

Board of County Commissioners

Kenneth A. Kiler, President
Joseph A. Vigliotti, Vice President
Thomas S. Gordon III
Michael R. Guerin
Edward C. Rothstein



Carroll County Government

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Notice of Commissioner Meetings & Agenda for the Week of May 20, 2024

- Please Note: This weekly notice and agenda is subject to change. Please call 410-386-2043 to confirm a meeting you plan to attend. All meetings, unless otherwise noted, will be held at the Carroll County Office Building, Room 311. **Public Comment may be made in person or by calling in using the number provided with the agenda each week.** All or part of a meeting may be conducted in closed session.

Indicates Outside Activities

Monday ~ May 20, 2024

Tuesday ~ May 21, 2024

*8:00 a.m. Homeless Services Summit
Carroll Community College, Westminster
Commissioners Kiler and Rothstein*

*9:00 a.m. Planning and Zoning Commission
County Office Building, Reagan Room 003*

9:00 a.m. Board of County Commissioners Open Session
County Office Building, Room 311

Item 1

FY25 Adopted Budget Work Session
Department of Management and Budget – Mr. Ted Zaleski

*2:00 p.m. Veterans Advisory Meeting
American Legion Post 31, Westminster
Commissioners Gordon and Kiler*

Wednesday ~ May 22, 2024

*12:30 p.m. Impact Award – Hiring Our Heroes/Chamber of Commerce Foundation
District of Columbia
Commissioner Kiler*

Wednesday ~ May 22, 2024 (continued)

2:00 p.m. *Carroll Community College Reception & Graduation
McDaniel College, Gill Center, Westminster
Commissioner Rothstein*

Thursday ~ May 23, 2024

9:00 a.m. **Board of County Commissioners Open Session**
County Office Building, Room 311

Priority Carroll

Item 1

Public comment on this item

[Approval to Purchase – Two Parcels That Are Contiguous to Cape Horn Park](#)

Department of Recreation and Parks – Mr. Bob Hicks

Item 2

Public comment on this item

[Approval to Purchase – Freedom Park Challenge Course Installation](#)

Department of Recreation and Parks – Mr. Bob Hicks

Item 3

Public comment on this item

[Contract Renewal - APC Symmetra and Cooling Units Service](#)

Department of Technology Services – Mr. Mark Ripper

Item 4

Public comment on this item

[Approval of Resolution - 250th Anniversary Committee Resolution](#)

Department of Planning and Land Management – Mr. Christopher Heyn

Item 5

Public comment on this item

[Carroll Business Expansion Job Creation Funding](#)

Department of Economic Development – Ms. Denise Beaver

Item 6

Public comment on this item

[Carroll County Infrastructure & Investments Fund Transfer](#)

Department of Economic Development – Ms. Denise Beaver

Item 7

Public comment on this item

[Carroll County Farm Museum Blue Star Museums Designation](#)

Department of Economic Development – Ms. Denise Beaver

Thursday ~ May 23, 2024 (continued)

Item 8

Public comment on this item

[Contract Award - Sunoco LLC](#)

Department of Public Works – Mr. Bryan Bokey

Item 9

Public comment on this item

[Approval to Purchase – Shotcrete Linings](#)

Department of Public Works – Mr. Bryan Bokey

Item 10

Public comment on this item

[Contract Award – Site Work to Prepare for the New Pavilion at Carroll County Farm Museum](#)

Department of Public Works – Mr. Bryan Bokey

Item 11

FY25 Budget Adoption

Department of Management and Budget – Mr. Ted Zaleski

Public Comment – Anyone planning to make public comment may do so in person or virtually. Those wishing to attend virtually should call +1 (872) 240-3212 and Access Code 317-923-893 to join the meeting.

Administrative Session ~ Open

*5:30 p.m. Greater Baltimore Committee (GBC) 2024 Annual Meeting
Sparrows Point, MD
Commissioner Rothstein*

Friday ~ May 24, 2024

Saturday ~ May 25, 2024

Sunday ~ May 26, 2024

8:00 a.m. “The Commissioners’ Podcast”
Commissioner Kiler

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.

