

## 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

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Westminster, Maryland 21157  
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MD Relay ~ 7-1-1/800-735-2258

### **Notice of Commissioner Meetings & Agenda for the Week of January 17, 2022**

- 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 virtually. **Public Comment may be made 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 ~ January 17, 2022**

*County Offices Closed in Observance of Martin Luther King Jr.*

#### **Tuesday ~ January 18, 2022**

- 8:00 a.m.      *Shock Trauma Center (STC) Board of Visitors Meeting*  
*Virtual*  
*Commissioner Wantz*
- 8:30 a.m.      *Local Management Board (LMB) Meeting*  
*Virtual*  
*Commissioner Frazier*
- 9:00 a.m.      *Planning Commission*  
*Virtual*  
*Commissioner Wantz*
- 2:00 p.m.      *Veterans Advisory Meeting*  
*Virtual*  
*Commissioners Rothstein and Weaver*

**Wednesday ~ January 19, 2022**

- 9:30 a.m.     *MACo Tax Subcommittee Weekly Meeting  
Virtual  
Commissioner Wantz*
- 10:00 a.m.    *MACo Legislative Committee Weekly Meeting  
Virtual  
Commissioners Frazier and Wantz*
- 5:00 p.m.     *Carroll Community College, Board of Trustees' Meeting  
Virtual  
Commissioner Wantz*
- 7:00 p.m.     *Emergency Services Advisory Council (ESAC)  
Virtual  
Commissioner Wantz*

**Thursday – January 20, 2022**

Board of County Commissioners - Closed Administrative Session

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

*Priority Carroll*

**Item 1**

Public Comment on this item  
COVID Update  
Carroll County Health Department – Ms. Susan Doyle

**Item 2**

Public Comment on this item  
Overview of Operations and Update on the Organization  
Humane Society of Carroll County – Ms. Karen Baker

**Item 3**

Public Comment on this item  
[Janitorial Services at the University of Maryland \(UMD\) Carroll County  
Extension Office](#)  
University of Maryland Extension Office – Mr. Bryan Butler

**Item 4**

Public Comment on this item  
[Preapproval of the FY23 Annual Transportation Plan and Public Hearing Notice](#)  
Department of Public Works – Mr. Jeff Castonguay

**Item 5**

Public Comment on this item

[Approve & Accept FY21 American Rescue Plan Act \(ARPA\) & Coronavirus Response and Relief Supplemental Appropriations Act \(CRRSAA\) Funds](#)

Department of Public Works – Mr. Jeff Castonguay

**Item 6**

Public Comment on this item

[Northern Landfill Cell 3 - Rain Flap Diversion Berm Replacement](#)

Department of Public Works – Mr. Jeff Castonguay

**Item 7**

Public Comment on this item

[Installation of Replacement Pumps, Bypass Operation and Various Site Improvements at Winfield Pumping Station](#)

Department of Public Works – Mr. Jeff Castonguay

**Item 8**

Public Comment on this item

[Installation of Residential Water Meter Vaults on Four Points Circle](#)

Department of Public Works – Mr. Jeff Castonguay

**Item 9**

Public Comment on this item

[Construction Inspection Services for the Sunset Drive and Lake Circle Drive Water Main Improvements Project](#)

Department of Public Works – Mr. Jeff Castonguay

**Item 10**

Public Comment on this item

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

Department of Public Works – Mr. Jeff Castonguay

**Public Comment** – Anyone planning to make public comment may do so by calling +1 (872) 240-3212 and Access Code 317-923-893 to join the meeting.

Administrative Session ~ Open

Closed ~ Legal Advice/Land Acquisition

**Friday ~ January 21, 2022**

9:00 a.m.      *Joint Baltimore Metropolitan Council Board of Directors/  
Baltimore Regional Transportation Board Meeting  
Virtual  
Commissioner Wantz*

**Saturday ~ January 22, 2022**

**Sunday ~ January 23, 2022**

8:00 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.

DATE: January 13, 2022

TO: The Carroll County Board of Commissioners

RE: Janitorial Services at the UMD Carroll County Extension Office

**Executive Summary:**

The Office of Procurement, in cooperation with the University of Maryland Carroll County Extension Office requests your approval to award a term contract for Janitorial Services to Multicorp, Inc in the amount of \$26,280.00 annually. The county advertised for bids and received five (5) responses listed below. Summit Building Services, Inc was not considered for award due to dissatisfaction with the service previously provided by this vendor at the Extension Office. The amount is within the adopted budget and no additional funds will be needed.

