

**Board of County Commissioners**

Stephen A. Wantz, *President*  
Ed Rothstein, *Vice President*  
C. Richard Weaver, *2<sup>nd</sup> Vice President*  
C. Eric Bouchat  
Dennis E. Frazier



**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 November 23, 2020**

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 ~ November 23, 2020**

**Tuesday ~ November 24, 2020**

9:00 a.m.     **Department of Planning Work Session**  
Virtual Meeting

12:00 p.m.    Governor's Emergency Management Advisory Council Meeting  
Virtual Meeting  
Commissioner Wantz

1:00 p.m.     **Board of County Commissioners Open Session**  
Virtual Meeting

**Item 1**

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

**Item 2**

Discussion/Decision  
Coronavirus Relief Fund Plan  
Commissioner's Office ~ Roberta Windham

**Item 3**

**Bid Approval ~ Installation of Residential Water Meter Vaults**

within Freedom District – Groups 1, 2 and 3  
Department of Public Works ~ Mr. Jeff Castonguay  
Bureau of Purchasing ~ Mr. Mike Myers

**Item 4**

**Bid Approval ~ Replacement Generator** for the

Waters Edge Sewage Pumping Station  
Department of Public Works ~ Mr. Jeff Castonguay  
Bureau of Purchasing ~ Mr. Mike Myers

**Item 5**

Request Approval to use Term Contract  
to complete **Oakleigh & Wolf Hill Drive Repair/**  
Rehabilitation Projects  
Department of Public Works ~ Mr. Jeff Castonguay

Administrative Session ~ Open

Closed ~ Administrative Session

**Public Comment** ~ In light of the COVID-19 virus, anyone planning to make public comment should call + 1 (872) 240-3212 + Access Code 932-512-597 to join the meeting.

**Wednesday ~ November 25, 2020**

**Thursday ~ November 26, 2020 & Friday ~ November 27, 2020**

**County Offices Closed in observance of Thanksgiving**



**Saturday ~ November 28, 2020**

**Sunday ~ November 29, 2020**

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

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.

## Virtual Access to Carroll County Board of Commissioner 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 Carroll County Commissioners Open Session **Tuesday, November 24, 2020**

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

**United States: +1 (872) 240-3212**

**Access Code: 932-512-597**

\*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.

DATE: November 6, 2020  
 TO: The Carroll County Board of Commissioners  
 RE: Installation of Residential Water Meter Vaults within Freedom District – Groups 1, 2 and 3

**Executive Summary:**

The Bureau of Purchasing, in cooperation with the Bureau of Utilities, requests your approval to 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 \$252,405.00. These awards 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	Group 1	Group 2	Group 3	Overall Total
Mid-Atlantic Utilities, Inc.	\$85,425.00	\$68,380.00	\$98,600.00	\$252,405.00
HTI Contractors	\$92,700.00	\$70,200.00	\$99,300.00	\$262,200.00

**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. Group 1 consists of 67 residences on White Cedar Court, Pitch Pine Court and Longleaf Pine Road; Group 2 includes 52 properties on Advisory Court, Agrippas Court and Monroe Avenue; and Group 3 includes 68 residences on Tydings Road. This project will upgrade an overall total of 187 water meter locations.

**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 \$252,405.00.

\_\_\_\_\_  
 Bureau of Purchasing 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
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:  Accepted  Denied  Other:  
 \_\_\_\_\_

DATE: November 17, 2020  
 TO: The Carroll County Board of Commissioners  
 RE: Replacement Generator for the Waters Edge Sewage Pumping Station

**Executive Summary:**

The Bureau of Purchasing in cooperation with the Bureau of Utilities requests your approval to award a contract for the purchase and installation of a replacement generator and automatic transfer switch for the Waters Edge Sewage Pumping Station to Fidelity Power Systems in the amount of \$54,260.70. Sourcewell awarded Fidelity Power Systems a cooperative contract through a competitively bid process. This contract results in substantial cost savings to the County. The amount is within the adopted budget and no additional funds will be necessary.

**Background:**

The Waters Edge Pump Station is located on Johnsville Road, west of MD 32, in the Freedom District. The existing generator was installed in 2001, can no longer be readily serviced and is beyond its useful service life. Reliable backup electrical service is required to prevent raw sewage overflow in the event of a power failure. The overall project will also include the installation of a new automatic transfer switch.

**Staff Recommended Motion:**

I move that the Board of Commissioners award a contract for engineering services for the purchase and installation of a replacement generator and automatic transfer switch for the Waters Edge Sewage Pumping Station to Fidelity Power Systems in the amount of \$54,260.70.

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

**Department of Public Works**  
**Briefing Paper**  
**November 24, 2020**  
**Open Session**

**Issue:**

Term Contract Use – Culvert Repair / Rehabilitation

**Discussion/Decision:**

Briefing / Discussion / Decision

**Background:**

The Department of Public Works Bureau of Roads Operations (DPW) is seeking approval to utilize a term contract to complete the repair / rehabilitation of corrugated metal pipe (CMP) at the locations below by jacking up the collapsed areas and installing a cured-in-place fiberglass liner rather than the traditional replacement approach.

Near 4512 Oakleigh Drive: 18 inch diameter 23 foot long CMP – Quoted Price: \$2,771.07

Near 4284 Wolf Hill Drive: 24 inch diameter 54 foot long CMP – Quoted Price: \$6,380.64

The Board of Commissioners approved \$49,657.04 for the repair / rehabilitation work below in September of this year and it was completed in October.

Near 4512 Oakleigh Drive: 18 inch diameter 232 foot long CMP

Near 4284 Wolf Hill Drive: 30 inch diameter 103 foot long CMP

During the work above, our Roads Administrative Supervisor discovered that the contractor did not have the appropriate length nor diameter of cured-in-place fiberglass liner on site to complete the sections under each of the roads. The contractor recognized this as a mistake on their part and took full responsibility so no mobilization fees will be charged to complete the project. Both locations will be reduced to single lane use with a flagging operation during working hours and returned to normal operation at all other times. The estimated time to complete these projects is two working days, weather permitting.

The quotes submitted by Pleasants Construction, Inc. to complete the work is \$9,151.71. Pleasants Construction, Inc. 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 Pleasants Construction, Inc. as requested.

**Staff-Recommended Motion:**

I move that the Board of Commissioners authorize the Department of Public Works to utilize the term contract with Pleasants Construction, Inc. in the amount of \$9,151.71 to complete the Oakleigh and Wolf Hill Drive repair / rehabilitation projects.

**Attendees:**

Douglas Brown, Deputy Director, Department of Public Works

James Cook, Bureau Chief, Department of Public Works, Bureau of Roads Operations