



Board of Carroll County Commissioners

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

Open Session

~ Voting Record ~

Admin

Thursday, June 13, 2019

10:00 AM

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	Absent	
Eric Bouchat	Board of Carroll County Commissioners	Commissioner	Present	

II. Priority Carroll

III. Briefing~ Baltimore Gas & Electric Company Update

IV. Briefing/Discussion/Decision BGE Public Access Electric Vehicle Charging Program

Baltimore Gas and Electric, An Exelon Company (BGE) plans to build, own, and operate a network of 500 public access EV charging stations across their service area by partnering with state, county, and local governments. The DPW is seeking approval to apply to BGE for consideration of EV charging station installations at sites throughout the County.

Other than providing sites and access to the same, there is no cost to the County.

- Motion To:** authorize the Department of Public Works to apply for EV charging stations with BGE.

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

V. Briefing/Discussion/Decision~3rd Quarter Budget Update & Request Approval for Transfer of Funds

- Motion To:** approve Operating Budget Resolution O-19.09 to re-appropriate OPEB to various operating budgets.

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

- 2. **Motion To:** approve Capital Budget Resolution C-19.18 to close capital projects.

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

VI. Briefing/Discussion/Decision~Charles Carroll Community Center Project Amendment

The schematic design of the Charles Carroll Community Center is complete and currently in the design development phase. As part of this phase, a traffic brief was submitted to the Maryland State Highway Administration. After submitting the traffic brief and a subsequent meeting between Carroll County and SHA, the SHA provided direction to Carroll County detailing their expectations regarding access to the Charles Carroll Community Center from MD97. SHA directed the County as follows:

1. W2-2R and W2-2L warning signs shall be installed in advance of the Charles Carroll Community Center/MD97 intersection along MD97.
2. Supplemental plaques shall be installed indicating the approaching Charles Carroll Community Center from the north and south along MD97.
3. Provide two concept plans for SHA review (as clarified with SHA following the meeting):
 - a. For a partial northbound MD97 deceleration lane ? 350 feet (250 foot approach lane length, plus a 100 foot approach taper length.)
 - b. For a partial northbound MD 97 deceleration lane that begins after the overhead utility pole that is approximately 200 feet south of the entrance to the new facility.

A northbound MD97 acceleration lane and a southbound MD97 left-turn/bypass lane are not anticipated to be required for the project at this time.

This work is outside the original scope of the project. The total additional cost due to the Route 97 changes will not be known until after the design and engineering work is complete. The Bureau of Building Construction is requesting to move forward with design and engineering of the above with KCI Technologies, Inc. in an amount determined by June 13, 2019.

- 1. **Motion To:** award the transportation design and engineering services for the Charles Carroll Community Center to KCI Technologies, Inc. in an amount of \$23,600.

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

VII. Discussion/Decision~Carroll County Small Business Funding

The Board of Carroll County Commissioners, the Carroll County Department of Economic Development, Carroll Community College, and other community partners have worked to forge a stronger entrepreneurial ecosystem during this current fiscal year. Together, partners have made gains in small business services promotion, counseling, signature events, and youth engagement. In FY 20, the small business services delivery system will be further refined to integrate small business start-up and growth in economic development at the county level. To maximize the available Small Business Development Center (SBDC) resources and services, the Carroll County SBDC counselor will be relocated to the Economic Development office effective July 1.

Entrepreneurship funding as currently approved:

	FY 19	FY 20
Miller Center at Carroll Community College	\$148,830	\$110,000
Carroll County Economic Development 24,500	\$ 1,170	\$
Small Business Development Center	\$ 40,000	\$ 58,000
Chamber of Commerce 7,500	\$ 10,000	\$
Carroll Technology Council 7,500	\$ 7,500	\$
MAGIC	\$ 7,500	\$ 7,500
TOTAL	\$215,000	\$215,000

- Motion To:** transfer the funding from Miller Center at Carroll Community College in FY 20 for \$38,830 to the Department of Economic Development to redistribute the funding as Miller Center receiving \$110,00, Carroll County Economic Development \$22,000, Small Business Development Center \$58,000, Chamber of Commerce \$10,000, Carroll Technolgy Center \$7500, and MAGIC \$7500 and adopt Resolution 0-20.01

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

2. **Motion To:** adopt the resolution 0-20.01

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

VIII. Briefing/Discussion/Decision~Surplus Property Sale

In 2013, the sitting Board of County Commissioners designated many County-owned properties as 'surplus'. These properties had been purchased by County government, however, as time passed the projects associated with the land purchases were abandoned and the properties were no longer needed for the proposed project or any other foreseeable future County government project.