**Background:**

The annual amount includes daily cleaning of the entire Extension Office building, cleaning supplies and equipment, and all necessary bathroom products including hand soap, toilet tissue, and roll paper towels.

**Results:**

Summit Building Services, Inc	Reisterstown, MD	\$25,000.00/year
Multicorp, Inc.	Columbia, MD	\$26,280.00/year
Sentral Services	Kensington, MD	\$28,884.00/year
P2 Cleaning Services	Laurel, MD	\$32,300.45/year
Office Pride Commercial Cleaning Services	Ellicott City, MD	\$44,607.00/year

**Staff Recommended Motion:**

I move that the Board of Commissioners award term contract for Janitorial Services at the University of Maryland Carroll County Extension Office to Multicorp. Inc. in the amount of \$26,280.00 annually.

**Department of Public Works**  
**Briefing Paper**  
**January 20, 2022**  
**Open Session**

**Issue:** FY23 Annual Transportation Plan

**Background:** Carroll Transit System provided over 45,000 passenger trips in FY21 to older adults, persons with disabilities and the general public through demand response (door-to-door) service and the TrailBlazer (deviated-fixed routes). Over 35,000 trips have been provided to date in FY22 with a fleet of 40 vehicles. These ridership numbers are still below pre-pandemic.

Nine TrailBlazer deviated-fixed routes operate in North Carroll, Taneytown, South Carroll, and Westminster. The service operates Monday through Friday. The TrailBlazer system has provided just under 10,000 passenger trips thru December of FY22, a 135% increase over the same period in FY21!

Demand Response (door-to-door) service operates Monday – Friday and currently accounts for 71% of the rides provided by the system. Riders are transported each day throughout the County with an average trip length of 12 miles. Riders are primarily elderly and/or disabled and use demand response for medical, employment, social service and general-purpose trips.

**Budget:** Public transportation is funded in Carroll with a mix of grant funding from the Federal Transit Administration (FTA) and Maryland Transit Administration (MTA), fare revenue collected by the vendor and County funding.

**Preliminary FY23 Operating Budget**

	<b>FY22</b>	<b>Projected FY23</b>
Vendor Expenses	\$ 1,604,062.64	\$ 1,779,265.77
Fuel and Audit Expense	\$ 300,000.00	\$ 300,000.00
County Operating Expenses*	\$ 157,582.00	\$ 237,854.00
<b>Total Expense</b>	<b>\$ 2,061,644.64</b>	<b>\$ 2,317,119.77</b>
Fare Revenue	\$ 230,000.00	\$ 230,000.00
FTA/MTA	\$ 40,687.00	\$ 747,388.00
Required Match (County Dollars)	\$ -	\$ 305,876.00
CARES	\$ 1,790,957.64	\$ 1,033,855.77
<b>Total Revenue</b>	<b>\$ 2,061,644.64</b>	<b>\$ 2,317,119.77</b>

\* Transit Grant Manager Salary, Training/Support, Software, Printing, Vehicle Insurance, Vehicle Lettering

**Preliminary FY23 Capital Budget**

	<b>FTA</b>	<b>MTA*</b>	<b>Required County Match</b>	<b>Total</b>
Replacement Vehicles (4)	\$ 218,545	\$ 27,318	\$ 27,318	\$ 273,181
Preventative Maintenance	\$ 160,000	\$ 20,000	\$ 20,000	\$ 200,000
Total	\$ 378,545	\$ 47,318	\$ 47,318	\$ 473,181

**Action:** Discussion/Decision

**Public Hearing:** In order to include public input in the development of the Annual Transportation Plan, the opportunity to request a public hearing will be advertised by January 27, 2022. If a public hearing is requested, it will be held in open session on February 24, 2022. The preliminary FY23 budgets will be included in the advertisement for the public hearing.

**Final Approval:** The Board will approve the FY23 Annual Transportation Plan with final budgets prior to submission to MTA in March.

**Staff Recommended Motions:**

I move the Board of Commissioners direct staff to advertise for the public hearing using the preliminary funding requests for the FY23 Annual Transportation Plan.

