

## 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 January 4, 2021**

#### **Revision 2 dated January 6, 2021**

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

- *Indicates Outside Activities*

#### **Monday ~ January 4, 2021**

5:00 p.m. Carroll County Board of Education Board Meeting  
Virtual Meeting  
Commissioners Bouchat & Frazier

#### **Tuesday ~ January 5, 2021**

#### **Wednesday ~ January 6, 2021**

10:00 a.m. LifeBridge Health Leadership Meeting  
Virtual Meeting  
Commissioners Rothstein, Wantz & Frazier

#### **Thursday ~ January 7, 2021**

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

*Priority Carroll*

**Thursday ~ January 7, 2021 (Continued)**

**Item 1**

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

**Item2**

[Bid Approval ~ New Condensing Units](#) at the Carroll County Detention Center  
Department of Public Works ~ Mr. Jeff Castonguay  
Bureau of Purchasing ~ Mr. Mike Myers

**Item 3**

[Bid Approval ~ Replacement of Water Valve Bolts](#) Edgewood Estates  
Department of Public Works ~ Mr. Jeff Castonguay  
Bureau of Purchasing ~ Mr. Mike Myers

**Item 4**

[Bid Approval ~ Engineering Services](#) for the Curtis Court  
Water Main Replacement  
Department of Public Works ~ Mr. Jeff Castonguay  
Bureau of Purchasing ~ Mr. Mike Myers

**Item 5**

[Bid Approval ~ Sykesville Main Street](#) Final Engineering Design Services  
Department of Public Works ~ Mr. Jeff Castonguay  
Bureau of Purchasing ~ Mr. Mike Myers

**Item 6**

[Bid Approval ~ Hampstead Wastewater Treatment Plant](#)  
Gravity Influent Line Manhole Conversion  
Department of Public Works ~ Mr. Jeff Castonguay  
Bureau of Purchasing ~ Mr. Mike Myers

**Item 7**

[Commercial Permit Fees](#) for utility group structures including agricultural buildings, livestock shelters, greenhouses and stables  
Department of Public Works ~ Mr. Jeff Castonguay

**Thursday ~ January 7, 2021 (Continued)**

**Item 8**

Grant Application Form for Expansion of [Existing Broadband Networks Funding Program](#) State of Maryland

Department of Technology Services ~ Mr. Mark Ripper

Department of Management & Budget ~ Mr. Ted Zaleski

**Item 9**

~~Request Approval of Budget Adjustment for [Public Safety Training Center Personnel Positions](#)~~

~~Department of Fire & Emergency Medical Services ~ Mr. Robert McCoy~~

**Public Comment** ~ In light of the COVID-19 virus, anyone planning to make public comment should call +1 (571) 317-3122 + Access Code: 122-826-093 to join the meeting.

Administrative Session ~ Open

Closed ~ Administrative Session

1:00 p.m.      Closed Administrative Session

**Friday ~ January 8, 2021**

**Saturday ~ January 9, 2021**

**Sunday ~ January 10, 2021**

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

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 ~ **Thursday, January 7, 2021 ~ 9:00 a.m.**

**You can also dial in using your phone.**

**United States: +1 (571) 317-3122**

**Access Code: 122-826-093**

\*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.

DATE: December 11, 2020

TO: The Carroll County Board of Commissioners

RE: New Condensing Units at the Carroll County Detention Center

**EXECUTIVE SUMMARY:**

The Bureau of Facilities in cooperation with the Bureau of Purchasing, requests your approval to award the contract for the installation of new refrigeration units at the Detention Center to The Electric Motor Repair Company (EMR) in the amount of \$30,181.62. EMR is a term contract vendor that performs the repairs and maintenance of the commercial appliances at the Detention Center.

This work is for the replacing of roof top condensing units along with the evaporator units for the walk-in freezer and walk-in refrigerator located at the Detention Center. To be energy efficient the new systems will be charged with r448a refrigerant. This will be a three (3) day process to complete. The cost includes disposing of old units, use of a crane, all parts, supplies, material, labor, freight and testing.

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 project to EMR in the amount of \$30,181.62 for the new condensing units at the Carroll County Detention Center.

