

## 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  
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MD Relay ~ 7-1-1/800-735-2258

### **Notice of Commissioner Meetings & Agenda for the Week of November 29, 2021**

- 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 note, 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 ~ November 29, 2021**

#### **Tuesday ~ November 30, 2021**

*11:00 a.m. Summit Ridge Energy's Solar Ribbon Cutting  
630 Hanover Pike, Hampstead  
Commissioners Frazier, Rothstein, Wantz and Weaver*

*7:00 p.m. District 1 Community Meeting  
Pleasant Valley Fire – Social Hall  
Commissioner Wantz*

#### **Wednesday ~ December 1, 2021**

*11:00 a.m. Baltimore City Tourism Board (BCTB) of Directors Meeting  
Virtual – Zoom Conference 1  
Commissioner Wantz*

*2:00 p.m. Opioid Sr Policy/BHAC  
Commissioner Frazier*

*4:00 p.m. East Middle School Groundbreaking Ceremony  
121 Longwell Avenue, Westminster  
Commissioners Frazier, Rothstein and Wantz*

**Thursday – December 2, 2021**

Closed Administrative Session

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

*Priority Carroll*

**Item 1**

Public Comment on this item

[Resolution to Transfer Official Intent to Reimburse Bond Expenditures \(per Budget Resolution #C-22.02\)](#)

Department of the Comptroller – Mr. Rob Burk

**Item 2**

[Public Hearing](#)

[Water and Sewer Fall Amendment](#)

Department of Planning – Ms. Lynda Eisenberg

**Item 3**

Public Comment on this item

[Citizens UB Solar, LLC – Annexation](#)

Department of Planning – Ms. Lynda Eisenberg

**Item 4**

Public Comment on this item

[RFP Connect Maryland Infrastructure Grant](#)

Department of Technology Services – Mr. Mark Ripper

**Item 5**

Public Comment on this item

[Approval to Submit an Application to the FY2021 Assistance To Firefighters Grant \(AFG\) Program](#)

Department of Public Safety – Mr. Scott Campbell

**Item 6**

Public Comment on this item

[Stormwater Reviewer Contract Approval](#)

Department of Land & Resource Management – Mr. Christopher Heyn

**Item 7**

Public Comment on this item

[Approval for Grant Application and Acceptance of Award – Brynwood Stream Restoration](#)

Department of Land & Resource Management – Mr. Christopher Heyn

**Item 8**

Public Comment on this item

[Approval for Grant Application and Acceptance of Award – Willow Pond Tree Planting](#)

Department of Land & Resource Management – Mr. Christopher Heyn

**Item 9**

Public Comment on this item

[Purchase of One \(1\) Steril Koni Lift](#)

Department of Public Works – Mr. Jeff Castonguay

**Item 10**

Public Comment on this item

[Replacement of Water Service Laterals on Three Roadways Within the Freedom District Service Area](#)

Department of Public Works – Mr. Jeff Castonguay

**Item 11**

Public Comment on this item

[Replacement of Water Main Caps and Blow-Off Valve Assemblies at Various Locations Within the Freedom District Service Area](#)

Department of Public Works – Mr. Jeff Castonguay

**Item 12**

Public Comment on this item

[Request to Approve a Budget Transfer from The Reserve For Contingencies to Facilities](#)

Department of Public Works – Mr. Jeff Castonguay

**Item 13**

Public Comment on this item

[Request for Payment to a Contractor for Services – Emergency Environmental Remediation of a County Rental Unit](#)

Department of Public Works – Mr. Jeff Castonguay

**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

Closed            Legal  
Closed            Land Acquisition

1:00 p.m.        Residential Text and Map Discussion  
Room 311

7:00 p.m. *Catherine's Cause*  
*Ascension Episcopal Church, Westminster*  
*Commissioner Frazier*

**Friday ~ December 3, 2021**

11:00 a.m. *Carroll County Realtors Annual Legislative Luncheon*  
*Liberatore's, Westminster*  
*Commissioners Bouchat, Frazier, Rothstein and Wantz*

1:30 p.m. *Grand Opening Harvestin' Natural*  
*Town Mall, Westminster*  
*Commissioner Frazier*

5:30 p.m. *Starry Night 2021*  
*Carroll Community College, Westminster*  
*Commissioners Rothstein and Wantz*