Attendees: Jeff Castonguay, Director, Public Works  
Stacey Nash, Transportation Grants Manager, Public Works  
Debby Standiford, Manager, Grants Office

**Department of Public Works**  
**Briefing Paper**  
**January 20, 2022**  
**Open Session**

**Issue:** FY21 American Rescue Plan Act (ARPA) & Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA)

**Background:** Carroll Transit System has provided over 35,000 passenger trips to date in FY22 through demand response (door-to-door) service and the Nine TrailBlazers (deviated-fixed routes). Ridership numbers are still below normal due to the COVID-19 Pandemic. In response to the COVID-19 pandemic, Carroll has been awarded funding from both ARPA and CRRSAA specifically for transit. Both the ARPA and CRRSAA funds are to be used for operating expenses and do not require a local match.

**Budget:** Public transportation is typically funded in Carroll with a mix of grant funding from the Federal Transit Administration (FTA) and Maryland Transit Administration (MTA), fare revenue collected by the vendor and County funding.

<b>Grant Funds Awarded</b>	
CRRSAA Award	\$292,323
ARPA Award	\$531,269

**Action:** Discussion/Decision

**Staff Recommended Motions:** I move the Board of Commissioners accept the FY21 ARPA and CRRSAA grant awards.

**Attendees:** Jeff Castonguay, Director, Public Works  
Stacey Nash, Transportation Grants Manager, Public Works  
Debby Standiford, Manager, Grants Office



**Department of Public Works**  
**Briefing Paper**  
**January 20, 2022**

**Issue:**

Northern Landfill Cell 3  
Rain Flap Diversion Berm Replacement

**Background:**

Northern Landfill Cell 3 is approx. 17 acres in total size. Approx. 9 acres are currently active, and 8 acres remain unopened. As filling progresses, the cell is periodically subdivided into +/- 4 areas through placement of rain flap diversion berms. This practice minimizes cell area that is open to the elements and maximizes diversion of rainfall and snow melt away from the leachate collection system, thereby reducing leachate disposal costs. The rain flap berm discussed today is the final such berm to be placed in Cell 3.

The Bureau of Solid Waste solicited proposals from our 5 on-call engineering consultants to perform the following: design the final rain flap berm, prepare a construction RFP, perform construction quality assurance (CQA) activities during placement of the new berm and removal of the existing berm, and prepare an as-built certification report for submittal to the MDE upon project completion. Funds for this project are approved in the FY22 budget.

Proposals were received as follows:

<u>Consultant</u>	<u>Proposal Cost</u>
Martin & Martin, Inc.	\$36,492.00
BAI Group, LLC	\$43,500.00
ARM Group LLC	\$45,744.83
Barton & Loguidice	\$55,391.00
SCS Engineers	\$91,453.10

**Action:**

Discussion/Decision

**Staff Recommended Motion:**

I move the Board of County Commissioners award the replacement Cell 3 Rain Flap Diversion Berm Design/CQA contract to Martin & Martin Inc. of Chambersburg, PA in the amount of \$36,492.00.

**Attendees:**

Cliff Engle – Bureau Chief Solid Waste  
Eric Burdine – DPW Deputy Director

DATE: January 12, 2022

TO: The Carroll County Board of Commissioners

RE: Installation of Replacement Pumps, Bypass Operation and Various Site Improvements at Winfield Pumping Station

**Executive Summary:**

The Office of Procurement, in cooperation with the Bureau of Utilities, requests your approval to award a contract for the installation of replacement pumps, the installation and maintenance of a temporary bypass operation, and various site improvements at the Winfield Pumping Station to Mid-Atlantic Utilities, Inc. in the amount of seventy-three thousand three hundred ninety-five dollars and zero cents (\$73,395.00). This award will be made via a competitively bid term contract. The bid amount is within the adopted budget and no additional funds will be necessary.

**Background:**

The two existing lift pumps at the Winfield Pumping Station date to the original 1991 construction and are at the end of their useful service life. The replacement pumps are comparably sized Flygt models. A temporary bypass operation will be required to maintain sewage flow while the pumps are offline and are being replaced. The site improvements include the installation of new guide rails for the pumps, a new access hatch and cover for the wet well and pavement restoration to the facility. These improvements will enable the pump station to operate in a satisfactory manner.