The process for the sale of County owned properties requires public advertising of each property and a closed bid process. The parcel 'Devlin Square/Eden Pond' is a 1.17 acre parcel that was purchased for the planned Westminster Bypass project which is no longer a planned major road.

The property has been advertised several times without a successful bid. An adjoining neighbor asked the previous Board of Commissioners to consider selling just a small portion of this property (which was approved in July 2018). After some delay, the bidder has submitted an acceptable offer for consideration by this Board of Commissioners.

1. **Motion To:** approve the sale of this parcel of surplus land.

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

IX. Briefing/Discussion/Possible Decision~Request for Transfer of Funds and Approval for Purchase of Generator for Maintenance Facility

The existing generator at the Maintenance Facility serves the Bureau of Roads Operations, Facilities, Fleet Management and the fuel pumps and was installed in the early 1980's. It does not operate 100% of the current demands within the facility during a power failure and this affects both normal and emergency operations for these critical agencies. The proposed replacement generator will handle the current demand of the Maintenance Facility and the fuel pumps allowing full functionality of the facility during normal operations, but most importantly during an emergency

event. The original grant was applied for in July 2017 and was awarded in April 2018. At the time of the grant application, The Bureau of Facilities had a Master Electrician on staff to complete installation. Since January 2018, the position has been vacant despite multiple postings resulting in the need to outsource the installation. The total estimated cost of the project is \$ 308,203.00. A grant totaling \$ 198,023.00 was awarded, which requires a County match of \$ 110,180.00. The County previously allocated \$ 38,733.00 of cash for this project and is requesting an additional \$ 71,447.00 toward installation costs to complete this project. The additional funds are needed for the electrical work and installation.

Funding Sources	Original Estimates	Modified Costs*
In- Kind\$27,275	\$3,815.00	
Cash Match	38,733	110,180
Grant Amount	198,023	198,023
Total	\$264,031	\$308,203

- Motion To:** approve the transfer of \$ 71,447.00 general fund dollars from FY 18 5307 – Transit Grant to the Hazard Mitigation Grant.

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

- Motion To:** award the contracts for the purchase and installation of an emergency generator at the Carroll County Maintenance Center. The purchase of the generator will be from Alban Cat in the amount of \$120,000, the purchase of the switchboard will be from Capital Electrical Supply in the amount of \$79,987, and installation by Urban Francis in the amount of \$108,216.

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

X. Briefing/Discussion/Decision~Bid Approval ~ Fuel Island Modifications

The Bureau of Facilities in cooperation with The Bureau of Purchasing recommends awarding the contract to Total Environmental Concepts, Inc. in the amount of \$32,620.80 for the Fuel island concrete modifications, spill containment, accessories and manhole replacement at the Carroll County Maintenance Facility. This cost includes all labor, material and equipment.

Total Environmental Concepts, Inc. was awarded a contract through Howard County Government by a competitively bid process. This cost is within the project budget and no additional funds will be needed.

1. **Motion To:** award this project to Total Environmental Concepts, Inc. for the Fuel Island Modifications in the amount of \$32,620.80

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

XI. Briefing/Discussion/Decision~Bid Approval ~ Replacement of Deteriorated Water Valve Bolts at Various Locations in Freedom District

The Bureau of Purchasing, in cooperation with the Bureau of Utilities, requests your approval to award a contract for the replacement of deteriorated water valve bolts with stainless steel bolts at various locations in the Freedom District to HTI Contractors in the amount of \$46,152.00. This award will be made via a competitively bid term contract. Bids were solicited from three contractors. Two bids were received and are summarized below. The bid amount is within the adopted budget and no additional funds will be necessary. HTI Contractors is a County term contractor that is proven to be well qualified and reliable when performing similar work in the past.