**Saturday ~ December 4, 2021**

**Sunday ~ December 5, 2021**

8:00 a.m. "The Commissioners' Podcast"  
Commissioner Frazier

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 the Comptroller**  
**Briefing Paper**  
**December 2, 2021**

**Issue:** **Briefing/Discussion/Possible Decision** – Resolution to Transfer Official Intent to Reimburse Bond Expenditures (per Budget Resolution #C-22.02)

**Background:** Following the November 4, 2021 adoption of a budget transfer between functional categories, a resolution is to be approved by the Board of County Commissioners declaring the County’s official intent to reimburse expenditures intended to be funded with debt proceeds. This resolution is necessary to meet the Internal Revenue Code Regulations for tax-exempt debt issuance.

This resolution covers the \$3,200,000 of projected debt funding being transferred from Conservation (Water Development) to General Government (Charles Carroll Gymnasium and Community Center). This does not create an obligation to issue debt.

**Requested**

**Action:** I am requesting the Board adopt the resolution declaring the County’s official intent to reimburse expenditures with debt proceeds. This resolution enables the County to expend funds with the intention to reimburse with future bond proceeds in an amount of \$3,200,000 subject to the requirements of tax-exempt debt issuance.

The County Attorney’s Office has reviewed the resolution for legal sufficiency.

**Staff**

**Recommended**

**Motion:** I move the Board of Commissioners approve the resolution declaring the County’s intent to reimburse expenditures with debt proceeds.

**Attendees:** Robert M. Burk, Comptroller

Resolution # \_\_\_\_\_

# Department of Planning

## Briefing Paper

December 2, 2021

### Open Session

**Issue:**

Public Hearing – 2021 Fall Amendment to the 2019 Water and Sewer Master Plan

**Background:**

The purpose of this hearing is to accept public comment regarding the 2021 Fall Amendment to the Carroll County Water and Sewer Master Plan.

In compliance with Environment Article § 9-503 of the Annotated Code of Maryland, the hearing was duly advertised in the Carroll County Times on November 18<sup>th</sup> and November 25<sup>th</sup>.

**Action:**

Accept testimony

**Staff Recommended Action:**

I move that the Board of County Commissioners close the Public Hearing and keep the record open for a period of ten (10) days.

**Attendees:**

Lynda Eisenberg, Director, Department of Planning  
Price Wagoner, Comprehensive Planner, Department of Planning

# Department of Planning

## Briefing Paper

December 2<sup>nd</sup>, 2021

### Issue:

Citizens UB Solar, LLC Annexation

### Background:

The Town of Union Bridge is currently processing the Citizens UB Solar Annexation. The annexation area consists of one parcel that totals approximately 69.40 acres. The subject properties are located along Green Valley Road (MD75) and is contiguous to the boundary line of the existing corporate limits for the Town of Union Bridge. The annexation area is in the County's **"I-1" Light Industrial, "I-2" Heavy Industrial, and "C" Conservation Zoning Districts**, and has a land use designation of **Industrial Restricted, Industrial General, and Conservation** in the *2008 Town of Union Bridge Community Comprehensive Plan as amended in 2014*. The Town has indicated its intent to place the annexation area in the **"I-R" Restricted Industrial, "C" Conservation Zoning Districts**. The change in the zoning districts will not significantly change the zoning, so a zoning waiver is not required.

The Department of Planning is forwarding this annexation request to the Board of County Commissioners with a favorable recommendation.

### Action:

Informational Briefing/Discussion and Decision

### Attendees:

Lynda Eisenberg, Director, Department of Planning  
Hannah Weber, Comprehensive Planner, Department of Planning

Perry Jones, Mayor, Town of Union Bridge  
Ned Cueman, Town of Union Bridge

DATE: December 21, 2021

TO: The Carroll County Board of Commissioners

RE: Issue an RFP to invite ISPs to participate in the Connect Maryland Infrastructure Grant Program.

**EXECUTIVE SUMMARY:** The Department of Technology Services is requesting Permission to issue an RFP to invite interested ISP to submit an application to the Connect Maryland Grant Program. Grant applications are due by Friday, January 14, 2022.

This RFP is necessary for us to use Coronavirus State and Local Fiscal Recovery Funds (FRF) to match the Maryland State Connect Maryland Infrastructure Program funds.

