

## 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 April 26, 2021**

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

- *Indicates Outside Activities*

#### **Monday ~ April 26, 2021**

10:30 a.m. Ben Cardin Infrastructure Conversation  
Virtual Meeting  
Commissioners Rothstein & Wantz

#### **Tuesday ~ April 27, 2021**

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

##### **Item 1**

FY22 Release of Proposed Budget  
Department of Management & Budget ~ Mr. Ted Zaleski

##### **Item 2**

[Request Approval of Kahlert Foundation Grant Application](#)  
for the Veteran Services Program  
Department of Citizen Services ~ Ms. Celene Steckel  
Department of Management & Budget ~ Mr. Ted Zaleski

##### **Item 3**

[Fees ~ Water and Sewer Amendments](#) and  
Annexation Requests  
Department of Planning ~ Ms. Lynda Eisenberg

**Tuesday ~ April 27, 2021 (Continued)**

**Item 4**

**[Briefing ~ Text Amendment to I-1 District](#)**

Self-Service Storage in Finksburg Sustainable  
Community boundary

Department of Planning ~ Ms. Lynda Eisenberg

**Item 5**

**[Request Approval of Budget Transfer](#)** to fund

North Pump Station and Sanitary Main Improvements Project

Department of Public Works ~ Mr. Jeff Castonguay

**Item 6**

**[Bid Approval ~ Maintenance Improvements](#)** for

Linton and Bark Hill Water Storage Tanks

Department of Public Works ~ Mr. Jeff Castonguay

Office of Procurement ~ Ms. Maureen Dunn

**Item 7**

**[Bid Approval ~ Purchase of Rausch](#)**

Mobile Portable Sewer Camera System

Department of Public Works ~ Mr. Jeff Castonguay

Office of Procurement ~ Ms. Maureen Dunn

**Item 8**

**[Bid Approval ~ Purchase of Sensus iPerl Residential Water Meters](#)**

Parkside at Warfield (New Development)

Department of Public Works ~ Mr. Jeff Castonguay

Office of Procurement ~ Ms. Maureen Dunn

**Item 9**

**[Bid Approval ~ Installation of Residential Water Meter Vaults](#)**

within Freedom District ~ Sorrel Dr., Jacobs Ct. & Ridge Rd.

Department of Public Works ~ Mr. Jeff Castonguay

Office of Procurement ~ Ms. Maureen Dunn

**Item 10**

**[Bid Approval ~ Purchase of Yale Model GPO5OMX](#)**

for Hampstead Wastewater Treatment Plant

Department of Public Works ~ Mr. Jeff Castonguay

Office of Procurement ~ Ms. Maureen Dunn

**Item 11**

**[Bid Approval ~ Courthouse Annex – Brick Repair](#)**

Department of Public Works ~ Mr. Jeff Castonguay

Office of Procurement ~ Ms. Maureen Dunn

**Tuesday ~ April 27, 2021 (Continued)**

**Item 12**

[Bid Approval ~ Installation of Emergency Equipment](#)

For Sheriff's Vehicles

Department of Public Works ~ Mr. Jeff Castonguay

Office of Procurement ~ Ms. Maureen Dunn

**Item 13**

Request Approval [to Use Term Contract with HTI Contractors](#)

to replace Failing Stormwater Pipes on Stoneridge Court

Department of Public Works ~ Mr. Jeff Castonguay

**Public Comment** ~ In light of the COVID-19 virus, anyone planning to make public comment should call +1 (669) 224-3412 and Access Code 404-117-213 to join the meeting.

