

## Board of County Commissioners

C. Richard Weaver, *President*  
Dennis E. Frazier, *Vice President*  
Stephen A. Wantz, *Secretary*  
J. Douglas Howard  
Richard S. Rothschild



## 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 October 2, 2017**

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 ~ October 2, 2017**

#### **Tuesday ~ October 3, 2017**

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

Freedom Plan Discussion  
Board of County Commissioners

#### **Wednesday ~ October 4, 2017**

6:00 p.m. Planning & Zoning Commission Meeting  
County Office Building ~ Reagan Room  
Commissioner Frazier

#### **Thursday ~ October 5, 2017**

8:00 a.m. *Carroll County Agribusiness Breakfast Meeting*  
*Baughner's Restaurant ~ Westminster, Maryland*  
*Commissioner Weaver*

**Thursday ~ October 5, 2017 (Continued)**

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

*Positively Carroll*

**Item 1**

Public Comment on this item  
Discussion/Possible Decision  
[Update ~Housing Inmates Off-Site](#) to Relieve  
Jail Overcrowding  
Request for Monies from Reserve for Contingencies  
Carroll County Sheriff's Office ~ Sheriff James DeWees

**Item 2**

Public Comment on this item  
Discussion/Decision  
[Request Approval to Accept FY18 Community Development](#)  
Block Grant Award for Boys & Girls Club of Westminster  
Department of Citizen Services ~ Ms. Christine Kay  
Department of Management & Budget ~ Mr. Ted Zaleski

**Item 3**

Public Comment on this item  
Discussion/Decision  
Request Approval to Accept FFY 2017/SFY 2018  
[Emergency Solutions Grant](#)  
Department of Citizen Services ~ Ms. Christine Kay  
Department of Management & Budget ~ Mr. Ted Zaleski

**Item 4**

Public Comment will be taken during the Public Hearing  
Public Hearing  
Chapter 33, Finances and Taxation  
[PACE/Clean Energy](#)  
Department of the County Attorney ~ Mr. Tim Burke  
Department of the Comptroller ~ Mr. Robert Burk  
Department of Economic Development ~ Mr. Jack Lyburn

**Item 5**

Public Comment on this item  
[Briefing ~ Bond Issue Update](#)  
Department of the Comptroller ~ Mr. Robert Burk  
Department of the County Attorney ~ Mr. Tim Burke

**Thursday ~ October 5, 2017 (Continued)**

**Item 6**

Public Comment on this item  
Discussion/Decision  
Request to Proceed to a Public Hearing  
[2017 Special Summer Water & Sewer Amendment](#)  
Department of Planning ~ Ms. Lynda Eisenberg

**Item 7**

Public Comment on this item  
Briefing/Discussion/Possible Decision  
[Bid Approval ~ Tree Planting Fall 2017 – Contract 1](#)  
Department of Land & Resource Management ~ Mr. Tom Devilbiss  
Bureau of Purchasing ~ Mr. Mike Myers

**Item 8**

Public Comment on this item  
Briefing/Discussion/Possible Decision  
[Bid Approval ~ Tree Planting Fall 2017 – Contract 2](#)  
Department of Land & Resource Management ~ Mr. Tom Devilbiss  
Bureau of Purchasing ~ Mr. Mike Myers

**Item 9**

Public Comment on this item  
Briefing/Discussion/Possible Decision  
[Bid Approval ~ Tree Planting Fall 2017 – Contract 3](#)  
Department of Land & Resource Management ~ Mr. Tom Devilbiss  
Bureau of Purchasing ~ Mr. Mike Myers

**Item 10**

Public Comment on this item  
Briefing/Discussion/Possible Decision  
[Bid Approval ~ Blue Ridge Manor](#)  
Stormwater Management Pond Reconstruction  
Department of Land & Resource Management ~ Mr. Tom Devilbiss

**Item 11**

Public Comment on this item  
Discussion/Decision  
[Exercise an Option to Purchase a Rural Legacy Program](#)  
Conservation Easement on the Ralph M. Dell, Jr. and  
Mary J. Dell Property  
Department of Land & Resource Management ~ Mr. Tom Devilbiss