**Staff Recommended Motion:**

I move the Board of Commissioners authorize the Department of Technology Services move forward with issuing an RFP to invite interested ISPs to submit an application to the Connect Maryland Infrastructure Grant Program.



**Department of Public Safety**  
**Briefing Paper**  
**December 2, 2021**  
**Open Session**

**Issue:**

Application for FFY2021 “Assistance to Firefighters Grant (AFG)” Program

**Discussion / Decision**

Discussion & Decision

**Background:**

On Oct. 1, 2020, the Board of Commissioners established the Carroll County Dept. of Fire and Emergency Medical Services (DFEMS), to include the creation of the first-ever ‘Carroll County Fire Dept.’. This action made the County eligible to apply for an AFG for the first time since the AFG Program began. Accordingly, we have developed a proposed application for a grant under the FFY2021 AFG Program, requesting funding for the purchase of 73 portable radios and 126 mobile radios for the County’s fire service.

The County has previously purchased portable and mobile radios which were issued to the fire service. The radios specified in the proposed AFG application are part of a planned, but currently unfunded, future purchase. Absent the requested AFG monies, the funding of the purchase of the radios included in the proposed AFG application would remain the County’s responsibility.

**Budget:**

Federal Request	\$797,227
Required County Cash Match	\$79,723
<b>Total Project</b>	<b>\$876,950</b>

Sufficient matching funds are available in the grant fund.

**Staff Recommended Motion:**

*“I move that the Board of Commissioners authorize the submission of an application to the Assistance to Firefighters Grant Program, as presented, and accept the award, if approved”.*

**Attendees:**

Scott Campbell, Director, Department of Public Safety  
Michael Robinson, Director, Department of Fire & EMS  
Debby Standiford, Grants Manager, Dept. of Mgmt. & Budget

**Department of Land & Resource Management**  
**Briefing Paper**  
**December 2, 2021**  
**Open Session**

**Issue:**

**Briefing/Discussion/Decision – Stormwater Reviewer Contract Approval**

**Background:**

Carroll County is required by state law to perform stormwater management review of proposed development for compliance with state and local laws. The Bureau of Resource Management has faced increasing workload and has been attempting to fill an approved stormwater review position since September 2020. To address the continued need, on June 3, 2021, the Board approved the continued use of a term contractor to temporarily fill the position until December 31, 2021.

Century Engineering provided an engineer and they have been successfully working for the past nine months. To date, the permanent position has not been filled. The Bureau is therefore requesting approval to issue a new task to Century Engineering for 1,000 hours to cover the contractual engineer for six additional months. Should the permanent position be filled, the contract will be terminated with Century Engineering.

The contract billing rate for the engineer is \$99.75/hour. Therefore, the total upset limit of the task will be \$99,750.

**Action:**

**Approve a task for services to Century Engineering for a stormwater review engineer with a not to exceed task limit of \$99,750.**

**Staff Recommended Motion:**

**I move that the Board of County Commissioners approve a task to Century Engineering for a contractual stormwater engineer with a not to exceed task limit of \$99,750.**

**Attendees:**

Chris Heyn, Director, Land and Resource Management

**Department of Land & Resource Management**  
**Briefing Paper**  
**December 2, 2021**  
**Open Session**

**Issue:**

**Briefing/Discussion/Decision – Request Approval for Grant Application and Acceptance of Award–  
Brynwood Stream Restoration**

**Background:**

The Bureau of Resource Management (BRM) is seeking \$1,000,000 from the Department of Natural Resources Chesapeake and Coastal Grants Gateway to fund the restoration of approximately 1,726 feet of an unnamed tributary to Little Morgan Run to address the requirements of the County’s National Pollutant Discharge Elimination System (NPDES) Permit.

The Brynwood Hills subdivision, located in Eldersburg, was built in the 1970s. For over a decade, the County has received drainage complaints regarding overland flow in various locations in the subdivision leading to property damage and safety concerns. This project has the two-fold goal of improving drainage conveyance while at the same time providing functional environmental uplift in the natural stream that has been severely impacted by urbanization. Design is in the final stages for this project. County match includes engineering expenses.

**Budget:**

Project	Grant Request	County Match	Total Cost
Brynwood Stream Restoration	\$1,000,000	\$1,025,000	\$2,025,000

*\*These costs reflect current estimates and are subject to change throughout the duration of the project.*

**Action:**

Direct staff to submit an application to the Department of Natural Resources Chesapeake and Coastal Grants Gateway.