Department of Recreation and Parks
Briefing Paper
5/23/2024
Open Session

Issue: Approval to Purchase - two parcels that are contiguous to Cape Horn Park

Background: Briefing/Decision

Two separate parcels owned by the estate of Judith Ann Leese Green became available to purchase in early 2023. Both parcels are adjacent to and contiguous to Cape Horn Park property.

For future expansion of the existing park property and to provide additional recreational opportunities to the citizens of Carroll County, the Department of Recreation and Parks requested permission to have both parcels appraised. The BCC directed both the Department of Recreation and Parks and the Department of Public Works to complete these appraisals. A Contract of Sale was entered into and title work was completed. The Notice of Intent to Purchase Land was also advertised on the county's website.

Since acquisition funding will be coming from Program Open Space (POS) two independent appraisals were completed. Parcel 49 is zoned Agricultural and Parcel 341 is zoned Commercial. The results are as follows:

Appraiser:	Lipmann Frizzell and Mitchell	Karen H Belinko Appraisals
Parcel 49:	\$530,000	\$391,000
Parcel 341	\$590,000	\$1,024,000

The difference in the value of Parcel 49 is due to Manchester's Master Plan for a possible annex, resulting in a higher value for the ag land at \$25,000 per acre vs the almost \$14,500 per acre from the second appraiser.

In accordance with POS mandates, acquisition funding can be used to purchase future parkland using the lowest of the two appraisals or an average of the two. The average of the appraisals is \$1,267,500.

Carroll County currently has an available POS acquisition funding balance of \$1,875,090, which would cover the property purchase, as well as any incidental costs (appraisals, survey, title, etc.). The Department of Public Works has been in contact with the attorney of the Estate of Judith Green and has negotiated a final sales price of \$1,120,000 for both these parcels. Staff would like to move forward with settlement of these properties.

If the purchase is approved, a new capital project (Cape Horn Park Expansion) needs to be established and a budget transfer of \$1,120,000 from the (POS) Land Acquisition capital project needs to be approved through capital budget resolution C-24.05.

Staff Recommended Motion:

I move that the Board of County Commissioners authorize the Department of Recreation and Parks with assistance of the Department of Public Works to purchase both parcels, for a final sales price of \$1,120,000.

I move that the Board of County Commissioners establish a new capital project, Cape Horn Park Expansion, and approve capital budget resolution C-24.05.

Attendees:

Bob Hicks, Director, Department of Recreation and Parks

Bryan Bokey, Director, Department of Public Works

Robin Gould-Smith, Land Acquisition Specialist, Department of Public Works

DATE: May 23, 2024
TO: The Carroll County Board of Commissioners
RE: Approval to Purchase – Freedom Park Challenge Course Installation

EXECUTIVE SUMMARY:

The Office of Procurement, in cooperation with the Department of Recreation and Parks, requests your approval to purchase equipment from Gametime c/o Cunningham Recreation for upgrades at Freedom Park in the amount of \$392,761.81. The upgrades include the purchase and installation of a challenge course. This work is being performed through an Omnia Partners contract #2017001134 that was competitively bid.

BACKGROUND

This project is for the purchase and installation of a ninja style ‘Challenge Course’ for two age groups and includes an accessible playground component. This project is funded through private donation, the Nathan C. Baker Foundation and a bond bill from the State of Maryland. This type of facility is unique to Maryland.

STAFF RECOMMENDED MOTION:

I move the Board of Commissioners approve the upgrade of Freedom Park to Gametime c/o Cunningham Recreation in the amount of \$392,761.81.

DATE: May 23, 2024
TO: The Carroll County Board of Commissioners
RE: Contract Renewal - APC Symmetra and Cooling Units Service

Executive Summary:

The Office of Procurement, in cooperation with the Department of Technology Services, requests your approval to award renewal of the APC Symmetra and cooling units service to Chesapeake Mission Critical in the amount of \$32,643.00. The renewal is funded in the FY24 adopted budget.

Details:

The UPS and cooling units are located at the New Windsor library headquarters data center and provides power protection for critical network infrastructure used by multiple agencies. This is a 3-year renewal and will be billed annually and is subject to fiscal availability.

