



# Board of Carroll County Commissioners

County Office Building  
Westminster, MD 21157  
[www.ccgovernment.carr.org](http://www.ccgovernment.carr.org)

## Open Session

~ Minutes ~

Admin

Thursday, January 4, 2018

10:00 AM

County Office Building Rm 311

### I. Call to Order

Attendee Name	Organization	Title	Status	Arrived
Dennis Frazier	Board of Carroll County Commissioners	President	Present	
Stephen Wantz	Board of Carroll County Commissioners	Vice-President	Present	
Richard Weaver	Board of Carroll County Commissioners	Secretary	Absent	
Richard Rothschild	Board of Carroll County Commissioners	Commissioner	Present	
Doug Howard	Board of Carroll County Commissioners	Commissioner	Absent	

### II. Invocation ~ Commissioner Rothschild

### III. Positively Carroll

### IV. Public Comment ~ Item No. V

None

### V. Discussion/Decision ~ Hampstead Annexation No. 41 Patmos

The Town of Hampstead is currently processing Annexation No.41 - Patmos. This annexation area consists of two properties that total 36.0993 acres. The subject properties are located on the south side of Maryland 30 Business (South Main Street), and are contiguous to the boundary line of the existing corporate limits for the Town of Hampstead. The annexation area is in the County's 'I-R' Restricted Industrial Zoning District, and has a land use designation in the 2010 Hampstead Community Comprehensive Plan as 'I-R' Restricted Industrial, 'B-G' General Business, and 'P-C' Public Conservation. The Town has indicated its intent to place the annexation area in the 'I-R' Restricted Industrial, 'B-G' General Business, and 'P-C' Public Conservation Zoning Districts. The change in the zoning districts will not significantly change the zoning, so a zoning waiver is not required. A full staff report was presented to the Planning and Zoning Commission on December 19, 2017. The Planning and Zoning Commission is forwarding this report to the Board of County Commissioners for their review and concurrence. A comment letter with the Board's signatures will be sent to the Town.

- Motion To:** approve, sign and forward the Comment Letter to the Town of Hampstead regarding Annexation No. 41 - Patmos

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Stephen Wantz, Vice-President
<b>SECONDER:</b>	Richard Rothschild, Commissioner
<b>AYES:</b>	Dennis Frazier, Stephen Wantz, Richard Rothschild
<b>ABSENT:</b>	Richard Weaver, Doug Howard

## VI. Public Comment ~ Item No. VII

None

## VII. Briefing/Discussion/Possible Decision ~ Request Approval to Accept the Kahlert Foundation Grant

The Kahlert Foundation has awarded the Veteran Services Program of Carroll County a grant for FY2018. The grant funds will support a part-time Program Coordinator who will provide case management services to Veterans. The monies will also provide financial resources for Carroll County Veterans who are in need.

Kahlert Foundation Grant Budget

Budget Item

Program Coordinator Position	\$ 25,000
Financial Assistance for Veterans	\$100,000
Required County Match	\$ .00
Total Grant Award	\$125,000

- Motion To:** approve the Kahlert Foundation Grant for the Veteran Services Program of Carroll County in the amount of \$125,000

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Richard Rothschild, Commissioner
<b>SECONDER:</b>	Stephen Wantz, Vice-President
<b>AYES:</b>	Dennis Frazier, Stephen Wantz, Richard Rothschild
<b>ABSENT:</b>	Richard Weaver, Doug Howard

## VIII. Public Comment ~ Item No. IX

None

## IX. Briefing/Discussion/Possible Decision ~ Request Approval to Submit Application for Regional Training Grant from the Governor's Office for Children

The Governor's Office for Children (GOC) is offering funding up to \$25,000 to Local Management Boards for Regional Trainings. The Carroll County Local Management Board will apply for \$10,000 for two trainings in conjunction with Frederick County. Some of the training topics we will explore include the impact of opioid use on the foster care system and suicide awareness and intervention. Carroll County is continuing to develop a better safety net for all ages regarding mental health resources and treatment. These trainings will raise awareness as well as provide education and tools to service providers.