**Wednesday ~ April 28, 2021**

**Thursday ~ April 29, 2021**

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

*Priority Carroll*

**Item 1**

[Public Hearing ~Community Solar Zoning Text Amendment](#)

[Department of Land & Resource Management ~ Mr. Chris Heyn](#)

**Item 2**

Request Approval to Apply & Accept Award

[Recreational Trails Program Grant](#) to support

Hashawha Wetlands Boardwalk Renovations

Department of Recreation & Parks ~ Mr. Jeff Degitz

**Thursday ~ April 29, 2021 (Continued)**

**Item 3**

[Bid Approval ~ Final Engineering Services](#) &  
Permitting for Gillis Falls Trail Park  
Department of Recreation & Parks ~ Mr. Jeff Degitz  
Office of Procurement ~ Ms. Maureen Dunn

**Item 4**

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

**Item 5**

[Bid Approval ~ Environmental Compliance](#)  
and Engineering Survey  
Department of Public Works ~ Mr. Jeff Castonguay  
Office of Procurement ~ Ms. Maureen Dunn

**Public Comment** ~ In light of the COVID-19 virus, anyone planning to make public comment should call +1 (408) 650-3123 and Access Code 638-631-941 to join the meeting.

Open Administrative Session

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**2:00 p.m.      Joint Board of County Commissioners/Delegation Meeting**  
Virtual Meeting

**Friday ~ April 30, 2021**

10:00 a.m.      Senior Center Reopening  
Westminster Senior Center  
Commissioners Rothstein & Frazier

**Saturday ~ May 1, 2021**

*1:00 p.m. Safeway Re-Opening/Ribbon Cutting  
Eldersburg, Maryland  
Commissioner Rothstein*

**Sunday ~ May 2, 2021**

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

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 ~ **Tuesday, April 27, 2021 ~ 9:00 a.m.**

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

**United States: +1 (669) 224-3412**

**Access Code: 404-117-213**

\*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.

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Board of Commissioners Open Session ~ **Thursday, April 29, 2021 ~ 9:00 a.m.**

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**United States: +1 (408) 650-3123**

**Access Code: 638-631-941**

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The commissioners thank Carroll County residents for their continued understanding and support during this extraordinary time.

**Department of Citizen Services  
Bureau of Aging & Disabilities  
Briefing Paper  
April 27, 2021  
Open Session**

**Issue:** 2021 Kahlert Foundation grant for the Veteran Services Program

**Briefing/Discussion/Decision:** Approval to submit the Kahlert Foundation grant application and acceptance of the award for 2021

**Due Date:** May 1, 2021

**Background:** The Kahlert Foundation grant enables the Veteran Services Program of Carroll County to provide emergency assistance to Carroll County Veterans in need. The following services are provided by the grant: case management, emergency housing for homeless Veterans, diversion from homelessness, food, gas, clothing, transportation, medical related needs, utility assistance and vehicle repairs. The Kahlert Foundation has awarded grant funding to the Veteran Services Program from FY2017-FY2020. In FY2018, the grant provided assistance to 48 Veterans, in FY2019 the grant provided assistance to 50 Veterans and in FY2020 the grant provided assistance to 63 Veterans.

**2021 Kahlert Foundation Grant Budget**

<b>Budget Item</b>	
Financial Assistance for Veterans	\$85,000
Required County Match	\$0
<b>Total Grant Award</b>	<b>\$85,000</b>

**Action:** Discussion/Decision

**Staff Recommended Motion:** I move that the Board of Commissioners approve the 2021 Kahlert Foundation grant application submission and acceptance of the award.

Attending:

Celene Steckel, Director, Citizen Services

Gina Valentine, Bureau Chief, Aging & Disabilities

Roberta Lawrence, Aging and Disabilities Services Supervisor

Debby Standiford, Grants Office



# **Department of Planning**

## **Briefing Paper**

**April 27, 2021**

### **Open Session**

**Issue:**

Briefing Fees Discussion ~ Water and Sewer Amendments and Annexation Fees

**Background:**

On February 11<sup>th</sup> the Carroll County Department of Planning briefed you on the process for amendments to the official County Water and Sewer Plan and Annexation requests. Since this briefing the Department has heard collectively from all eight (8) municipalities regarding this proposal. The purpose of today is to follow-up on the meeting and discuss if there are any next steps.