Number of Bids: 2

1.	HTI Contractors	\$46,152.00
2.	Mid-Atlantic Utilities	\$50,090.00

The Bureau of Utilities has initiated a programmed valve bolt replacement program to systematically replace non-stainless steel bolts with a current standard stainless steel variety. A BOU analysis indicates that roughly 30%, or approximately 1,100 of the estimated 4,300 water valves in the Freedom District were installed with non-stainless steel bolts. Non-stainless steel bolted water valves can, and have, failed without warning and have resulted in water service and repair challenges for the Bureau. This contract will allow Utilities to proceed with bolt replacements on twenty-one water valve locations in the Freedom District.

1. **Motion To:** award a contract for the Replacement of Deteriorated Water Valve Bolts at Various Locations in Freedom District to HTI Contractors in the amount of \$46,152.00.

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

XII. Briefing/Discussion/Decision~Bid Approval ~ Award of Alternate Items Hampstead WWTP ENR Upgrade Project

The Bureau of Purchasing, in cooperation with the Bureau of Utilities, requests your approval to award a change order to the contract for the Hampstead Wastewater Treatment Plant (HWWTP) ENR Upgrade project for the Add Alternate items as identified in the original contract documents to Conewago Enterprises, Inc. (Hanover, PA) in the amount of \$1,843,404.54.

The original contract scope and budget included certain add alternates, namely improvements to the sand filters, ultraviolet disinfection system and sludge system. These added features were ruled to be non-grant eligible by the Maryland Department of the Environment (MDE). As a result of MDE's determination that these Add Alternate items were not eligible for state reimbursement, the contract was awarded to Conewago Enterprises, Inc. without these features in order to keep the funding stream clean.

The Bureau of Utilities now requests the award of these Add Alternates to Conewago in the amount of \$ 1,843,404.54, which is within the project scope and budget. These improvements are critical to the success at the ENR upgrade project. Not moving forward with these improvements will likely jeopardize the County's ability to meet MDE effluent discharge requirements.

- 1. **Motion To:** award a change order to the contract for the Hampstead Wastewater Treatment Plant ENR Upgrade project for the Add Alternate items to Conewago Enterprises, Inc. in the amount of \$1,843,404.54.

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

XIII. Request Approval for Budget Transfer Freedom Wastewater Treatment Plant ENR Upgrade Project

The Freedom Wastewater Treatment Plant (FWWTP) is owned by the State of Maryland and is operated by the Maryland Environmental Service (MES). The FWWTTP underwent a major ENR upgrade project that began in 2015 and was completed in 2018. As part of the 2015 agreement with MES, the County was responsible for 74.3% of the anticipated construction and contingency costs, or approximately \$9.1M. During the construction project there were a series of change orders for design improvements that resulted in the capital project being overspent by approximately \$70,000.00. MES anticipates that a portion of these overages will be reimbursed by the general contractor, Norair Engineering Corporation, through a claims process that is presently underway. Due to the end of FY19, budget transfers are necessary for budgeting and accounting purposes. Should the MES claims process be successful, the county will recoup some or all of the \$ 70,000. No additional expenditures are anticipated at this time. With the request transfers, funding is available.

- 1. **Motion To:** approve a budget transfer request in the amount of \$70,000.00 to CIP 6419, Freedom Wastewater Treatment Plant ENR Upgrade, from CIP 6374, Relief Sewer No. 2; CIP 6376, Relief Sewer No. 4; and CIP 6378, Relief Sewer No.6.

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

XIV. Briefing/Discussion/Decision~Bid Approval ~ Drainage & Paving Improvements to the Edgewood Pumping Station

The Bureau of Purchasing in cooperation with the Bureau of Utilities requests your approval to award the contract for drainage and paving improvements to the Edgewood Pumping Station to the M.T. Laney Company, Inc. in the amount of \$38,795. This award will be made off a competitively bid term contract. Bids were solicited and received from four contractors, and are summarized below. The bid amount is within the adopted budget and no additional funds will be necessary. The M.T. Laney Company, Inc. is a County term contractor that is well qualified and has proven to be reliable when performing similar work in the past.