1. **Motion To:** approve the Regional Training Grant

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Stephen Wantz, Vice-President
<b>SECONDER:</b>	Richard Rothschild, Commissioner
<b>AYES:</b>	Dennis Frazier, Stephen Wantz, Richard Rothschild
<b>ABSENT:</b>	Richard Weaver, Doug Howard

**X. Public Comment ~ Item No. XI**

None

**XI. Briefing/Discussion/Decision ~ Request approval to accept the Family Self Sufficiency Grant**

The Family Self Sufficiency Program (FSS) was established within the Carroll County Bureau of Housing in 1996. This voluntary program is designed to assist residents who receive HUD to become more economically self-sufficient by providing supportive services. Community partnerships have been established with local agencies to meet the varying needs of FSS families. In the target period of the grant, there were 27 participants. During an initial assessment, program participants establish goals and sign a five-year contract. The goals focus on working toward economic self-sufficiency and typically include furthering education, attending job training, obtaining and maintaining suitable employment, repairing credit, and attending housing counseling programs. The coordinator refers participants to community partners that will help improve their education, job skills, and family life. Upon successful completion of the FSS contract, participants are encouraged to use their escrow accounts for activities that enhance self-sufficiency. These might include purchasing a vehicle, paying off debt, pursuing additional education, or putting a down payment on a home.

1. **Motion To:** accept the CY18 Family Self-Sufficiency Program Grant Award in the amount of \$55,822.00

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Richard Rothschild, Commissioner
<b>SECONDER:</b>	Stephen Wantz, Vice-President
<b>AYES:</b>	Dennis Frazier, Stephen Wantz, Richard Rothschild
<b>ABSENT:</b>	Richard Weaver, Doug Howard

**XII. Public Comment No. Item No. XIII**

None

**XIII. Discussion/Decision ~ Chapter 170 Construction Code Modifications - Request Approval to Proceed to Public Hearing**

Homeowners currently are required by local ordinance to take an exam to perform certain plumbing and electrical work in an owner occupied residence. Additionally an item regarding roof snow load from the last code change effective October 1, 2017 was inadvertently excluded in the previous change.

The Bureau of Permits and Inspections is proposing to remove the homeowner exam requirement from Chapter 170 Construction Codes by adding specific language and requiring an affidavit to be signed by the homeowner. The vast majority of applicants pass the exam and we believe some citizens forgo permits due to the testing requirements. The proposal was presented to both the Plumbing and Electrical Boards with each Board discussing the merits of the proposal. Both Boards believed that it was important to have projects properly permitted for the safety of the end user and that this proposal may encourage permitting. Both Boards unanimously approved of the Bureau moving forward with drafting a code change. During the previous code change for October 1, 2017 the roof snow load change was intended to apply to both residential and commercial construction. Only the residential portion was entered in the local ordinance.

- 1. Motion To:** approve proceeding to a public hearing

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Dennis Frazier, President
<b>SECONDER:</b>	Stephen Wantz, Vice-President
<b>AYES:</b>	Dennis Frazier, Stephen Wantz, Richard Rothschild
<b>ABSENT:</b>	Richard Weaver, Doug Howard

#### XIV. Public Comment ~ Item No. XV

None

#### XV. Briefing/Discussion/Possible Decision ~ Request Approval for Contract Award reference Installation of two (2) Air-Cooled Systems for Carroll County Library Headquarters

The Carroll County Bureau of Facilities requests your concurrence to award Air Zone Systems an award not to exceed the amount of \$26,890.00. This is to provide all the necessary labor and materials to install two (2) Liebert Air-Cooled Systems for the New Windsor Library.

Three quotes were obtained:

1. Air Zone Systems	New Windsor, MD	\$26,890.00
2. SMSI	Westminster, MD	\$35,813.00
3. HVAC Services	Reisterstown, MD	\$48,700.00

Sole Source purchase of the two (2) Liebert Units is \$53,872.00. This is a propriety units and the only representative in the Maryland area that we can purchase the units from. These are special units for computer rooms.