**Action:**

No action. Follow-up briefing.

**Attending:**

Lynda Eisenberg, Director

# **Department of Planning**

## **Briefing Paper**

**April 27, 2021**

### **Open Session**

#### **Issue:**

Briefing text amendment to the I-1 district allowing self-service storage in the Finksburg Sustainable Community boundary

#### **Background:**

On December 7, 2020 Clark Shaffer submitted a text amendment proposal for the I-1 district to allow mini or self-storage. Currently this use is prohibited. On March 31, 2021 the Planning and Zoning Commission forwarded a favorable recommendation to allow this use in the I-1 district limited to the Finksburg Sustainable Community designated boundary. This text change would help to serve as an adaptive reuse to existing buildings that would otherwise be vacant.

#### **Action:**

I move that the Board of County Commissioners proceed to public hearing for the I-1 zoning district to allow self-storage facilities as a conditional use in the Finksburg Sustainable Community.

#### **Attending:**

Lynda Eisenberg, Director  
Mary Lane, Planning Manager

Department of Public Works  
Bureau of Utilities  
Briefing Paper  
Open Session

**Issue:**

The Bureau of Utilities is requesting a fund transfer in the amount of \$400,000.00 from Capital Account 6382 – Relief Sewer No. 10 to Capital Account 6418 – North Pump Station as per Resolution No. C-21.06 to fully fund the scope of work for the pump station and sanitary main improvements project.

**Background:**

The relocation of the new North Pump Station to the Industrial Development Authority property in Hampstead from its existing location along North Main Street has allowed the Bureau to enlarge the footprint of the facility and to add features that will accommodate both the development of the IDA site and benefit the overall long-term operation of the pump station. However, this relocation also requires the installation of 3,500 linear feet of gravity and force main improvements from and to Main Street. These improvements were outside of the original planning parameters and cost estimates for a replacement pump station at the existing location. The funding source for this transfer request is the Relief Sewer No. 10 capital account. This account funded the recently completed Schoolhouse Road Pump Station project in Sykesville and no further spending is projected. This requested fund transfer will have no impact on the overall operation of the Bureau.

**Action:**

Decision.

**Staff Recommended Motion:**

I move that the Board of Commissioners approve the transfer of \$400,000.00 from Capital Account 6382 – Relief Sewer No. 10 to Capital Account 6418 – North Pump Station as per Resolution No. C-21.06 to fully fund the scope of work for the pump station and sanitary main improvements project.

**Attendee:**

Andrew Watcher - Chief, Bureau of Utilities

DATE: April 20, 2021

TO: The Carroll County Board of Commissioners

RE: Maintenance Improvements for Linton and Bark Hill Water Storage Tanks

**Executive Summary:**

The Office of Procurement, in cooperation with the Bureau of Utilities, requests your approval to award a contract for maintenance improvements for the Linton and Bark Hill Water Storage Tanks to Johnson, Mirmiran & Thompson, Inc. (JMT) in the amount of \$32,474.00. 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:**

Specific maintenance concerns were identified, and improvements recommended, in the March 2021 inspection reports for the Linton and Bark Hill Water Storage Tanks. The Linton Tank requires the fabrication and installation of a replacement silt ring sleeve to prevent accumulated silt from entering the outlet pipe at the base of the tank. As part of this improvement, all accumulated sediment will be removed from the tank. The Bark Hill Tank requires thickness measurements in the areas of severe corrosion identified in the inspection report. This will be performed by an ultrasonic method and the results will provide the necessary information to determine whether or not additional repairs will be required. Both of these tasks will be performed by a diving crew while the water storage tanks remain in full operation. JMT will provide the diving crew, all necessary equipment and material as well as overall project management services to complete this work. This work is needed to ensure an adequate operational level of service for the Linton and Bark Hill Water Storage Tanks.