Staff Recommended Motion:

I move that the Board of Commissioners approve the APC Symmetra and cooling units service renewal to Chesapeake Mission Critical in the amount of \$32,643.00.

Department of Planning & Land Management
Briefing Paper
May 23, 2024
Open Session

Issue:

Approval of Resolution – 250th Anniversary Committee Resolution

Background:

On July 4, 2026, our nation will commemorate the 250th anniversary of the signing of the Declaration of Independence. Communities across the country are being encouraged to use this milestone as an opportunity to reflect on America’s past and the significant contributions all Americans have made to the story of our nation, and to look ahead to the future we are building for generations to come.

In support of a statewide initiative to encourage all Marylanders to observe the 250th Anniversary of the United States, Carroll County is establishing the Semi-quincentennial Planning Advisory Committee (Advisory Committee). Using the theme of *Carroll Voices: America 250*, the Advisory Committee will advise, promote, and help coordinate activities among partners that encourage Carroll Countians to explore the echoes of the American Revolution that continue to shape our nation and to share their own stories rooted in history and civic responsibility. The Historical Society of Carroll County will act as the lead 250th Anniversary coordinator to facilitate the management of any personnel, grants, contracts, or any other formal arrangements that may be required for the successful completion of activities.

Action:

Approval of Resolution:

I move the Board adopt the resolution establishing the United States Semi-quincentennial Planning Advisory Committee for Carroll County.

Attendees: Christopher Heyn, Director, Department of Planning & Land Management
Daphne Daly, Deputy Director, Department of Planning & Land Management
Jason Illari, Executive Director, Historical Society of Carroll County
Ryan Melhorn, Supervisor of Social Studies, Carroll County Public Schools
Joe Thompson, Director of Public Services, Carroll County Public Library

Department of Economic Development
Carroll Business Expansion Job Creation Funding
Briefing Paper
May 23, 2024
Open Session

Issue:

Carroll Business Expansion Job Creation Funding

Background:

The Department of Economic Development recognizes and values the capital investments made by companies in significant business expansion projects. These business expansion projects increase the tax base and provide local job opportunities. The department facilitates local business expansions through Carroll County Workforce Development no-cost services and through Job Creation funding for qualified projects.

Action:

Briefing/Discussion/Decision

Staff Recommended Motion:

I move the Board of County Commissioners approve the Carroll Business Expansion Job Creation funding in the amount of \$50,000.

Attendees: Denise Beaver, CEcD, Director, Economic Development

**Department of Economic Development
Carroll County Infrastructure & Investments Fund
Briefing Paper
May 23, 2024
Open Session**

Issue:

Carroll County Infrastructure & Investments Fund Transfer

Background:

The Department of Economic Development has an Infrastructure & Investments Fund to use for business expansion and relocation projects which increase the tax base and create and/or retain jobs. Constructing a business park from raw land is a lengthy process. It can take nearly two years from concept to final approval. Businesses that are looking to build are interested in sites that are shovel-ready i.e., a site that is prepared with all infrastructure already in place. To remain competitive in attracting businesses, it is critical for the County to have an inventory of finished sites to market.

Carroll County partners with the Industrial Development Authority (IDA), a quasi-public entity, to undertake industrial park development. Most recently, the IDA developed the North Carroll Business Park southern parcel which is now complete and being actively marketed. The IDA is currently evaluating two additional development parcels which will increase Carroll's inventory of industrial property. Planning for future growth and development is critical to Carroll's long-term economic viability and this funding transfer is an investment in that future viability.

Action:

Briefing/Discussion/Decision

Staff Recommended Motion:

I move the Board of County Commissioners approve the Carroll County Infrastructure & Investments Fund transfer in the amount of \$500,000 to the Industrial Development Authority.

Attendees: Denise Beaver, CEcD, Director, Economic Development

Department of Economic Development
Carroll County Farm Museum Blue Star Museum designation
Briefing Paper
May 23, 2024
Open Session

Issue:

Carroll County Farm Museum Blue Star Museums Designation

Background:

Blue Star Museums is a partnership between the National Endowment for the Arts and Blue Star Families, in collaboration with the Department of Defense and participating museums across America. The Carroll County Farm Museum has been part of the Blue Star Museums program since 2018.