**Staff Recommended Motion:**

***I move that the Board of County Commissioners approve the submittal of the grant application and acceptance of award to the Department of Natural Resources Chesapeake and Coastal Grants Gateway.***

**Attendees:**

Christopher Heyn, P.E., Director, Department of Land & Resource Management

**Department of Land & Resource Management**  
**Briefing Paper**  
**December 2, 2021**  
**Open Session**

**Issue:**

**Briefing/Discussion/Decision – Request Approval for Grant Application and Acceptance of Award– Willow Pond Tree Planting**

**Background:**

The Bureau of Resource Management (BRM) is seeking \$31,000 from the Department of Natural Resources Chesapeake and Coastal Grants Gateway to fund approximately 3.85 acres of upland plantings at the Willow Pond Stormwater Retrofit and Stream Restoration site. These plantings will address nutrient reduction requirements of the County’s National Pollutant Discharge Elimination System (NPDES) Permit.

The Willow Pond planting location is owned and maintained by the City of Westminster, and they will be providing a letter of support for the grant request.

**Budget:**

Project	Grant Request
Tree Plantings	\$31,000.00

*\*These costs reflect current estimates and are subject to change throughout the duration of the project.*

**Action:**

Direct staff to submit an application to the Department of Natural Resources Chesapeake and Coastal Grants Gateway.

**Staff Recommended Motion:**

***I move that the Board of County Commissioners approve the submittal of the grant application and acceptance of award to the Department of Natural Resources Chesapeake and Coastal Grants Gateway.***

**Attendees:**

Christopher Heyn, P.E., Director, Department of Land & Resource Management

DATE: November 15, 2021  
TO: The Carroll County Board of Commissioners  
RE: Purchase of One (1) Stertil-Koni Diamond Lift

**Executive Summary:**

The Office of Procurement, in cooperation with the Bureau of Fleet Management/Warehouse Operations requests your approval to award the purchase of one (1) Stertil-Koni Diamond 61-10 Lift to Alan Tye and Associates in the amount of \$212,000.00. The total amount includes the removal of an existing lift and replacing with the new unit. The purchase is being made through a Sourcewell contract #013020-SKI that was competitively bid.

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

**Background:**

This is an in-ground two-post lift that will be replacing a 2008 two-post lift. These are used to lift a range of vehicles from small pick-up trucks to large tandem axle dump trucks for mechanics to perform repairs.

**Staff Recommended Motion:**

I move that the Board of Commissioners award the purchase of one (1) Stertil-Koni Diamond 61-10 Lift to Alan Tye and Associates in the amount of \$212,000.00

DATE: November 16, 2021

TO: The Carroll County Board of Commissioners

RE: Replacement of Water Service Laterals on Three Roadways within the Freedom District Service Area

**Executive Summary:**

The Office of Procurement, in cooperation with the Bureau of Utilities, requests your approval to award contracts for the replacement of water service laterals on three roadways within the Freedom District to HTI Contractors in the overall amount of Ninety-Five Thousand Two Hundred Forty-Seven Dollars and Zero Cents (\$95,247.00). These awards will be made via a competitively bid term contract and were bid as separate roadways to generate interest and competitive pricing. Autumn View Drive includes thirty water service laterals, Autumn View Court consists of thirteen water service laterals and Spring Hill Drive includes six water service laterals. 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.

<b>Contractor</b>	<b>Autumn View Dr</b>	<b>Autumn View Ct</b>	<b>Spring Hill Dr</b>	<b>Total</b>
HTI Contractors	\$53,010.00	\$27,303.00	\$14,934.00	\$95,247.00
Mid-Atlantic Utilities, Inc.	\$86,200.00	\$46,090.00	\$26,430.00	\$158,720.00

**Background:**

The Autumn View Drive, Autumn View Court and Spring Hill Drive water service laterals date to the 1970s and have exceeded the expectations of their useful service life. These contracts will replace the service laterals to the properties along these roadways in a proactive effort to maintain effective water service to system users.

**Staff Recommended Motion:**

I move that the Board of Commissioners award contracts for the replacement of water service laterals on Autumn View Drive, Autumn View Court and Spring Hill Drive to HTI Contractors in the overall amount of Ninety-Five Thousand Two Hundred Forty-Seven Dollars and Zero Cents (\$95,247.00).