**Staff Recommended Motion:**

I move that the Board of Commissioners award a contract for maintenance improvements for the Linton and Bark Hill Water Storage Tanks to Johnson, Mirmiran & Thompson, Inc. in the amount of \$32,474.00.

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Office of Procurement 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 Rothstein:	<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 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: -				
<hr/>				
Action Taken: <input type="checkbox"/> Accepted <input type="checkbox"/> Denied <input type="checkbox"/> Other:				

DATE: April 20, 2021

TO: The Carroll County Board of Commissioners

RE: Purchase of Rausch Mobile Portable Sewer Camera System

**Executive Summary:**

The Office of Procurement, in cooperation with the Bureau of Utilities, requests your approval to award a contract for the purchase of a Rausch Mobile Portable Sewer Camera System to Atlantic Machinery, Inc. of Silver Spring, MD in the amount of \$72,129.00. This purchase will be made via the Virginia Sheriffs' Association Heavy Equipment Procurement Program competitive bid process at a discount to the County. The amount is within the adopted budget and no additional funds will be necessary.

**Background:**

At this time, the Bureau is completely reliant on contractual assistance for video inspection of the County's sewer mains. This has resulted in some inaccurate initial assessments of sewage blockages as well as in time delays in reacting to service area problems while coordinating contractor response for sewage inspection services. The acquisition of a sewer camera system will result in an overall improvement to service responses and will allow Bureau personnel to independently self-inspect, assess and plan capital improvements to the sewer service systems.

**Staff Recommended Motion:**

I move that the Board of Commissioners award a contract for the purchase of a Rausch Mobile Portable Sewer Camera System to Atlantic Machinery, Inc. in the amount of \$72,129.00.

Office of Procurement Date

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 Rothstein:	<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 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: <input type="checkbox"/> Accepted <input type="checkbox"/> Denied <input type="checkbox"/> Other:				

DATE: April 20, 2021

TO: The Carroll County Board of Commissioners

RE: Purchase of Sensus iPerl Residential Water Meters – Parkside at Warfield (New Development)

**Executive Summary:**

The Office of Procurement, in cooperation with the Bureau of Utilities, requests your approval for the purchase of 72 Sensus iPerl one-inch residential water meters from L.B. Water of Selinsgrove, PA in the amount of \$30,517.20. L.B. Water is the sole authorized distributor of Sensus products within the State of Maryland. This cost is developer funded and has no budgetary impact on the Bureau of Utilities.

**Background:**

The Bureau of Utilities uses Sensus iPerl residential water meters throughout the County’s service areas. Payment of the cost for water meters associated with development-driven projects are required as part of the review and approval process. These 72 one-inch water meters are for the Parkside at Warfield community in Sykesville. The meter size meets the required flow volumes for residential fire suppression systems. The Bureau installs the water meters as new properties meet construction requirements for connection to the service system.

**Staff Recommended Motion:**

I move that the Board of Commissioners award the purchase of 72 Sensus iPerl one-inch residential water meters to L.B. Water in the amount of \$30,517.20.

Office of Procurement

Date

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 Rothstein:	<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 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:

DATE: April 1, 2021  
 TO: The Carroll County Board of Commissioners  
 RE: Installation of Residential Water Meter Vaults within Freedom District – Sorrell Drive, Jacobs Court and Ridge Road

**Executive Summary:**

The Bureau of Purchasing, in cooperation with the Bureau of Utilities, requests your approval to award a contract for the installation of water meter vaults within the Freedom District service area to Mid-Atlantic Utilities, Inc. in the overall amount of \$98,250.00. This award will be made via a competitively bid term contract. These locations were bid as three separate groupings 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	Sorrell Drive	Jacobs Court	Ridge Road	Overall Total
Mid-Atlantic Utilities, Inc.	\$30,150.00	\$53,100.00	\$15,000.00	\$98,250.00
HTI Contractors	\$35,050.00	\$53,100.00	\$16,622.00	\$104,772.00