**Thursday ~ October 5, 2017 (Continued)**

**Item 12**

Public Comment on this item  
Briefing/Discussion/Possible Decision  
[Use of Term Contract for Rehabilitation](#) of  
the Houck Road Pipe Culvert  
Department of Public Works ~ Mr. Jeff Castonguay

**Item 13**

Public Comment on this item  
Briefing/Discussion/Possible Decision  
[Bid Approval ~ Modular Bunkhouse](#)  
Department of Public Works ~ Mr. Jeff Castonguay  
Bureau of Purchasing ~ Mr. Mike Myers

**Item 13**

Public Comment on this item  
Briefing/Discussion/Possible Decision  
[Bid Approval ~ CCPN Equipment Maintenance](#)  
Department of Technology Services ~ Mr. Mark Ripper  
Bureau of Purchasing ~ Mr. Mike Myers

**Public Comment**

Approval/Adoption of Minutes

Administrative Session ~ Open

*4:00 p.m.      Drug Awareness Expo  
Union Bridge Fire Department ~ Union Bridge, Maryland  
Commissioners Frazier, Wantz & Rothschild*

**Friday ~ October 6, 2017**

*10:00 a.m.      CHANGE Respite Inn Re-Opening Event & Ribbon Cutting  
Westminster, Maryland  
Commissioners Weaver & Wantz*

**Saturday ~ October 7, 2017**

- 10:00 a.m. Hampstead Fall Festival  
Hampstead Fire Company ~ Hampstead, Maryland  
Commissioner Weaver*
- 10:00 a.m. Mayberry Fall Festival  
Westminster, Maryland  
Commissioner Wantz*
- 3:00 p.m. Eagle Scout Court of Honor Ceremony  
Westminster Community Pond ~ Westminster, Maryland  
Commissioner Frazier*
- 6:00 p.m. Lions Club Event Honoring District Governor Susan Bonura  
Martin's ~ Westminster, Maryland  
Commissioner Wantz*

**Sunday ~ October 8, 2017**

- 8:05 a.m. "The Commissioners' Report" – WTTR  
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**  
*a great place to live, a great place to work, a great place to play*

**Carroll County Sheriff's Office**  
**Briefing Paper**  
**August 28, 2017**

FROM: James T. DeWees, Sheriff  
George R. Hardinger, Warden

SUBJECT: Update - Housing Inmates Off-Site to Relieve Jail Overcrowding  
Current FY request for \$64,800 from Reserve for Contingencies

**EXECUTIVE SUMMARY:**

This report provides the Board of County Commissioners with an update on the number of inmates housed off-site (i.e., the Allegany County Detention Center). The initial agreement was approved by the previous Board of Commissioners on October 16, 2014. The inmate average daily population (ADP) at the time was 260 with 57 being female. This far exceeded the design capacity of 185 that is based on state guidelines. Additional secure beds were urgently needed to manage and appropriately house the inmate population.

It is ironic that shortly after transferring inmates to the Allegany County Detention Center (ACDC) the inmate population – particularly females – started a slow but steady downward trend. Despite brief upward spikes this trend continued until it leveled off at approximately 180 in early 2016. Today, the total number of inmates in the detention center is 199,170 males and 29 females. This number does not include the 37 that are housed off-site in treatment programs or those participating in home detention. It is noted that there is currently 3 males and 1 female housed at the ACDC.

While the inmate ADP has decreased the detention center remains above its design capacity and historically the inmate ADP increases during the late spring and summer months as the number of arrests increase and the court dockets begin to temporarily back-up. For these reasons it is anticipated that the ADP will hover at or above the design capacity. We are currently asking that contingency funds in the amount of \$64,800 be approved for off-site housing. This provides for housing an average of eight (8) inmates - 6 males and 2 females - for up to **180 days** or through the end of the second quarter of the fiscal year. The funds would only be used for the purpose of off-site secure housing if the inmate ADP exceeds the design capacity and/or on a case-by-case basis if inmates require special housing (i.e. keep inmates separate, witness protection and other unusual considerations). If additional housing is not needed the funds would not be used.

**Staff Recommended Motion:** I move that the Board of Commissioners transfer \$ 64,800 from Reserve for Contingencies to the Detention Center budget.

