



Board of Carroll County Commissioners

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

Open Session

~ Voting Record ~

Admin

Thursday, June 27, 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	Present	
Eric Bouchat	Board of Carroll County Commissioners	Commissioner	Present	

II. Priority Carroll

III. Briefing/Discussion/Decision~County Funding of Dog Parks

In April of 2012, the Board of County Commissioners approved development of the County's first dog park at Bennett Cerf Park with the condition that capital development must be supported by community funds with no county funding support. In addition, the operation of the dog park must be self-sustaining with user fees covering all operating costs. Since that park opened in 2013, the facility has consistently covered all expenses with user fees. A group of citizens in South Carroll is actively working towards developing Carroll County's second and has raised over \$16,500 towards a \$50,000 goal thus far. The group has requested the County Commissioners revisit the position taken by the previous Board and consider allowing self help or capital funding to be used for development of future dog parks due to their growing numbers and popularity.

Possible Actions to be Taken: In all options, operation of dog parks must be self-sustaining with revenue covering operating expenses

1. No Action: Continue to uphold direction from previous board that did not allow for County funds to be used towards capital development of dog parks
2. Option #1: I move that the Board of County Commissioners modify the previous position and allow capital development of dog parks to be supported by community and county funding through the Self-Help program only
3. Option #2: I move that the Board of County Commissioners change the previous position and allow capital development of dog parks to be supported by county funds through the Community Investment Plan and the Self-Help program

1. **Motion To:** modify the previous position and allow capital development of dog parks to be supported by community and county funding through the Self-Help program only.

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

IV. Briefing/Discussion~Update ~ Public Works Design Manual for Roads and Storm Drains

The services provided by WRA include a review of the 1994 Design Manual for Roads and Storm Drains and updating the Manual to meet the current guidelines of the American Association of State Highway and Transportation Officials (AASHTO), the Federal Highway Administration (FHWA), the MDOT State Highway Administration (SHA) and any other technical guidelines. Updating the 1994 Manual will provide clear and concise directives to the Manual users.

Funding for this task was approved with the adoption of the FY18 capital budget.

Since Notice to Proceed was issued, a kick-off meeting was held in early March 2019 with the work group. The work group includes representatives from Public Works, Land and Resource Management, CCVESA, Public Safety, Planning, and Carroll County Public Schools. Six technical review meetings with various subgroups were held from March through May. Each meeting focused on a chapter/chapters of the Manual, and what revisions are needed based on current policies and practices.

A first draft of the updated Manual is scheduled for submission in late June. The work group will review the draft Manual. All comments will be shared with WRA for resolution and revisions. Following this step, the updated Manual will be shared with the local surveying and engineering community for comments. Upon receiving comments from the local community, the work group and WRA will review all comments for resolution and potential incorporation into the final document.

The final document will be presented to the Board for review and ultimate adoption. A public hearing must be held, and a subsequent ordinance will be prepared by the County Attorney's office. The Board can adopt the ordinance ten days after the public hearing.

V. Briefing/Discussion/Decision~Request Approval for Extension of Term Contract for Professional Land Surveying Services for FY20

On Thursday, April 25, 2019, the Board approved the use of Carroll Land Services, Inc. for professional land surveying consultant services on an as-needed basis through the end of fiscal year 19.

The Land Surveyor position was advertised without receiving qualified candidates. The current arrangement allows the Bureau to bridge the gap until replacement staff is hired.

The professional land surveying services are used in a part-time capacity. These services are required to address all work tasks that require licensure. There is no other licensed surveyor within the County. Use of term contracts will provide for continuity of the bureau functions.

Funding will be available due to savings from the vacant Land Surveyor position and it is anticipated that this action be budget neutral for fiscal year 2020.

- Motion To:** approves the extension of the term contract use for professional land surveying services for fiscal year 2020 or until a professional land surveyor is hired.

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

VI. Briefing/Discussion/Decision~Request Approval for Use of Term Contract For Structure Condition Inspection, Evaluation & Reporting of Carroll County’s Minor Bridge Structures

The Structure Condition, Inspection, Evaluation, and Reporting of the County's minor structures (less than 20-feet in length) is an ongoing program. These inspections and reporting provide the DPW with information on the conditions and needed repairs. These services are being provided by the Wilson T. Ballard Company through a term contract. The cost proposed by the Wilson T. Ballard Company is \$61,396.51, which is in line with prior years' costs.

Adequate funding is available in Account Code 9684.

- 1. **Motion To:** approve using the term contract with the Wilson T. Ballard Company for the Structure Condition Inspection, Evaluation, and Reporting of Carroll County’s Minor Bridge Structures in the amount of \$61,396.51.