**Background:**

The installation of these water meter vaults will enable the Bureau of Utilities to continue with the systematic process of transitioning the service area’s remaining older generation indoor water meters to the current standard remote-read outdoor meters. These upgrades will provide accurate water usage readings throughout the anticipated twenty-year service life of the meter and will allow readings and servicing to be performed outside of the residence. The Sorrell Drive scope of work consists of 18 residences; Jacobs Court has 36 properties; and the subject portion of Ridge Road includes 10 residences. This project will upgrade an overall total of 64 meter locations. The average unit cost of \$1,535 is consistent with previous water meter vault projects.

**Staff Recommended Motion:**

I move that the Board of Commissioners award three contracts for the installation of water meter vaults within the Freedom District service area to Mid-Atlantic Utilities, Inc. in the overall amount of \$98,250.00.

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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: <input type="checkbox"/> Accepted <input type="checkbox"/> Denied <input type="checkbox"/> Other:				

DATE: April 1, 2021

TO: The Carroll County Board of Commissioners

RE: Purchase of Yale Model GP050MX Forklift for Hampstead WWTP

**Executive Summary:**

The Bureau of Purchasing, in cooperation with the Bureau of Utilities, requests your approval to award the purchase of a Yale Model GP050MX Forklift to Eastern Lift Truck Company of Baltimore in the amount of \$26,799.00. This cost is made available to the County via a State of Maryland Department of General Services contract and competitive bid process. This is a new piece of equipment that is required by Hampstead Wastewater Treatment Plant staff to adapt to the operational changes resulting from the new buildings and components constructed and implemented as part of the overall plant upgrade project. Industrial quantities of treatment process chemicals must be lifted and transported throughout the facility. The amount is within the adopted budget and no additional funds will be necessary.

**Staff Recommended Motion:**

I move that the Board of Commissioners award the purchase of a Yale Model GP050MX Forklift to Eastern Lift Truck Company in the amount of \$26,799.00.

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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 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: <input type="checkbox"/> Accepted <input type="checkbox"/> Denied <input type="checkbox"/> Other: _____				



DATE: April 12, 2021  
TO: The Carroll County Board of Commissioners  
RE: Courthouse Annex – Brick Repair

**EXECUTIVE SUMMARY:**

The Bureau of Facilities in cooperation with the Bureau of Purchasing are requesting approval to use term contractor Lyons Construction Company for the repair/replace of bricks and window and door caulking at the Courthouse Annex. The cost of \$55,000.00 includes all material, labor, and equipment to complete this project.

This amount is within the project budget and no additional funds will be needed.

Background: This section of the Annex was built in 1956 and the work is needed to preserve the structural integrity as well as the building aesthetics. This project will pertain to the rear and alley side of the building where the bricks are currently delaminating, allowing water to enter. Lyons Construction will be removing and replacing 1,000 delaminating bricks with masonry point up. The work will also include the removing and replacing of caulking at 36 windows and 2 doors to reduce water intrusion into the building envelope.

**Staff Recommended Motion:**

I move that the Board of Commissioners award the contract for repair services for the Courthouse Annex to Lyons Construction Company in the amount of \$55,000.00

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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 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: -				
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Action Taken: <input type="checkbox"/> Accepted <input type="checkbox"/> Denied <input type="checkbox"/> Other:				

DATE: April 23, 2021

TO: The Carroll County Board of Commissioners

RE: Installation of Emergency Equipment for Sheriff's Vehicles

**EXECUTIVE SUMMARY:**

The Office of Procurement in cooperation with the Bureau of Fleet Management requests your approval to award the purchase of emergency equipment and installation for six (6) vehicles for the Sheriff's Department to Priority Install LLC in the total amount of \$68,782.66. The emergency equipment and installation are awarded through the Montgomery County Maryland Contract IFB# 1074704, which is a competitively bid process. This equipment will go into replacement vehicles for the Sheriff's Office.

