

The FAA has notified the county that a grant for \$23,000 in funding for airport expenses has been made available through Title IV of the Coronavirus Response and Relief Supplemental Appropriation Act, 2021 (CRRSA). The grant money is provided to help support airports for costs related to operations, personnel, cleaning, sanitization, janitorial services, combating the spread of pathogens at the airport and debt service payments. Funding is coming directly from the US Treasury general fund and can be used for any purpose for which airport revenues may be lawfully used.

Action:

Direct staff to submit an application to the Federal Aviation Administration for \$23,000 in funds provided to Carroll County Regional Airport by the Coronavirus Response and Relief Supplemental Appropriation Act.

Staff Recommended Motion:

I move the Board of County Commissioners approve the submittal of the Coronavirus Response and Relief Supplemental Appropriation Act grant application and approve acceptance of the grant for the Carroll County Regional Airport.

Attendees:

Eric Burdine, Deputy Director, Carroll County Dept. of Public Works
Mark Myers, Airport Manager, Carroll County Dept. of Public Works
Debby Standiford, Grants Manager, Dept of Management & Budget

Department of Planning

Briefing Paper

March 4, 2021

Open Session

Issue:

2022 Consolidated Transportation Plan Priority Letter - Discussion and Decision

Background:

The Carroll County Department of Planning annually submits a letter in April to the Maryland Department of Transportation listing the key County transportation priorities for inclusion into the State's Consolidated Transportation Program for the following fiscal year. These projects include capacity enhancing infrastructure, main street revitalization, bicycle and pedestrian trails and County transit needs.

A Commissioner briefing was held on February 11, 2021, reviewing the prior year's letter, and going over new items. A new letter was prepared incorporating these points and was sent to the Commissioners for review.

Action:

Approved the FY 2022 2022 Consolidated Transportation Plan Priority Letter and forward to the County's state delegation for their endorsement.

Staff Recommended Motion:

I move the Board of County Commissioners approve the FY 2022 Consolidated Transportation Plan Priority Letter and forward to the County's state delegation for their endorsement.

Attendees:

Lynda D. Eisenberg, Director

**Economic Development
Briefing Paper
March 4, 2021**

Open Session

Issue:

The Industrial Development Authority has elected not to pursue the annexation and development of the Harrison Leishear Property. They are requesting that the County accept the property back.

If the County determines there is no other County need for the property, I recommend a large portion of the property be declared as “surplus”. This is approximately 169 acres of the 254.64 land parcel. The 85-acre parcel depicted on the attached map is constrained by environmental factors and topography. Therefore, I recommend this parcel remain under County ownership.

Per County policy, the County should solicit bids from interested parties for the acquisition and development of the property. The RFP should require the submission of a Master Plan showing the design sketch for the surplus portion of the property.

Background:

The property contains approximately 254.64 acres of land. The property is located in County limits and is zoned R-40,000. The land has high visibility located along MD 27 and is in close proximity to the Washington, DC and Frederick markets.

Staff recommended motion:

I move ~~that~~ the County Commissioners retain the +/- 85 acres of land that was originally designed to remain as publicly owned land to be used for public purpose (~~open space, park, water resource etc.~~) and approve selling the remaining 169 acres previously designated for development by seeking Request for Proposals, while retaining all monitoring and production wells and access thereto.

Attendees:

Mr. Jack Lyburn, Director, Economic Development