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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: December 16, 2020  
 TO: The Carroll County Board of Commissioners  
 RE: Replacement of Water Valve Bolts – Edgewood Estates

**Executive Summary:**

The Bureau of Purchasing, in cooperation with the Bureau of Utilities, requests your approval to award a contract for the replacement of water valve bolts at thirty-six locations within Edgewood Estates of the Freedom District service area to HTI Contractors in the amount of \$68,418.00. This award will be made via a competitively bid term contract. These locations were bid as a collective grouping to generate interest and competitive pricing. Bids were solicited from four contractors and proposals were received from two of these contractors. The proposals are summarized below. The bid amount is within the adopted budget and no additional funds will be necessary.

Contractor	Proposal
HTI Contractors	\$68,418.00
Mid-Atlantic Utilities, Inc.	\$69,075.00

**Background:**

The Bureau of Utilities has initiated a programmed valve bolt replacement program to systematically upgrade aging cast iron bolts to stainless steel bolts. It has been determined that roughly 1,100 of the estimated 4,300 water valves in the Freedom District were installed with cast iron bolts during the 1980s and 1990s. Aged cast iron bolts can and have failed without warning, especially when water valve assemblies are being exercised or utilized. This results in water service failures and repair challenges for the Bureau. Moving forward with the bolt replacement program will enhance the overall reliability and level of service of the Freedom District water system.

**Staff Recommended Motion:**

I move that the Board of Commissioners award a contract for the replacement of water valve bolts at thirty-six locations within Edgewood Estates of the Freedom District service area to HTI Contractors in the amount of \$68,418.00.

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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: December 16, 2020

TO: The Carroll County Board of Commissioners

RE: Engineering Services for the Curtis Court Water Main Replacement

**Executive Summary:**

The Bureau of Purchasing, in cooperation with the Bureau of Utilities, requests your approval to award a contract for engineering services for the Curtis Court water main replacement project to Whitman, Requardt & Associates, LLP (WRA) in the amount of \$41,157.00. 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 existing 300 linear foot, three-inch diameter cast iron water main that serves Curtis Court was installed in the 1970s and has been subject to several recent repair efforts. The water main has reached the end of the projected service life and is in need of replacement. The design project will include an upgrade to a current standards six-inch diameter ductile iron water main. The overall scope of work will also include the replacement of the water service laterals to the four properties that front Curtis Court. The WRA scope of work will include the preparation of contract drawings, specifications, acquisition of permits and engineering construction services for the proposed water main and water service lateral replacements.

**Staff Recommended Motion:**

I move that the Board of Commissioners award a contract for engineering services for the Curtis Court water main replacement project to Whitman, Requardt & Associates, LLP in the amount of \$41,157.00.

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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: December 16, 2020  
 TO: The Carroll County Board of Commissioners  
 RE: Sykesville Main Street – Final Engineering Design Services

**Executive Summary:**

The Bureau of Purchasing, in cooperation with the Bureau of Utilities, requests your approval to award a contract for final engineering design services for the replacement of the Sykesville Main Street water and sewer systems to Johnson, Mirmiran & Thompson, Inc. (JMT) in the amount of \$203,097.00. 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 Sykesville Main Street water and sewer systems was originally planned to be implemented in conjunction with the State Highway Administration’s proposed streetscape project. The streetscape project has been tabled indefinitely by the State at this time. The Main Street water and sewer infrastructure dates to the 1960s and ‘70s and has reached the limits of its expected service life. The water system includes approximately 1,525 linear feet of a combination of 6-inch diameter cast iron pipe and 8-inch diameter ductile iron pipe, 41 water service connections to residential and commercial units and 3 fire hydrants. The sewer system includes approximately 1,600 linear feet of 8-inch diameter ductile iron gravity main and the same 41 residential and commercial service connections. There are also significant sags in the gravity main that further compromises the working condition of the system. The scope of work for this project includes all tasks related to final engineering design services for the replacement of both the water and wastewater utility systems. The construction documents produced by JMT will then be used to solicit bids for the construction portion of the overall Main Street project.

**Staff Recommended Motion:**

I move that the Board of Commissioners award a contract for construction inspection services for final engineering design services for the replacement of the Sykesville Main Street water and sewer systems to Johnson, Mirmiran & Thompson, Inc. in the amount of \$203,097.00.

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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
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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: December 23, 2020

TO: The Carroll County Board of Commissioners

RE: Hampstead Wastewater Treatment Plant Gravity Influent Line Manhole Conversion

**Executive Summary:**

The Bureau of Purchasing, in cooperation with the Bureau of Utilities, requests your approval to award a contract for manhole conversion work related to the Hampstead Wastewater Treatment Plant (HWWTP) and the flow transition to the Lower Beckleysville Road gravity influent line to Conewago Enterprises, Inc. in a not-to-exceed amount of \$40,000.00. Conewago Enterprises is the contractor of record currently performing the HWWTP ENR Upgrade project. The not-to-exceed amount is within the adopted budget and no additional funds will be necessary.