The cost is within the adopted budget and no additional funds will be necessary.

**Staff Recommended Motion:**

I move that the Board of Commissioners award the purchase of emergency equipment and installation for six (6) vehicles for the Sheriff's Department to Priority Install LLC in the total amount of \$68,782.66.

\_\_\_\_\_  
Office of Procurement Date

\_\_\_\_\_  
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 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:				

# Department of Public Works

## Briefing Paper

April 27, 2021  
Open Session

### **Issue:**

Term Contract Use – Stormwater Drainage System Pipe Replacement

### **Discussion/Decision:**

Briefing / Discussion / Decision

### **Background:**

The Department of Public Works Bureau of Roads Operations (DPW) is seeking approval to use a term contract to replace two failing stormwater pipes on Stoneridge Court near the intersection of Melstone Valley Way.

Both corrugated metal pipes (CMP), +/- 12 feet below the surface, have rusted in the bottom causing a large void in the earth below and a sinkhole has developed. The first pipe is an 80 foot section of 24 inch diameter CMP and the second is a 33 foot 15 inch diameter CMP. Because of the depth, the DPW does not have the necessary equipment to make the repairs so the DPW is requesting to utilize HTI Contractors to excavate, make necessary repairs, and return the site to its original state. No permits are required for this work.

Stoneridge Court will be closed during construction activity and returned to normal operation during the non-working overnight and weekend periods; advance notification of the closure will be provided to Stoneridge Court property owners, the Home Owners Association President, and appropriate Public Safety Agencies. The estimated time to complete this project is two working days, weather permitting.

The estimated cost for this work is \$32,560.00. HTI Contractors has a term contract, which was competitively bid and awarded, in place with the County and funding for this work is available.

### **Action:**

Please authorize the DPW to utilize the term contract with HTI Contractors for \$32,560.00 as requested.

### **Staff-Recommended Motion:**

I move that the Board of Commissioners authorize the Department of Public Works to utilize the term contract with HTI Contractors for \$32,560.00 to replace failing stormwater pipes on Stoneridge Court near the intersection of Melstone Valley Way.

### **Attendees:**

Douglas Brown, Deputy Director, Public Works  
Cathy Virtz, Roads Administrative Supervisor, Public Works  
Jim Cook, Roads Bureau Chief, Public Works

# Land & Resource Management

## Briefing Paper

April 29, 2021

## Open Session

### **Issue:**

Zoning Text Amendment for Community Solar Energy Generating Systems – Public Hearing

### **Background:**

On December 10, 2020, the Board directed staff to move forward with drafting a text amendment to the Zoning Code §158.153 to allow community solar energy generating systems in certain areas within the Agricultural Zoning District. Staff then proceeded through the process to review the draft text of the proposed amendment with the Planning & Zoning Commission. The Planning & Zoning Commission reviewed and discussed the amendment on January 19, February 3, February 15, March 3, and March 16, 2021. On March 16, 2021, the Planning & Zoning Commission provided a recommendation to the Board. On March 25, 2021, staff briefed the Board on the proposed zoning text amendment, and the Board directed staff to proceed with scheduling a public hearing.

### **Staff Recommended Motion:**

*I move that the Board of Commissioners close the Public Hearing and leave the record open for 10 days.*

### Attendees:

Chris Heyn, Acting Director ~ Dept of Land & Res Mgmt  
Brenda Dinne, Special Projects Coordinator ~ Dept of Land & Res Mgmt  
Jay Voight, Zoning Administrator  
Laura Matyas, Chief, Bureau of Development Review