**CONTACT PERSON:**

George Hardinger, Warden – 410.386.2620 or e-mail: ghardinger@ccg.carr.org

**Citizen Services**

**Briefing Paper**

**10/5/17**

**Open Session**

**Issue:** FY18 Community Development Block Grant (CDBG) Award

**Discussion/Decision:** Acceptance of the FY18 Community Development Block Grant (CDBG) Award for Boys and Girls Club of Westminster

**Background**

With \$4.7 million in funding available, the State received 30 applications requesting \$16 million. Carroll County was awarded \$400,000 for the Boys and Girls Club project.

Last year, the Boys and Girls Club of Westminster served over 120 kids, ages 6-18, with afterschool and summer programs. With 70 kids on a waiting list, the agency purchased 71 E. Main Street in Westminster to expand their capacity. The project is being completed in 2 phases: Phase 1 is the renovation of the existing building, while Phase 2 includes the construction of the gym.

The 12,041 sq. ft. renovation is expected to be complete in December of 2017, and will include a teen center, technology suite, art studio and radio station. When the 3,171 sq. ft. gym is added, the facility will have the capacity to accommodate 600 kids per day.

**FY18 CDBG Budget  
Boys and Girls Club of Westminster – Phase 2 – Gym Construction**

| Source              |           | Status   | Amount             |
|---------------------|-----------|----------|--------------------|
| Federal – thru DHCD | FY18 CDBG | Secured  | \$400,000          |
| Foundation Grants   |           | Secured  | \$500,000          |
| Federal – thru DHCD | FY19 CDBG | Pending* | \$400,000          |
| County Cash Match   |           |          | 0                  |
| <b>Total Cost**</b> |           |          | <b>\$1,300,000</b> |

\* Pending Board of County Commissioner approval and State award

\*\*The project will also include in-kind donations of time from BGCW Staff, County Staff and local businesses.

**Action:** Accept FY18 CDBG grant award

**Staff Recommended Motion:** I move that the Board of Commissioners accept the FY18 CDBG award for the Boys and Girls Club of Westminster capital project.

Debby Standiford, Grants Manager, Management and Budget  
Bonnae Meshulam, Executive Director, Boys and Girls Club of Westminster

**Citizen Services**

**Briefing Paper**

**10/5/17**

**Open Session**

**Issue: FFY17 and SFY18 Emergency Solutions Grant (ESG) Award**

**Discussion/Decision: Acceptance of FFY17 and SFY18 Emergency Solutions Grant (ESG) Award**

**Background: The Department of Citizen Services has been awarded competitive funding to support HSP's shelter and housing programs**

**Emergency Shelter**

The award provides funding for two of HSP's emergency shelters. With 20 beds, the **Intact Family Shelter** is the only shelter in the County for intact families or single dads with their children. In FY17, 41 adults and 46 children were served in the Family Shelter with a bed utilization rate of 76%. Of those that left shelter, 73% moved to permanent housing. With 23 beds, the **Women's Shelter** serves single women and women with their children. In FY17, Women's Shelter served 61 women and 33 children. Of those that left the Women and Children's shelter, 43% moved to permanent housing.

**Rapid Rehousing (RRH)**

This award will also fund HSP's Rapid Rehousing (RRH) program for families with children. This program provides rental assistance of up to \$550 for up to 12 months for 6 families, with participants contributing 30% of their income toward rent. In FY17, the program housed 10 formally homeless families, including 16 adults and 18 children. During this time period, 9 of 10 families remained housed.

**FFY 2017 and SFY 2018 ESG Award**

|                                                                                       | <b>ESG Award*</b> | <b>Other Funds</b> | <b>Match</b>     | <b>Total FY18 Budget</b> |
|---------------------------------------------------------------------------------------|-------------------|--------------------|------------------|--------------------------|
| Intact Family Shelter – Case Management and Operations – HSP County Budget Allocation | \$23,600          | \$0                | \$18,388         |                          |
| Intact Family Shelter – HSP In-Kind Green St.                                         |                   |                    | \$23,208         | \$23,208                 |
| Women and Children's Shelter – Operations – DHR Women in Crisis Grant                 | \$32,000          | \$44,189           | \$109,869        |                          |
| Rapid Rehousing (RRH) – In-Kind Match DHR Service Linked Housing.                     | \$56,300          | 0                  | 17,500           | \$73,800                 |
| HSP In-Kind Match –Value of rent contributions for six families (6X12X\$400)          |                   |                    | \$28,800         | \$28,800                 |
| County Cash Match                                                                     | 0                 |                    | 0                | 0                        |
| <b>Total Programs</b>                                                                 | <b>\$111,900</b>  | <b>\$44,189</b>    | <b>\$197,765</b> | <b>\$353,854</b>         |