M.T. Laney Company, Inc.	\$38,795.00
HTI Contractors	\$44,260.00
C.J. Miller, LLC	\$71,090.00
Stambaugh's, Inc.	\$80,464.00

The driveway that serves the Edgewood Pumping Station is approximately 800 feet long and is need of drainage and paving improvements. Utilities requested funding for these improvements as part of the FY19 budget. These improvements will eliminate the existing drainage problems and will provide a fully functional hot mix asphalt driveway from Sussex Court to the pumping station facility.

- Motion To:** award a contract for drainage and paving improvements to the Edgewood Pumping Station to the M.T. Laney Company, Inc. in the amount of \$38,795.

RESULT:	ADOPTED [3 TO 0]
MOVER:	Stephen Wantz, President
SECONDER:	Richard Weaver, 2nd Vice-President
AYES:	Stephen Wantz, Ed Rothstein, Richard Weaver
ABSTAIN:	Eric Bouchat
ABSENT:	Dennis Frazier

XV. Briefing/Discussion/Decision~Bid Approval ~ New 4-Wheel Drive Service Truck with Crane

The Bureau of Purchasing in cooperation with the Bureau of Fleet Management requests your approval to award the purchase of a New 4 Wheel Drive Service Truck with Crane to Bob Fisher Chevrolet in the amount of \$138,000.00. The County solicited bids and received three total. Bob Fisher Chevrolet was the lowest bidder. This is a replacement truck that will be used by Fleet Management for road service on County vehicles and equipment. This amount is within the adopted budget and no additional funds will be necessary.

Vendors & Bid Results:

1.	Bob Fisher Chevrolet	Reading, PA	\$138,000.00
2.	Blaise Alexander Chevrolet Buick	Muncy, PA	\$146,668.28
3.	Custom Truck One Source	Cinnaminson, NJ	\$158,950.00

- 1. **Motion To:** award the contract for a New 4 Wheel Drive Service Truck with Crane to Bob Fisher Chevrolet, in the amount of \$138,000.00.

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

XVI. Public Comment

XVII. Adoption of Closed Minutes Summary

OFFICIAL RECORD

Board of Health Meeting May 16, 2019

Present:

Commissioner Stephen Wantz, President Commissioner Ed Rothstein, Vice-President Commissioner Richard Weaver, 2nd Vice-President Commissioner Dennis Frazier
Commissioner Eric Bouchat
Edwin Singer, Health Officer, Carroll County Health Officer

At 11:37a.m. a motion was made to convene as the Carroll County Board of Health by Commissioner Weaver and seconded by Commissioner Dennis Frazier. The motion was adopted unanimously without discussion.

Edwin Singer presented information to the Commissioners for an exception to Health Board Resolution 5 to allow an installation of individual sewage disposal system for 89 Liberty Street. The owner requested the exception for a hardship exception because estimates received by the homeowner by private contractors total \$66,135.50 to connect. Mr. Singer noted that this is substantially more expensive than the customary cost of connecting to public sewerage. Mr. Singer also indicated that City of Westminster staff supported granting the exception and would prefer the property owner be allowed to install an individual on-site system.

After discussion, a motion was made by Commissioner Dennis Frazier and Seconded by Commissioner Eric Bouchat for the Carroll County Board of Health to grant a hardship exemption to Health Board Resolution 5 to allow the property owner of 89 Liberty Street in Westminster to pursue a permit to install an individual on-site sewage disposal system. The motion was adopted unanimously.

Commissioner Dennis Frazier made a motion to adjourn as the Carroll County Board of Health which was seconded by Commissioner Ed Rothstein. The meeting adjourned at 11:55 a.m.

- 1. **Motion To:** approve Board of Health minutes as written from May 16, 2019

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

XVIII. Administrative Session ~ Open

- 1. **Motion To:** close for Land Acquisition

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

XIX. Ajourn

- 1. **Motion To:** adjourn

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