**Background:**

The scope of work of this project allows for the transition of the primary wastewater influent flow to HWWTP from the existing sewer line on Main Street south of the Houcksville Road / Lower Beckleysville Road intersection to the recently completed Lower Beckleysville Road gravity main that continues to HWWTP via the Cole property. The new gravity main will convey approximately 80% of Hampstead’s wastewater flow to the treatment plant and the new headworks building. To implement this transition, flowlines within four existing sewage manhole structures must be reconstructed to send the wastewater in the correct direction. While this would appear to be a simple and direct venture, there are complications. One of these is that the most significant manhole structure is on Main Street itself. Main Street is a Maryland State Highway Administration (SHA) roadway. The County is subject to SHA construction requirements, including traffic control measures. The other challenge is the high volume of wastewater flow that occurs during normal daytime hours. In reviewing this matter at length with the Contractor, the most effective approach to the flow transition is to perform the work overnight with a bypass pumping operation. The overall project will require the temporary closure of the southbound Main Street travel lane in the general vicinity of the intersection with Houcksville and Lower Beckleysville Roads. As per SHA, this lane closure will require a traffic flagging operation. The overall work will require coordination and scheduling with three separate subcontractors. Because of the challenges associated with this project and the tight construction schedule that is in place for the ENR project, this request has been presented in a not-to-exceed cost format rather than with a fixed price.

**Staff Recommended Motion:**

I move that the Board of Commissioners award a contract related to the Hampstead Wastewater Treatment Plant for manhole conversion work and the flow transition to the Lower Beckleysville Road gravity influent line to Conewago Enterprises, Inc. in a not-to-exceed amount of \$40,000.00.

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Bureau of Purchasing

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Date

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Board of Commissioners

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

Action Taken:  Accepted  Denied  Other: \_\_\_\_\_

**Department of Public Works**  
**Briefing Paper**  
**1/7/21**  
**Discussion/Decision**

**Topic:** Commercial permit fees for Utility use group structures including Agricultural buildings, livestock shelters, greenhouses and stables

**Background:** The Bureau of Permits and Inspections is responsible for billing for permit fees. These fees are set with the goal of providing operational funds for the services provided. The BOCC requested the Bureau review the current permit fee structure related to commercial agricultural type buildings. Due to the nature of construction typically found in these type structures the calculated staff time is sometimes less than a standard commercial structure. Much of the cost falls into two categories: permit fee and fire protection plan review. The current commercial fee rate structure charges the following for new structures and additions to existing structures:

Building permit fee \$0.20 per sq. ft. (Includes plan review and inspections)  
Fire plan review fee \$0.08 per sq. ft.

**Staff Recommended Motion:**

Take no action

or

I move that the Board of Commissioners revise the permit fee schedule to include a 25% reduction in fee for commercial agricultural structures.

**Attending:**

Jason Green, Deputy Director, Department of Public Works  
Michael Zepp, Chief, Bureau of Permits and Inspections

**Department of Technology Services**

**Briefing Paper**

**January 7, 2021**

**Open Session**

**Issue:** FY21 Expansion of Existing Broadband Networks Grant Application

**Executive Summary:** The Department of Technology Services is requesting permission to submit two grant applications to the Maryland Department Housing and Community Development for the expansion of existing broadband networks using Comcast as the Internet Service Provider (ISP).

The proposed project for Garret Road will pass 53 homes and the second project for Halter Road will pass 36 homes.

**Budget**

	<b>Garret Road (53 Homes)</b>	<b>Halter Road (36 Homes)</b>
State Grant Request	\$164,952	\$162,651
Comcast Match	\$75,291	\$51,137
County Match	\$89,661	\$111,514
<b>Total Project</b>	<b>\$329,904</b>	<b>\$325,302</b>

Funding for the County contribution will come from money allocated for Expansion of Broadband in Carroll County.

**Staff Recommended Motion:**

I move that the Board of Commissioners authorize the Department of Technology Services to submit 2 applications to the FY21 Expansion of Existing Broadband Networks Grant and accept the awards.

**Attending:**

Mark Ripper, CIO, Technology Services  
Carol Shawver, Cable Administrator  
Corey Hardinger, Grants Office