\* **Maximum Request: \$145,000**

**Action:** Accept FFY17 and SFY18 Emergency Solutions Grant Award

**Staff Recommended Motion: I move that the Board of Commissioners accept the FFY17 and SFY18 Emergency Solutions Grant (ESG) Award.**

**Attending:**

**Angela Gustus, Executive Director, Human Services Programs Program, Inc.**  
**Debby Standiford, Grants Manager, Management and Budget**



**Department of the County Attorney**  
**Briefing Paper**  
**Thursday, October 5, 2017**  
**Open Session**

**Issue:**

Chapter 33, Finances and Taxation

**Background:**

The Board will conduct a public hearing to hear comments regarding a proposed new section to Chapter 33, Finances and Taxation, providing for clean energy loans. If adopted, a Clean Energy Loan Program would be established for commercial property owners for energy efficiency projects and renewable energy products commonly referred to as “Property Assessed Clean Energy” (PACE). The loans would be provided by public or private lenders participating in the PACE program and the County’s role would be limited to serving as the program’s sponsor to facilitate loan repayment by including a surcharge on the County’s real property tax bill for the property (the County would incur no liability for the loan).

**Action:**

Conduct a public hearing on the proposed amendments.

**Staff recommended motion:**

I move that the Board conclude the public hearing and keep the record open for a period of ten calendar days from today’s date.

**Attendees:** Tim Burke, County Attorney, Department of the County Attorney  
Rob Burk, Comptroller, Department of the Comptroller  
Jack Lyburn, Director, Department of Economic Development

**Department of the Comptroller**  
**Briefing Paper**  
**October 5, 2017**  
**Open Session**

**Briefing:** Bond Issue Update

**Background:** County staff recently began the annual process of planning and scheduling for an upcoming bond financing this fall. We reviewed our capital spending to identify the specific projects and amounts to be included in the financing. Our conclusion is that there is no new borrowing necessary to meet our current or projected spending in this fiscal year. This is primarily due to the timing and cash flows of projects; and similar to a construction loan, we don't draw on our borrowing until it is needed.

Therefore, we will not be conducting a fall bond sale, requesting credit ratings or releasing an official statement this year. This decision will not significantly affect our future capital spending plans or directly create capacity for other projects.

**Action:** We will brief the Board and answer any questions.

**Attendees:** Robert Burk, Department of the Comptroller  
Ted Zaleski, Department of Management and Budget

**Department of Planning**  
**Briefing Paper**  
**October 5, 2017**  
**Open Session**

**Issue:**

Authorization to proceed to public hearing - 2017 Special Summer Amendment to the 2014 Water and Sewer Master Plan

**Background:**

Staff has briefed the BCC on the nature of the proposed amendment. Staff is seeking authorization to proceed to a public hearing. The purpose of the hearing is to accept public comment regarding the 2017 Special Summer Amendment to the 2014 Carroll County Water and Sewer Master Plan.

**Action:**

Authorize Public Hearing

**Staff Recommended Motion:**

*I move that the Board authorize staff to proceed to a public hearing on this matter.*

**Attendees:**

Lynda Eisenberg, Acting Director

DATE: September 14, 2017  
 TO: The Carroll County Board of Commissioners  
 RE: Tree Planting Fall 2017 – Contract 1  
 75-F-1-17/18

**EXECUTIVE SUMMARY:**

This project involves the planting of native trees to establish and/or enhance streamside forest buffers. 4.19 acres will be planted on 8 privately owned properties in the Liberty Watershed of Carroll County. The trees in this project shall be planted and maintained in conformance with the specifications provided by the lowest responsive and responsible bidder, Aspen Landscape.

