

Board of County Commissioners

Stephen A. Wantz, *President*
Ed Rothstein, *Vice President*
C. Richard Weaver, *2nd 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
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MD Relay ~ 7-1-1/800-735-2258

Notice of Commissioner Meetings & Agenda for the Week of September 9, 2019

Revision 1 dated September 10, 2019

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. All or part of a meeting may be conducted in closed session.

- *Indicates Outside Activities*

Monday ~ September 9, 2019

3:00 p.m. Transit Advisory Council Meeting
County Office Building ~ Room 105
Commissioner Frazier

6:30 p.m. *Manchester Lions Club Sponsors Heroin Still Kills Screening*
North Carroll Library Branch ~ Hampstead, Maryland
Commissioners Wantz & Bouchat

7:00 p.m. *Wesley United Methodist Church Men's Group Speaking Engagement*
Hampstead, Maryland
Commissioner Weaver

Tuesday ~ September 10, 2019

10:00 a.m. **Board of County Commissioners Work Session**
CCVESA Work Group
County Office Building ~ Room 311
Commissioners Wantz, Rothstein, Weaver, Bouchat & Frazier

1:30 p.m. **Meeting with Secretary of Budget & Management David Brinkley**
County Office Building ~ Room 311
Commissioners Wantz, Rothstein, Weaver, Bouchat & Frazier

7:00 p.m. *Ag Center Board Meeting*
Westminster, Maryland
Commissioner Wantz

Wednesday ~ September 11, 2019

- 8:30 a.m. *9/11 Memorial Day of Remembrance
Carroll County Public Training Center ~ Westminster, Maryland
Commissioners Wantz & Rothstein*
- 10:00 a.m. *Commission on Aging & Disabilities Board Meeting
Westminster, Maryland
Commissioner Rothstein*
- 10:00 a.m. *Maryland Association of Counties Initiatives Committee Meeting
Annapolis, Maryland
Commissioner Wantz*
- 11:00 a.m. *Maryland Association of Counties Legislative Committee Meeting
Annapolis, Maryland
Commissioner Wantz*
- 2:00 p.m. *Carroll County Board of Education Work Session
Westminster, Maryland
Commissioner Weaver*
- 5:00 p.m. *Carroll County Board of Education Board Meeting
Westminster, Maryland
Commissioner Weaver*

Thursday ~ September 12, 2019

~~8:15 a.m. Board of County Commissioners 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

Discussion/Decision

[Land Acquisition ~ Arban W. Lambert Property](#)

For Whispering Valley Stormwater Management

Facility Retrofit

Department of Land & Resource Management ~ Mr. Tom Devilbiss

Thursday ~ September 12, 2019 (Continued)

Item 2

Public Comment on this item

Briefing/Discussion/Decision

[Bid Approval ~ Stormwater Management Retrofit](#)

for Shiloh Middle School

Department of Land & Resource Management ~ Mr. Tom Devilbiss

Bureau of Purchasing ~ Mr. Mike Myers

Item 3

Public Comment on this item

Briefing/Discussion/Decision

Request Approval to Proceed to Public Hearing

[Update Chapter 170 ~ Construction Codes](#)

Department of Public Works ~ Mr. Jeff Castonguay

Item 4

Public Comment on this item

Briefing/Discussion/Decision

Request Approval to Use Term Contract

[Single Seal Surface Treatment](#)

Department of Public Works ~ Mr. Jeff Castonguay

Item 5

Public Comment on this item

Briefing/Discussion/Decision

Request Approval to Use Term Contract

[Culvert Rehabilitation](#)

Department of Public Works ~ Mr. Jeff Castonguay

Item 6

Public Comment on this item

Briefing/Discussion/Decision

[Security Measures for 911 Center](#)

Department of Public Safety ~ Scott Campbell

Item 7

Public Comment on this item

Briefing/Discussion/Decision

[Request Approval of Town/County Agreements](#)

City of Westminster

Department of Management & Budget ~ Mr. Ted Zaleski

Public Comment

Administrative Session ~ Open

Thursday ~ September 12, 2019 (Continued)

*11:00 a.m. Carroll Soil Conservation District 75th Anniversary BBQ Social
New Windsor, Maryland
Commissioners Weaver & Bouchat*

Friday ~ September 13, 2019

*7:30 a.m. BWI Partnership Breakfast
Hanover, Maryland
Commissioner Rothstein*

Saturday ~ September 14, 2019

*10:30 a.m. Fishing Derby at Krimgold Park
Woodbine, Maryland
Commissioner Bouchat*