## Departments of Recreation and Parks

### Briefing Paper

#### **Briefing/Discussion/Decision:**

Request permission to apply for Recreational Trails Program (RTP) Grant

#### **Background:**

The Department of Recreation & Parks is requesting permission to apply for a Recreational Trails Program (RTP) grant from the Maryland Department of Transportation State Highway Administration (MDOT SHA) to support rehabilitation of the wetlands boardwalk at the Hashawha Environmental Center. The existing boardwalk decking needs to be replaced due to warping and rotting boards and the proposed renovation will replace the wood decking with Trex and add new educational signage. The projected budget for this project is \$57,000 and if awarded, the RTP grant will reimburse 80% of the funds necessary to complete these renovations. The remaining 20% required match may consist of in-kind services and/or local funding. Hashawha maintenance staff will be completing the work and if any additional matching funds are necessary, they will come from within currently budgeted Park Restoration funding.

All RTP grant applications must be submitted no later than April 30 to be considered for FY22 funding.

#### **Staff Recommended Motions:**

I move that the Board of County Commissioners grant permission to the Department of Recreation & Parks to apply for and if awarded, accept a Recreational Trails Program grant in the amount of \$57,000 from MDOT SHA to support the Hashawha wetlands boardwalk renovations

#### **Attendees:**

Jeff R. Degitz, Director of Department of Recreation and Parks

DATE: April 14, 2021  
TO: The Carroll County Board of Commissioners  
RE: Final Engineering Services & Permitting for Gillis Falls Trail Park

**EXECUTIVE SUMMARY:**

The Bureau of Purchasing in cooperation with the Department of Recreation & Parks requests your approval to award the contract for the planning, surveying, final engineering and permitting services for the Gillis Falls Trail Park to Pennoni Associates, Inc. in the amount of \$97,325.00. The scope of work will include final site development plans for trail and parking lot, wetland permitting, geotechnical analysis, structural engineering for bridge abutments, additional survey work and site permitting. This amount is in the adopted budget and no additional funds will be necessary.

**Staff Recommended Motion:**

I move the Board of Commissioners award the contract for the final engineering and permitting services for the Gillis Falls Trail Park to Pennoni Associates, Inc. in the amount of \$97,325.

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Bureau of Purchasing

Date

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Board of Commissioners

Date

Commissioner Wantz:  Motion  2<sup>nd</sup>  All in Favor  Denied

Commissioner Weaver:  Motion  2<sup>nd</sup>  All in Favor  Denied

Commissioner Frazier:  Motion  2<sup>nd</sup>  All in Favor  Denied

Commissioner Bouchat:  Motion  2<sup>nd</sup>  All in Favor  Denied

Commissioner Rothstein:  Motion  2<sup>nd</sup>  All in Favor  Denied

Comments: -

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Action Taken:  Accepted  Denied  Other:

DATE: April 12, 2021  
TO: The Carroll County Board of Commissioners  
RE: Environmental Compliance and Engineering Survey

**EXECUTIVE SUMMARY:**

The Bureau of Facilities in cooperation with the Office of Procurement are requesting approval to use term contractor Carroll Land Services, Inc.(CLSI) for the survey and design of the Parking Lot at the Agriculture Center. The work includes but is not limited to an asphalt paving stormwater management design. The cost of \$32,240.00 will cover all phases of this project.

This amount is within the project budget and no additional funds will be needed.

**Background:**

Carroll County Agriculture Center currently has approximately 3 acres of millings that has been constructed and expanded over the years. The milling area is consistently eroding and washing millings across the access road which is ending up in the Farm Museum storm water pond. CLSI will prepare an asphalt paving stormwater management design for Carroll County Facilities with the guidance from Bureau of Resources Management to remediate this issue. The design will consist of grass swales and a small surface sand filter.

**Staff Recommended Motion:**

I move that the Board of Commissioners award the contract for Surveying and Design Services for the Agriculture Center parking to CLSI in the amount of \$32,240.00

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Office of Procurement 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: -				
<hr/>				
Action Taken: <input type="checkbox"/> Accepted <input type="checkbox"/> Denied <input type="checkbox"/> Other:				