**Vendors & Bid Results:**

|                                |                      |             |
|--------------------------------|----------------------|-------------|
| 1. Aspen Landscape             | Silver Spring, MD    | \$14,324.00 |
| 2. JC Kirby Enterprises Inc.   | Taneytown, MD        | \$15,370.10 |
| 3. Wright Environmental & Land | Hanover, PA          | \$18,011.59 |
| 4. Quality Outdoor Inc.        | Sykesville, MD       | \$18,972.75 |
| 5. Conservation Services Inc.  | Waynesboro, VA       | \$23,084.38 |
| 6. Red Hill Lawn Services      | Westminster, MD      | \$24,274.08 |
| 7. Honey Cove Lawn Care        | Prince Frederick, MD | \$28,833.95 |

**Staff Recommended Motion:**

I move that the Board of Commissioners award the contract for Tree Planting Fall 2017 Contract 1 to Aspen Landscape in the amount of \$14,324.00.

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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 Rothschild:                                                                                        | <input type="checkbox"/> Motion | <input type="checkbox"/> 2 <sup>nd</sup> | <input type="checkbox"/> All in Favor | <input type="checkbox"/> Denied |
| Commissioner Howard:                                                                                            | <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: September 14, 2017  
 TO: The Carroll County Board of Commissioners  
 RE: Tree Planting Fall 2017 – Contract 2  
 75-F-2-17/18

**EXECUTIVE SUMMARY:**

This project involves the planting of native trees to establish and/or enhance streamside forest buffers. 8.66 acres will be planted on 9 privately owned properties mostly in the Liberty Watershed of Carroll County. The trees in this project shall be planted and maintained in conformance with the specifications provided and the planting plan created for each property to the lowest responsive and responsible bidder, Aspen Landscape.

**Vendors & Bid Results:**

|                                |                      |             |
|--------------------------------|----------------------|-------------|
| 1. Aspen Landscape             | Silver Spring, MD    | \$42,246.00 |
| 2. Quality Outdoor Inc.        | Sykesville, MD       | \$46,080.00 |
| 3. JC Kirby Enterprises Inc.   | Taneytown, MD        | \$47,643.20 |
| 4. Wright Environmental & Land | Hanover, PA          | \$54,738.93 |
| 5. Conservation Services Inc.  | Waynesboro, VA       | \$56,212.96 |
| 6. Red Hill Lawn Services      | Westminster, MD      | \$59,031.94 |
| 7. Honey Cove Lawn Care        | Prince Frederick, MD | \$73,189.15 |

**Staff Recommended Motion:**

I move that the Board of Commissioners award the contract for Tree Planting Fall 2017 Contract 2 to Aspen Landscape in the amount of \$42,246.00.

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\_\_\_\_\_ 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 <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 Rothschild:                                                                                        | <input type="checkbox"/> Motion | <input type="checkbox"/> 2 <sup>nd</sup> | <input type="checkbox"/> All in Favor | <input type="checkbox"/> Denied |
| Commissioner Howard:                                                                                            | <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: September 14, 2017  
 TO: The Carroll County Board of Commissioners  
 RE: Tree Planting Fall 2017 – Contract 3  
 75-F-3-17/18

**EXECUTIVE SUMMARY:**

This project involves the planting of native trees to establish and/or enhance streamside forest buffers. 7.2 acres will be planted on 7 privately owned properties mostly in the Prettyboy Watershed of Carroll County. The trees in this project shall be planted and maintained in conformance with the specifications and the planting plan created for each property to the lowest responsive and responsible bidder, Quality Outdoor, Inc.

**Vendors & Bid Results:**

|                                |                      |             |
|--------------------------------|----------------------|-------------|
| 1. Quality Outdoor Inc.        | Sykesville, MD       | \$36,237.00 |
| 2. JC Kirby Enterprises Inc.   | Taneytown, MD        | \$38,413.20 |
| 3. Wright Environmental & Land | Hanover, PA          | \$46,260.20 |
| 4. Conservation Services Inc.  | Waynesboro, VA       | \$50,173.10 |
| 5. Honey Cove Lawn Care        | Prince Frederick, MD | \$62,407.50 |
| 6. Red Hill Lawn Services      | Westminster, MD      | \$69,906.69 |

**Staff Recommended Motion:**

I move that the Board of Commissioners award the contract for Tree Planting Fall 2017 – Contract 3 to Quality Outdoor Inc. in the amount of \$36,237.00.