*1:30 p.m. National Recovery Month Festival
Carroll County Ag Center ~ Westminster, Maryland
Commissioner Bouchat*

Sunday ~ September 15, 2019

*7:05 a.m. “The Commissioners’ Report” – WTTR
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

Department of Land and Resource Management
Bureau of Resource Management
Briefing Paper
September 12, 2019

Issue:

Exercise Option to Purchase Easement and Real Property on the Lambert Property; located in the Town of Manchester

Background:

As part of the joint National Pollutant Discharge Elimination System (NPDES) permit; Carroll County and the municipalities are required to treat 20% of the County's untreated impervious acreage. In October 2014, the County and municipalities jointly signed a Memorandum of Agreement entering into the next generation of the NPDES permit. Arbana W. Lambert currently owns an 8.66 acre parcel located in the Corporate Limits of the Town of Manchester along Maryland Route 30 (Hanover Pike). The Bureau has been working with Ms. Lambert and the Town on retrofitting the existing Whispering Valley stormwater management facility which occupies approximate 2 acres of the parcel. Engineering studies have been performed indicating the retrofit of the existing stormwater management facility would need to include an additional 3 acres of the parcel for the facility, a 20' storm drain easement along the western property line, and a 30' ingress/egress easement to access the facility. The Board previously moved to pursue purchase of the property on January 24, 2019.

On August 2, 2018, an appraisal of the property was performed by Bitzel & Associates, Inc. The market value of the property according to the appraisal was \$10,000. On December 9, 2018 a letter was received from Ms. Lambert requesting \$25,000 for the purchase of the 3 acre parcel, acquisition of the 20' storm drain easement, and the 30' ingress/egress easement. The Lambert's have also committed to allowing the County to dispose of 19,000 cu. yds. of material on the remaining portion of the property which will save the County over \$100,000 in hauling costs.

Action:

Discussion/Decision – Staff is requesting approval to purchase the Lambert Property in the amount of \$25,000.00.

Staff-Recommended Motion:

I move the Board of Commissioners exercise an Option to Purchase the Lambert Property in the amount of \$25,000.00.

Attending:

Gale Engles, Bureau Chief, Resource Management
Janet O'Meara, Watershed Management Coordinator

DATE: September 4, 2019

TO: The Carroll County Board of Commissioners

RE: Stormwater Management Facility Retrofit for Shiloh Middle School

Executive Summary:

The Bureau of Purchasing in cooperation with the Bureau of Resource Management requests your approval to award the contract for the stormwater management facility retrofit at Shiloh middle School to W.F. Delauter & Son, Inc. (Emmitsburg, MD) in the amount of \$958,318.00. The county solicited bids and received five (5) bids. W.F. Delauter & Son, Inc. is the lowest responsive and responsible bidder. This amount is within the adopted budget and no additional funds will be necessary.

Bids: 5

- 1. W.F. Delauter & Son, Inc. \$ 958,318
- 2. Kibler Construction, Inc. \$1,019,090
- 3. CJ Miller, LLC \$1,231,654
- 4. Bry's Lawncare & Landscaping \$1,577,512
- 5. Triangle Contracting, LLC \$1,848,831

Staff Recommended Motion:

I move the Board of Commissioners award the contract for the stormwater management facility retrofit at Shiloh Middle School to W.F. Delauter & Son, Inc. in the amount of \$958,318.00.

Bureau of Purchasing Date

Board of Commissioners Date

| | | | | |
|---|---------------------------------|--|---------------------------------------|---------------------------------|
| Commissioner Wantz: | <input type="checkbox"/> Motion | <input type="checkbox"/> 2 nd | <input type="checkbox"/> All in Favor | <input type="checkbox"/> Denied |
| Commissioner Weaver: | <input type="checkbox"/> Motion | <input type="checkbox"/> 2 nd | <input type="checkbox"/> All in Favor | <input type="checkbox"/> Denied |
| Commissioner Frazier: | <input type="checkbox"/> Motion | <input type="checkbox"/> 2 nd | <input type="checkbox"/> All in Favor | <input type="checkbox"/> Denied |
| Commissioner Bouchat: | <input type="checkbox"/> Motion | <input type="checkbox"/> 2 nd | <input type="checkbox"/> All in Favor | <input type="checkbox"/> Denied |
| Commissioner Rothstein: | <input type="checkbox"/> Motion | <input type="checkbox"/> 2 nd | <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
September 12, 2019
Open Session

Issue: Earlier this year the Maryland Codes Administration adopted updated construction codes which require local jurisdictions to review and update their local construction ordinances.

