



Board of Carroll County Commissioners

County Office Building
Westminster, MD 21157
<https://carrollcountymd.gov>

Open Session

~ Voting Record ~

Admin

Thursday, January 31, 2019

1:30 PM

County Office Building Rm 311

I. Call to Order

Attendee Name	Organization	Title	Status	Arrived
Stephen Wantz	Board of Carroll County Commissioners	President	Present	
Ed Rothstein	Board of Carroll County Commissioners	Vice-President	Present	
Richard Weaver	Board of Carroll County Commissioners	2nd Vice-President	Present	
Dennis Frazier	Board of Carroll County Commissioners	Commissioner	Present	
Eric Bouchat	Board of Carroll County Commissioners	Commissioner	Present	

II. Legislative Update

III. Agency Presentations

- A. *Historical Society of Carroll County*
- B. *HSP, Inc.*
- C. *Mosaic Community Services*
- D. *Carroll Media Center*

IV. Briefing/Discussion/Possible Decision Presentation to discuss Policy Adjustment for the Housing Administrative Plan

The Board of County Commissioners serves as the Bureau of Housing and Community Developments (Public Housing Authority or PHA) governing body. The Commissioners, or their designees, sign documentation required by the Department of Housing and Urban Development (HUD) for various authorizations pertaining to the program. The document under consideration is the streamlined version of the Annual Plan. Carroll County Bureau of Housing is in the final year of the current 5 year plan (2015 - 2019). The Carroll County program provides 100 NonElderly Disabled Vouchers, 25 Family Unification Vouchers, 10 Veterans Affairs Supportive Housing Vouchers, 22 Mainstream Vouchers and 524 Tenant Based Rental Assistance Vouchers for 681 total Housing Assistance Vouchers. The FY 19 Annual Plan reflects seven (7) adjustments to terms and policies related to the Section 8 Housing Assistance Program.

V. Briefing/Discussion/Possible Decision Request Approval for Additional funding for the RK&K Engineering Contract for Willow Pond

On March 24, 2016 during Open Session, the Bureau of Resource Management (BRM) received

approval from the Board of County Commissioners to award the engineering contract for the Willow Pond Stormwater Management (SWM) Retrofit to RK&K in the amount of \$159,567.00. BRM is requesting your approval to increase the engineering contract for the Willow Pond SWM Retrofit due to various change orders received over the past three (3) years which will elevate the project over 10% of the original contract amount.

Two (2) Change Orders, one (1) in December of 2016 and one (1) in March of 2017 were approved by the Department Director totaling \$14,196.00. The most recent Change Order dated December 6, 2018 in the amount of \$35,560.00 elevates the contract past the 10% threshold of the original contract amount. The Change Order will cover the cost design changes from the original scope (gravel lens for thermal impacts, removal of walkway, etc.), permitting support (the stream restoration component of the project requires additional assistance from consultant), stream analysis for additional NPDES credit (performing stream analysis and documenting information for additional credit), and additional construction inspection support (complexity of the project has changed due to design changes).

- Motion To:** approve the change order from RK&K in the amount of \$35,560.00 for engineering associated with the Willow Pond Stormwater Management Retrofit.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Eric Bouchat, Commissioner
SECONDER:	Richard Weaver, 2nd Vice-President
AYES:	Stephen Wantz, Ed Rothstein, Richard Weaver, Eric Bouchat
ABSENT:	Dennis Frazier

VI. Signature Authority for Airport Grant Agreements

The Department of Public Works has been working with the FAA and MAA for the Carroll County Regional Airport Expansion Project and has an approved multi-year project now underway. As individual tasks and/or activities are completed a separate grant document is generated for reimbursement. This individual grant is similar to the County's payment requisitions, which are approved by the individual Departments under the overall Board approved project. Four (4) copies of each multi-page document will be submitted as individual tasks are completed, and currently the President of the Board of County Commissioners would be regularly reviewing and signing each of these grants.

Staff is requesting that the Director and Deputy Director of Public Works be granted signature authority for the grants related to design and construction that are within the scope and budget of the approved overall project. This will allow a smoother and more efficient turnaround of reimbursement.

- Motion To:** transfer signature authority for the grants related to design and construction of the Carroll County Regional Airport Expansion Project to the Director and Deputy Director of Public Works.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Richard Weaver, 2nd Vice-President
SECONDER:	Ed Rothstein, Vice-President
AYES:	Stephen Wantz, Ed Rothstein, Richard Weaver, Eric Bouchat
ABSENT:	Dennis Frazier

VII. Bid Approval ~ Additional Design Services for North Pumping Station

The Bureau of Purchasing in cooperation with the Bureau of Utilities recommends award for a change order to add additional design services for the North Pumping Station in Hampstead to the contract previously awarded to Century Engineering. The amount of this change order is \$28,000. This amount is within the project budget and no additional funds are necessary.