Blue Star Museum's initiative is a program that provides free admission to currently serving U.S. military personnel and their families. The 2024 program will begin on Armed Forces Day, Saturday, May 18, 2024, and end on Labor Day, Monday, September 2, 2024. Learn more and find the list of participating museums at arts.gov/BlueStarMuseums.

Action:

Briefing/Discussion/Decision

Staff Recommended Motion:

I move the Board of County Commissioners approve the Carroll County Farm Museum Blue Star Museums designation offering free admission to currently serving U.S. military personnel and their families.

Attendees: Denise Beaver, CEcD Director, Economic Development
Jane Sewell, Carroll County Farm Museum Manager

DATE: May 23, 2024
TO: The Carroll County Board of Commissioners
RE: Contract Award – Sunoco LLC

Executive Summary:

The Office of Procurement, in cooperation with the Bureau of Fleet Management & Warehouse Operations, requests your approval to award a term contract to Sunoco LLC to cover the cost of regular unleaded – Truck Transport Delivery. This purchase will be made through a Montgomery County IFB1162627 that was a reverse auction.

This amount is within the FY24 adopted budget and no additional funds should be necessary.

Background:

This contract allows for the purchase and delivery of bulk unleaded fuel (>6,000 gallons) that is stored and distributed at the Maintenance Center.

Staff Recommended Motion:

I move the Board of Commissioners award a term contract to Sunoco LLC for Regular Unleaded.

DATE: May 23, 2024
TO: The Carroll County Board of Commissioners
RE: Approval to Purchase – Shotcrete Linings

EXECUTIVE SUMMARY:

The Office of Procurement, in cooperation with the Bureau of Roads Operations, requests your approval to use Proshot Concrete, Inc. to pneumatically apply shotcrete to inverts on three (3) pipes nearest to 4570 N. Stone Road, Taneytown at a cost \$44,440.00. This cost includes mobilization, stream diversion, debris removal, traffic control, and invert paving. This service is being purchased via contract #IFB No. 22-243 which Harford County competitively bid.

This amount is within the approved budget and no additional funds should be necessary.

Background: The Department of Public Works (DPW) has evaluated the Structural Steel Plate (SSP) culverts with extremely deep corrugation at 4570 N. Stone Road, Taneytown and determined they have severely deteriorated and are in poor operating condition which has caused a hole to develop in the roadway, currently covered by a steel plate. These SSP's are elliptical pipes measuring 4' x 6' x 31' long.

A Maryland Department of the Environment (MDE) permit is required for this location and in process however, if possible, the work will be completed under emergency circumstances due to the existing hole in the roadway. The road will remain open to through traffic during the work activity. The estimated time to complete the work is 7 days.

The quote submitted by Proshot Concrete, Inc. is \$44,440.00. Proshot Concrete, Inc. has a term contract, which was competitively bid and awarded, in place with the County and funding for this work is available.

STAFF RECOMMENDED MOTION:

I move the Board of Commissioners approve the purchase of shotcrete lining services from Proshot Concrete, Inc. in the amount of \$44,440.00.

DATE: May 23, 2024

TO: The Carroll County Board of Commissioners

RE: Contract Award - Site Work to Prepare for the New Pavilion at Carroll County Farm Museum

EXECUTIVE SUMMARY:

The Office of Procurement, in cooperation with the Bureau of Building Construction, request your approval to award a contract to Stambaugh's, Inc. in the amount of \$27,841.00 for site work to prepare for the construction of the new pavilion at the Carroll County Farm Museum. The amount is within the adopted budget.

Background:

The area for the new pavilion is not level and will require some earth work. We will prepare the site by installing sediment controls and clearing the area to include the removal of one tree. Engineers will survey the area and set stakes so that accurate grading can be completed. In the areas of deficiencies, topsoil will be added, compacted, and tested to meet County standards. The last step of this process will be seeding and mulching, to help with storm water runoff until the pavilion can be built.

Staff Recommended Motion:

I move the Board of Commissioners award a contract to Stambaugh's Inc. in the amount of \$27,841.00 for site work to prepare for the construction of the new pavilion at the Carroll County Farm Museum.