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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 Rothschild:                                                                                        | <input type="checkbox"/> Motion | <input type="checkbox"/> 2 <sup>nd</sup> | <input type="checkbox"/> All in Favor | <input type="checkbox"/> Denied |
| Commissioner Howard:                                                                                            | <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: September 27, 2017

TO: The Carroll County Board of Commissioners

RE: Blue Ridge Manor Stormwater Management Pond Reconstruction  
75-F-4-17/18

**EXECUTIVE SUMMARY:**

The Carroll County Bureau of Purchasing in cooperation with the Bureau of Resource Management solicited bids from qualified contractors to provide the labor, material, equipment, and services necessary for the reconstruction of the Blue Ridge Manor Stormwater Management Pond, located off Old New Windsor Pike, New Windsor MD 21776.

**Vendors & Bid Results:**

- |                                     |                    |              |
|-------------------------------------|--------------------|--------------|
| 1. Thomas Bennett & Hunter, Inc.    | Westminster, MD    | \$429,900.00 |
| 2. White Pine Construction Corp     | Finksburg, MD      | \$474,900.00 |
| 3. Conewago Enterprises, Inc.       | Hanover, PA        | \$497,121.00 |
| 4. Stambaugh's Inc.                 | Union Bridge, MD   | \$499,500.00 |
| 5. Kibler Construction              | Finksburg, MD      | \$600,073.00 |
| 6. CJ Miller, LLC                   | Hampstead, MD      | \$694,000.00 |
| 7. DSM Properties, LLC              | Baltimore, MD      | \$673,970.00 |
| 8. Watermark Environmental, Inc.    | Ft. Washington, PA | \$908,560.00 |
| 9. Accubid Civil Construction, Inc. | Mt. Airy, MD       | \$996,110.00 |

**Staff Recommended Motion:**

I move that the Board of Commissioners award the contract for the Blue Ridge Manor Stormwater Management Pond Reconstruction to Thomas, Bennett & Hunter, Inc. in the amount of \$429,900.00.

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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 Rothschild:                                                                                        | <input type="checkbox"/> Motion | <input type="checkbox"/> 2 <sup>nd</sup> | <input type="checkbox"/> All in Favor | <input type="checkbox"/> Denied |
| Commissioner Howard:                                                                                            | <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: |                                 |                                          |                                       |                                 |

# Department of Land & Resource Management

## Briefing Paper

October 5, 2017

## Open Session

### Issue:

**Discussion/Decision – Rural Legacy Program Option to Purchase on the Ralph M. Dell, Jr. and Mary M. Dell property, 3301 Ralph Dell Road, Hampstead, District 2.**

### Background:

A 117.744 acre farm property owned by Ralph M. Dell, Jr. and Mary M. Dell was granted preliminary approval to participate in the County Agricultural Land Preservation Program by the County Agricultural Land Preservation Advisory Board on October 12, 2016. Subsequently, the Board of County Commissioners granted preliminary approval on November 17, 2016. The easement will be purchased through the Rural Legacy Program. The cost of \$540,217.68 will be paid through a Rural Legacy Program grant using all state funds. Notice of Intent to purchase a conservation easement on the property has been duly advertised.

The Option signed by the owners provides 120 days for the Commissioners to exercise the Option thereby converting it to a Contract of Sale. The Rural Legacy Program has approved the purchase through a grant agreement and the County and the landowner are ready to proceed to the easement settlement stage.

### Action:

Discussion/Decision – Staff is requesting exercising an Option to Purchase a Rural Legacy Program conservation easement on the Ralph M. Dell, Jr. and Mary J. Dell property.