- 1. Motion To:** approve the contract to Air Zone Systems in the amount of \$26,890.00 and to Ward Boland Associates in the amount of \$53,872.00 per unit

<b>RESULT:</b>	<b>ADOPTED [2 TO 1]</b>
<b>MOVER:</b>	Stephen Wantz, Vice-President
<b>SECONDER:</b>	Dennis Frazier, President
<b>AYES:</b>	Dennis Frazier, Stephen Wantz
<b>NAYS:</b>	Richard Rothschild
<b>ABSENT:</b>	Richard Weaver, Doug Howard

## XVI. Public Comment ~ Item No. XVII

None

## XVII. Briefing/Discussion/Decision ~ Bid Approval - Preventive Generator Maintenance

The Bureau of Purchasing in cooperation with the Bureau of Facilities solicited bids from qualified contractors to provide all labor, materials, supplies and equipment to provide Preventative Emergency Generator Maintenance and Emergency Services at five (5) locations throughout Westminster and one (1) location in New Windsor. The Bureau of Facilities recommends award for these services be awarded to Universal Utilities, Inc. based on the lowest unit prices overall. Unit prices were for; per hour rate, testing, all after hours, holidays and an annual fee. This is within the project budget and no additional funds will be needed.

Vendors:

- |                                    |                 |
|------------------------------------|-----------------|
| 1. Universal Utilities, Inc.       | Manchester, MD  |
| 2. Cummins, Inc.                   | Glen Burnie, MD |
| 3. CTN, LLC                        | Roanoke, VA     |
| 4. Greentech Fuel Management, Inc. | Westminster, MD |
| 5. Dyna Tech Industries, Ltd.      | Lebanon, PA     |

- Motion To:** award the contract for Preventative Generator Maintenance to Universal Utilities, Inc. based on the overall lowest unit pricing provided

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Stephen Wantz, Vice-President
<b>SECONDER:</b>	Richard Rothschild, Commissioner
<b>AYES:</b>	Dennis Frazier, Stephen Wantz, Richard Rothschild
<b>ABSENT:</b>	Richard Weaver, Doug Howard

## XVIII. Public Comment ~ Item No. XIX

None

## XIX. Briefing/Discussion/Decision ~ Bid Approval - Northern Landfill Cell 3 Subcell

The Bureau of Purchasing in cooperation with the Bureau of Solid Waste requests your approval to award the contract for the Northern Landfill Cell 3 Subcell project to DSM in the amount of \$97,995.00. The scope of work includes the construction of a new HDPE liner rain flap stormwater diversion berm dividing the active and inactive waste disposal area within Cell 3 at the Carroll County Northern Landfill. The County formally bid this project and

received five (5) bids. This amount is within the project budget and no additional funds are necessary.

Number of Bids: 5

1. DSM	Baltimore, MD	\$ 97,995.00
2. Kibler	Finksburg, MD	\$102,000.00
3. Atlantic	Jobstown, NJ	\$105,675.00
4. Kinsley	Timonium, MD	\$109,950.00
5. CJ Miller	Hampstead, MD	\$153,500.00

- 1. **Motion To:** award the contract for the Northern Landfill Cell 3 Subcell project to DSM in the amount of \$97,995.00

**RESULT:**           **ADOPTED [UNANIMOUS]**  
**MOVER:**           Richard Rothschild, Commissioner  
**SECONDER:**       Stephen Wantz, Vice-President  
**AYES:**             Dennis Frazier, Stephen Wantz, Richard Rothschild  
**ABSENT:**          Richard Weaver, Doug Howard

**XX. Public Comment ~ Item No. XXI**

None

**XXI. Briefing/Discussion/Decision ~ Bid Approval Charles Carroll Elementary School Demolition**

The Bureau of Purchasing in cooperation with the Bureau of Building Construction requests the Board's approval to award the contract for the demolition of Charles Carroll Elementary School to P&J Contracting Company in the amount of \$302,450.00. The scope of work includes the demolition of the building, removal and disposal of all debris and stabilizing the site. The County received five (5) proposals for the project and P&J was the highest rated and lowest cost proposal. This amount is within the project budget and no additional funds are necessary.