- Motion To:** award a change order to the design services for the North Pumping Station to Century Engineering in the amount of \$28,000.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Richard Weaver, 2nd Vice-President
SECONDER:	Eric Bouchat, Commissioner
AYES:	Stephen Wantz, Ed Rothstein, Richard Weaver, Eric Bouchat
ABSENT:	Dennis Frazier

VIII. Bid Approval ~ Sampling, Testing & Reporting Services for FWTP

The Bureau of Purchasing in cooperation with the Bureau of Utilities recommends award for the contract for water sampling, testing and reporting services for the Freedom Water Treatment Plant to Maryland Environmental Services in the amount of \$30,181.50. This amount is within the project budget and no additional funds are necessary.

- Motion To:** award the contract for water sampling, testing and reporting for the Freedom Water Treatment Plant to Maryland Environmental Services in the amount of \$30,181.50.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ed Rothstein, Vice-President
SECONDER:	Richard Weaver, 2nd Vice-President
AYES:	Stephen Wantz, Ed Rothstein, Richard Weaver, Eric Bouchat
ABSENT:	Dennis Frazier

IX. Bid Approval ~ A&E Services for Johnsville Road Sidewalk

The Bureau of Purchasing in cooperation with the Bureau of Building Construction requested proposals for the A&E design services for the Johnsville Road sidewalk project. This was a two-step process whereby the County received nine (9) proposals and short-listed the top three (3) highest ranked firms. After evaluating the technical and financial proposals, the highest overall ranked firm was Clark Azar & Associates (Germantown, MD) in the amount of \$44,300. This amount is within the project budget and no additional funds are necessary.

- 1. **Motion To:** award the contract for the A&E Services for the Johnsville Road Sidewalk project to Clark Azar & Associates in the amount of \$44,300.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ed Rothstein, Vice-President
SECONDER:	Eric Bouchat, Commissioner
AYES:	Stephen Wantz, Ed Rothstein, Richard Weaver, Eric Bouchat
ABSENT:	Dennis Frazier

X. Approval of Closed Minutes Summary

A. Closed~ Personnel

Upon motion of Commissioner Frazier second by Commissioner Bouchat the Board (Commissioners Wantz, Rothstein, Weaver, Frazier, and Bouchat) voted to meet in closed session in accordance with the Annotated Code of Maryland, General Provisions Article, Subsection 3-305(b)(1), on January 24, 2019 at 11:45 AM with Roberta Windham, County Administrator; Tim Burke, County Attorney; Kim Frock, Director of Human Resources to discuss performance of specific employee./promotion. Vote 4 to 1 to promote to Director.

- 1. **Motion To:** approve closed minutes summary for Personnel from January 24, 2019

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Eric Bouchat, Commissioner
SECONDER:	Richard Weaver, 2nd Vice-President
AYES:	Stephen Wantz, Ed Rothstein, Richard Weaver, Eric Bouchat
ABSENT:	Dennis Frazier

B. Closed~ Land Acquisition

Upon motion of Commissioner Weaver second by Commissioner Bouchat the Board (Commissioners Wantz, Rothstein, Weaver, and Bouchat) voted to meet in closed session in accordance with the Annotated Code of Maryland, General Provisions Article, Subsection 3-305(b)(3), on January 24, 2019 at 3:55 PM with Roberta Windham, County Administrator; Tim Burke, County Attorney; Tom Devilbiss, Director of Land and Resource Management; Steve Miller; Gail Engles, Resource Management to discuss possible offer by county for land purchase. Voted 4-0 to make offer.

- 1. **Motion To:** approve closed minutes summary for Land Acquisition from January 24, 2019

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Eric Bouchat, Commissioner
SECONDER:	Richard Weaver, 2nd Vice-President
AYES:	Stephen Wantz, Ed Rothstein, Richard Weaver, Eric Bouchat
ABSENT:	Dennis Frazier

XI. Administrative**XII. Closed ~ Land Acquisition**

1. **Motion To:** close for land acquisition

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Richard Weaver, 2nd Vice-President
SECONDER:	Ed Rothstein, Vice-President
AYES:	Stephen Wantz, Ed Rothstein, Richard Weaver, Eric Bouchat
ABSENT:	Dennis Frazier

2. **Motion To:** adjourn

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Richard Weaver, 2nd Vice-President
SECONDER:	Stephen Wantz, President
AYES:	Stephen Wantz, Ed Rothstein, Richard Weaver, Eric Bouchat
ABSENT:	Dennis Frazier