### Staff-Recommended Motion:

*I move that the Board of Commissioners exercises an Option to Purchase a Rural Legacy Program conservation easement on the Ralph M. Dell, Jr. and Mary J. Dell property.*

### Attendees:

Thomas Devilbiss, Director, Department of Land & Resource Management  
Deborah Bowers, Program Manager, Agricultural Land Preservation Program  
J. P. Smith, Jr., Preservation Specialist, Agricultural Land Preservation Program



**Department of Public Works**  
**Briefing Paper**  
**October 5, 2017**  
**Open Session**

**Issue:** Use of Term Contract for Rehabilitation of the Houck Road Pipe Culvert.

**Briefing/Discussion/Decision:** Discussion and possible decision on the request for the use of a term contract.

**Background:** The Department of Public Works (DPW) has evaluated the 91 foot long by 72 inch diameter Houck Road Pipe Culvert and has determined that the invert is in poor operating condition. This culvert can be made structurally sound through a shotcrete-lining rehabilitation process rather than the traditional replacement approach. This process will result in an overall cost savings of approximately \$120,000 to the County.

The project will primarily consist of the installation of a wire reinforced three inch thick shotcrete lining to the invert corrugated metal pipe. Additional work will include the sealing of joints and the filling of voids.

The necessary permits have been approved and obtained from the Maryland Department of the Environment. Houck Road will remain open to through traffic during the pipe work activity. The estimated time to complete the work is 8 days.

The proposed fee submitted by Proshot Concrete, Inc. is \$28,000.00. Proshot Concrete, Inc. has a term contract in place with the County. Funding for this work is available in Account 9847, Small Drainage Structures.

**Action:**

Approval of the request to use a term contract.

**Staff-Recommended Motion:**

I move that the Board of Commissioners approve the use of the Proshot Concrete, Inc. term contract for the Houck Road culvert rehabilitation project.

**Attendees:**

Jeff Castonguay, Director, Public Works.

Donnell Davis, Deputy Director, Public Works.

Eric Silverman, Roads Administrative Supervisor.

DATE: September 26, 2017  
TO: The Carroll County Board of Commissioners  
RE: Modular Bunkhouse

**EXECUTIVE SUMMARY:**

The Bureau of Purchasing in cooperation with the Bureau of Roads Operations is requesting your approval to purchase a modular bunkhouse from The Modular Space Corporation in the amount of \$44,135. This includes the modular building and modifications, delivery and installation. The building will be located at the Winfield salt pad and will provide office space as well as bunk space for snow removal operations. The building is a replacement for a structure no longer in a condition to support operations. This amount is within the project budget and no additional funds are necessary.

**Staff Recommended Motion:**

I move that the Board of Commissioners award the contract for the purchase, delivery and installation of a modular bunkhouse to The Modular Space Corporation in the amount of \$44,135.

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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 Rothschild:                                                                                              | <input type="checkbox"/> Motion | <input type="checkbox"/> 2 <sup>nd</sup> | <input type="checkbox"/> All in Favor | <input type="checkbox"/> Denied |
| Commissioner Howard:                                                                                                  | <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: September 28, 2017  
TO: The Carroll County Board of Commissioners  
RE: CCPN Equipment Maintenance

**EXECUTIVE SUMMARY:**

The Bureau of Purchasing in cooperation with the Department of Technology Services requests your approval to award the contract for the Carroll County Public Network (CCPN) Equipment Maintenance to Skyline Network Engineering in the annual amount of \$70,475. This represents 6.3% of the original purchase price which is well below the industry standard of 15-20% annually. This amount is within the project budget and no additional funds are necessary.

**Staff Recommended Motion:**

I move that the Board of Commissioners award the contract for the CCPN Network Maintenance to Skyline Network Engineering in the amount of \$70,475.

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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 Rothschild:                                                                                              | <input type="checkbox"/> Motion | <input type="checkbox"/> 2 <sup>nd</sup> | <input type="checkbox"/> All in Favor | <input type="checkbox"/> Denied |
| Commissioner Howard:                                                                                                  | <input type="checkbox"/> Motion | <input type="checkbox"/> 2 <sup>nd</sup> | <input type="checkbox"/> All in Favor | <input type="checkbox"/> Denied |
| Comments: -                                                                                                           | _____<br>_____                  |                                          |                                       |                                 |
| Action Taken: <input type="checkbox"/> Accepted <input type="checkbox"/> Denied <input type="checkbox"/> Other: _____ |                                 |                                          |                                       |                                 |