Number of Bids: 5

1. P&J Contracting	Baltimore, MD	AWARDED
2. BS Environmental	Sykesville, MD	
3. PCS, Inc.	Hanover, MD	
4. Potts & Callahan	Baltimore, MD	
5. White Pine Construction	Finksburg, MD	

The Commissioners requested staff, prior to awarding the bid for the demolition of Charles Carroll Elementary School to look into a few concerns the Board has regarding P&J Contracting and come back next week before the Board.

**XXII. Public Comment ~ Item No. XXIII**

None

### XXIII. Briefing/Discussion/Decision ~ Bid Approval - CourtSmart System and Audio Video Refresh

The Bureau of Purchasing in cooperation with the Department of Technology Services requests your approval to award the contract for the CourtSmart System and Audio Video Refresh to CourtSmart in the amount of \$116,374.00. This is to replace the current CourtSmart digital recording system in use at the Carroll County Circuit Court which was installed in 2006 and is at end-of-life. This amount is within the project budget and no additional funds are necessary. CourtSmart is in use at every District Court as well as the majority of Circuit Courts in the State of Maryland and is a single source procurement.

- Motion To:** award the contract for the CourtSmart System and Audio Video Refresh to CourtSmart in the amount of \$116,374.00.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Stephen Wantz, Vice-President
<b>SECONDER:</b>	Richard Rothschild, Commissioner
<b>AYES:</b>	Dennis Frazier, Stephen Wantz, Richard Rothschild
<b>ABSENT:</b>	Richard Weaver, Doug Howard

### XXIV. Public Comment ~ Item No. XXV

None

### XXV. Briefing/Discussion/Decision ~ Bid Approval - Central MD Service and Distribution Center

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 Central MD Service and Distribution Center Stormwater Management Pond Retrofit, located off Klees Mill Road, Sykesville, MD 21784.

#### Vendor & Bids Results:

1. White Pine Construction Corporation	Finksburg, MD	\$ 530,762.00
2. Stambaugh's Construction	Union Bridge, MD	\$ 582,436.00
3. Kibler Construction	Finksburg, MD	\$ 590,000.00
4. C.J. Miller, LLC	Hampstead, MD	\$ 664,100.00
5. Hamilton Site Construction	Hampstead, MD	\$ 825,218.00
6. M.T. Laney Company, Inc.	Eldersburg, MD	\$ 932,150.00
7. Heath Contractors	Sykesville, MD	\$1,414,663.00

- Motion To:** award the contract for the Central MD Service and Distribution Center to White Pine Construction Corporation in the amount of \$530,762.00

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Stephen Wantz, Vice-President
<b>SECONDER:</b>	Richard Rothschild, Commissioner
<b>AYES:</b>	Dennis Frazier, Stephen Wantz, Richard Rothschild
<b>ABSENT:</b>	Richard Weaver, Doug Howard

## XXVI. Public Comment

Citizen comment(s): no comments were received.

## XXVII. Approval/Adoption of Minutes

1. Thursday, December 21, 2017

## XXVIII. Administrative Session ~ Open

The following issues were discussed:

1. Review of draft public agendas for the weeks of January 8, 2018 and January 15, 2018
2. Introduction of Legislative Liaison for Carroll County to Annapolis - Mr. Michael Fowler
3. Signing of Documents

## XXIX. Adjourn ~ 11:38 A.M.

1. **Motion To:** adjourn

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Stephen Wantz, Vice-President
<b>SECONDER:</b>	Richard Rothschild, Commissioner
<b>AYES:</b>	Dennis Frazier, Stephen Wantz, Richard Rothschild
<b>ABSENT:</b>	Richard Weaver, Doug Howard