**Staff Recommended Motion:**

I move that the Board of Commissioners award a contract for the installation of replacement pumps, the installation and maintenance of a temporary bypass operation, and various site improvements at the Winfield Pumping Station to Mid-Atlantic Utilities, Inc. in the amount of seventy-three thousand three hundred ninety-five dollars and zero cents (\$73,395.00).

DATE: January 12, 2022  
TO: The Carroll County Board of Commissioners  
RE: Installation of Residential Water Meter Vaults on Four Points Court

**Executive Summary:**

The Office of Procurement, in cooperation with the Bureau of Utilities, requests your approval to award a contract for the installation of water meter vaults on Four Points Court within the Freedom District service area to HTI Contractors in the amount of thirty-four thousand three hundred seventy-five dollars and zero cents (\$34,375.00). This award will be made via a competitively bid term contract. 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>Four Points Ct</b>
HTI Contractors	\$34,375.00
Mid-Atlantic Utilities, Inc.	\$37,875.00

**Background:**

The installation of these water meter vaults will allow the Bureau of Utilities to continue with the systematic upgrade of the Freedom District 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 twenty-year service life of the meter and will allow readings and servicing to be performed outside of the residence. The scope of work consists of water meter vault upgrades to twenty-three residences on Four Points Court and two properties on Walkabout Court. The average unit cost of \$1,375 is consistent with recent water meter vault projects.

**Staff Recommended Motion:**

I move that the Board of Commissioners award a contract for the installation of water meter vaults on Four Points Court to HTI Contractors in the amount of thirty-four thousand three hundred seventy-five dollars and zero cents (\$34,375.00).

DATE: January 12, 2022

TO: The Carroll County Board of Commissioners

RE: Construction Inspection Services for the Sunset Drive and Lake Circle Drive Water Main Improvements Project

**Executive Summary:**

The Office of Procurement, in cooperation with the Bureau of Utilities, requests your approval to award a contract for construction inspection services for the Sunset Drive and Lake Circle Drive Water Main Improvements Project to Johnson, Mirmiran & Thompson, Inc. (JMT) in the amount of Seventy-Five Thousand Six Hundred Ninety-Two Dollars and Fifty Cents (\$75,692.50). This award will be made via a competitively bid term contract. The bid amount is within the adopted budget and no additional funds will be necessary.

**Background:**

The scope of work for this contract includes inspection services for construction activities associated with the planned Sunset Drive and Lake Circle Drive Water Main Improvements Project. The construction improvements include the installation of approximately 1080 linear feet of 8-inch ductile iron pipe water main on Sunset Drive and Lake Circle Drive, the trenchless installation of approximately 480 LF of 10-inch water main on Sunset Drive via horizontal directional drill, and the replacement of water service laterals to the abutting properties. These improvements require full-time inspection services to ensure quality installation.

**Staff Recommended Motion:**

I move that the Board of Commissioners award a contract for construction inspection services for the Sunset Drive and Lake Circle Drive Water Main Improvements Project to JMT in the amount of Seventy-Five Thousand Six Hundred Ninety-Two Dollars and Fifty Cents (\$75,692.50).

DATE: January 12, 2022  
TO: The Carroll County Board of Commissioners  
RE: Replacement of Water Service Laterals 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 within the Freedom District to Mid-Atlantic Utilities in the overall amount of One Hundred Forty-Eight Thousand Six Hundred Forty Dollars and Zero Cents (\$148,640.00). These awards will be made via a competitively bid term contract and were bid as two separate projects to generate interest and competitive pricing. Group 1 includes twenty-five water service laterals on Oak Hill Drive and Group 2 consists of twenty-two water service laterals on Oak Hill Drive and three on Locust Lane. Bids were solicited from four contractors and proposals were received from one of these contractors. The proposal is summarized below. While only one proposal was received for each group, the unit pricing is consistent with previous bids and represents a fair value for the scope of work. The bid amount is within the adopted budget and no additional funds will be necessary.

<b>Contractor</b>	<b>Group 1</b>	<b>Group 2</b>
Mid-Atlantic Utilities, Inc.	\$74,320.00	\$74,320.00

**Background:**

The Oak Hill Drive and Locust Lane 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 Oak Hill Drive and Locust Lane within the Freedom District to Mid-Atlantic Utilities in the overall amount of One Hundred Forty-Eight Thousand Six Hundred Forty Dollars and Zero Cents (\$148,640.00).