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

VII. Briefing/Discussion/Decision~Request Approval for Transfer of Funds and Accept Operating Budget Resolution 0-19.10 For Londontown Boulevard Road Project

The existing capital project, Londontown Boulevard (8353), provides funding to improve traffic patterns in the area of MD 26 & MD 32. Specifically, improvements will consist of constructing a traffic roundabout and approaching lane enhancements at the intersection of Londontown Boulevard and Bevard Road. These enhancements will result in improved traffic operations.

Since this project will not only improve traffic flow but also benefit the area for new economic development, the Department of Economic Development agrees to fund \$ 125,000.00 of the FY19 Infrastructure and Investments Budget (0295) for the Londontown Boulevard project.

- 1. **Motion To:** approve and accept Operating Budget Resolution 0-19.10.

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

VIII. Briefing/Discussion/Decision~Bid Approval ~ Change Order for Schoolhouse Road Pumping Station Project

The Bureau of Purchasing in cooperation with the Bureau of Utilities requests Board of Commissioner approval of a change order to W.F. Delauter & Son, Inc. in an amount not to exceed \$200,000.00 for the addition of a grinder pump and manhole to the overall scope of the Schoolhouse Road Pumping Station and Force Main project. The not to exceed amount of \$200,000.00 is Utilities' and W.F. Delauter's current budgetary value. The cost will be refined as more accurate subcontractor and vendor prices are submitted over the next several weeks. The grinder pump and manhole have a ten to twelve-week lead time and it is essential for the equipment order to be placed as soon as possible for the construction schedule to be adhered to. The dollar amount is within the adopted budget and capital project and no additional funding will be necessary.

The Bureau of Utilities has implemented a grinder pump installation strategy to all existing pumping stations that were constructed without this feature. The addition of grinder pumps will extend the life expectancy of and reduce maintenance requirements for the lift pumps in place at these facilities. A grinder pump feature was not included as part of the original design of the Schoolhouse Road Pumping Station. The addition of this component at this time while the overall construction activity is underway will be cost effective and will enhance the overall operating characteristics of the facility.

- 1. **Motion To:** approve a change order in an amount not to exceed \$200,000.00 to W.F. Delauter & Son, Inc. for the addition of a grinder pump and manhole to the Schoolhouse Road Pumping Station and Force Main project.

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

IX. Briefing/Discussion/Decision~Bid Approval ~ Roberts Mill Stormwater Retrofit and Bridge Superstructure

The Bureau of Purchasing in cooperation with the Bureau of Resource Management requests your approval to award the contract for the Roberts Mill storm water management retrofit and bridge superstructure to W.F. Delauter & Son, Inc. (Emmitsburg, MD) in the total amount of \$3,121,434. This work consists of the County portion for the storm water management retrofit for a total of \$2,691,434 and the bridge superstructure which will be paid by the City of Taneytown in the amount of \$430,000. This amount is within the adopted budget and no additional funds will be necessary.

NUMBER OF BIDS: 3

1. W.F. Delauter & Son, Inc.	Emmitsburg, MD	\$3,121,434
2. Kibler Construction, Inc.	Finksburg, MD	\$3,430,000
3. CJ Miller, LLC	Hampstead, MD	\$3,950,700

- 1. **Motion To:** award the contract for the Roberts Mill storm water management retrofit and bridge superstructure to W.F. Delauter & Son, Inc. in the total amount of \$3,121,434.

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

X. Briefing/Discussion/Decision~Impact Fees

- 1. **Motion To:** keep the impact fee at zero for one year.

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

XI. Briefing/Discussion/Decision~Request Approval for Public Safety Director to Execute FY2020 Annual Support and Maintenance Agreement with Carousel Industries who handles our 911 Telephone Equipment

The proposed agreement will ensure the County's 9-1-1 Telephone System Equipment (i.e., 9-1-1 Customer-Premises Equipment, or CPE), is properly supported 24 x 7 x 365, as well as appropriately maintained, both critically important to efforts to ensure the County's 9-1-1 operations function properly, continuously, and without interruption. The full cost of the proposed Agreement (\$47,020.00) is included in the Approved FY2020 Budget, thus no additional monies are needed in order to proceed. However, due to the value of the proposed transaction, Board of County Commissioners' concurrence is required in order to do so.

- 1. **Motion To:** authorize the Director of Public Safety to execute the proposed FY2020 agreement with Carousel Industries and approve payment of the resultant bill(s), as presented.

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

XII. Public Comment

XIII. Administrative Session ~ Open

XIV. Recess

- 1. **Motion To:** recess

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