DATE: November 16, 2021  
TO: The Carroll County Board of Commissioners  
RE: Replacement of Water Main Caps and Blow-Off Valve Assemblies at Various Locations within the Freedom District Service Area

**Executive Summary:**

The Office of Procurement, in cooperation with the Bureau of Utilities, requests your approval to award a contract for the replacement of water main caps and blow-off valve assemblies at twenty locations within the Freedom District service area to HTI Contractors in the amount of Seventy-Seven Thousand Five Hundred Dollars and Zero Cents (\$77,500). This award will be made via a competitively bid term contract. These locations were bid as a collective grouping 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.

<b>Contractor</b>	<b>Total</b>
HTI Contractors	\$77,500.00
Mid-Atlantic Utilities, Inc.	\$109,875.00

**Background:**

The construction of the water mains associated with these valve locations dates to the 1970s and 1980s. Due to their age these valves are no longer reliable and have reached the end of their useful service life. Blow-off valve assemblies are an integral part of the flushing of dead-end water mains. The flushing process ensures that water does not stagnate within the lines at these locations. Water stagnation can result in bacterial growth or a change in the taste. Approval of this proposal will allow the Bureau of Utilities to continue to provide the Freedom District with high-quality processed water.

**Staff Recommended Motion:**

I move that the Board of Commissioners award a contract for the replacement of water main caps and blow-off valve assemblies at twenty locations within the Freedom District service area to HTI Contractors in the amount of Seventy-Seven Thousand Five Hundred Dollars and Zero Cents (\$77,500).

**Department of Public Works  
Bureau of Facilities  
Briefing Paper  
December 2, 2021**

**Issue:**

Request to approve RESOLUTION NO. O-22.08, a budget transfer from the Reserve for Contingencies to Facilities to provide unbudgeted emergency environmental remediation performed at a county rental unit located on Rinehart Road.

**Background:**

On August 19, 2021, the Bureau of Facilities was notified that a county rental unit on Rinehart Road had a heating oil tank leak in the basement. Approximately 200+ gallons leaked onto the basement floor. The oil seeped through cracks in the concrete and into the soil under the Basement slab. The Carroll County Hazmat team and Maryland Department of the Environment were notified, and emergency remediation was required due to the proximity of the house to a stream. A pre-certified contractor was provided by MDE to perform the work.

The Department of Public Works requests a budget transfer from the Reserve for Contingencies to the Bureau of Facilities in the amount of \$88,312.02 to fund emergency environmental remediation work performed at the rental unit from August 19, 2021 through October 2021.

The amount has been forward for a claim to the County's insurance company and a portion of this expense is expected to be re-imbursed.

**Action:** Discussion/Decision

**Staff Recommended Motion:**

I move the Board of Commissioners approve RESOLUTION No. O-22.08, a budget transfer of \$88,312.02 from the Reserve for Contingencies to the Department of Public Works Bureau of Facilities for unbudgeted emergency environmental remediation performed from August 19, 2021 through October 2021.

**Attendees:**

Jeffrey Castonguay, Director of Public Works  
Jason Green, Deputy Director of Public Works  
Justin Megonnell, Bureau Chief of Facilities



**Department of Public Works**  
**Bureau of Facilities**  
**Briefing Paper**  
**December 2, 2021**

**Issue:**

Emergency remediation of a rental property

**Background:**

On August 19, 2021, the Bureau of Facilities was notified that a county rental unit on Rinehart Road had a heating oil tank leak in the basement. Approximately 200+ gallons leaked onto the basement floor. The oil seeped through cracks in the concrete and into the soil under the Basement slab. The Carroll County Hazmat team and Maryland Department of the Environment were notified, and emergency remediation was required due to the proximity of the house to a stream.

A third-party remediation firm, ACV, was contracted to address the spill and perform complete remediation of the property in accordance with environmental regulations.

The claim is pending with the insurance adjusters. To satisfy the payment terms of the contractor, a payment will be made by the County.

**Action:** Discussion/Decision

**Staff Recommended Motion:**

I move the Board of Commissioners approve the payment of \$88,312.02 to ACV from the Bureau of Facilities operating budget.

**Attendees:**

Jeff Castonguay, Director of Public Works  
Jason Green, Deputy Director of Public Works  
Justin Megonnell, Bureau Chief of Public Works