Background: The Bureau of Permits and Inspections is responsible for adoption and compliance of Chapter 170 construction codes. The Maryland Codes Administration updates Maryland's building codes every 3 years to ensure latest technologies and techniques can be used in the construction industry. Local jurisdictions are required to adopt within 12 months of the States adoption.

The Bureau has reviewed the construction codes with the local plumbing and electrical boards and with the Code Steering Committee. All approved changes were made, and Chapter 170 has been prepared for a public hearing.

Staff Recommended Motion: I move the Board of Commissioners approve scheduling a Public Hearing to update chapter 170 construction codes.

Attending:

Lionel Stickles, Chief, Bureau of Permits and Inspections
Jason Green, Deputy Director, Department of Public Works

**Department of Public Works
Briefing Paper**

**September 12, 2019
Open Session**

Issue:

Term Contract Use – Single Seal Surface Treatment (Chip Seal) With Fog Seal

Discussion/Decision:

Briefing / Discussion / Decision

Background:

The Department of Public Works, Bureau of Roads Operations (DPW) has prepared construction documents and received a bid utilizing a term contract, which was competitively bid and awarded, with American Paving Fabrics, Inc. to install a single seal surface treatment, with fog seal, on Keysville Frederick County Road, Sixes Bridge Road, and Keysville Road South. The total length of the treated two lane roadway is 5.41 miles.

The single seal process is a thin, approximately 3/8” thick, treatment consisting of CRS2-L liquid asphalt emulsion and number seven or eight crushed stone. Said treatment is applied to rehabilitate hot mix asphalt pavement. It will extend the life of the roadway by sealing cracks and preventing water infiltration. Single seal surface treatment has low energy requirements and is environmentally safe as it emits no pollutants. Further, it is one of the most eco-efficient maintenance treatments available and extends life expectancy usually in excess of five years.

After the chip seal is applied, the roadway will be vacuumed or swept to remove any loose stones and a fog seal will be applied within five working days, weather permitting, as a top coating. Fog seal hold chips in place in fresh chip seals reducing the potential for vehicle damage.

The paving work will be performed utilizing lane closures with signage and a flagging operation. The estimated time to complete the work is 10 working days, weather permitting.

The quote submitted by American Paving Fabrics, Inc. for the three locations is \$145,601.28. American Paving Fabrics, 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 American Paving Fabrics, 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 American Paving Fabrics, Inc. for three, (Keysville Frederick County Road, Sixes Bridge Road, and Keysville Road South), single seal surface treatment, with fog seal, projects in the amount of \$145,601.28.

Attendees:

Douglas Brown, Deputy Director, Department of Public Works
Eric Silverman, Roads Administrative Supervisor, Department of Public Works, Bureau of Roads Operations

**Department of Public Works
Briefing Paper**

**September 12, 2019
Open Session**

Issue:

Term Contract Use – Culvert Rehabilitation

Discussion/Decision:

Briefing / Discussion / Decision

Background:

The Department of Public Works, Bureau of Roads Operations (DPW) evaluated two multiple corrugated metal pipe (CMP) culverts, Lake Drive between Arbor Drive and Trail Court (54” diameter / 97’ long), and Sam’s Creek Road near Doctor Stitely Road (72” X 48” elliptical / 39’ long). It has been determined that the inverts in these culverts are in poor operating condition.

The culverts on Lake Drive can be made structurally sound utilizing a 3”, 4000 pounds per square inch absolute, wire reinforced, full circumference structural shotcrete-lining rehabilitation process rather than the traditional replacement approach.

The culverts on Sams Creek Road can be made structurally sound with the installation of a wire reinforced, 3” thick shotcrete lining to the invert along with sealing joints and filling voids rather than the traditional replacement approach.

These processes will result in an overall cost savings of approximately \$220,000.00 to the County.

The necessary permits have been approved and obtained from the Maryland Department of the Environment. All locations will remain open to through traffic during the work activity. The estimated time to complete the work at both sites is 15 days, weather permitting.

The quote submitted by Proshot Concrete, Inc. for the two locations is \$80,560.00. 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.

Action:

Please authorize the DPW to utilize the term contract with Proshot Concrete, 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 Proshot Concrete, Inc. for two, Lake Drive and Sam’s Creek Road, multiple culvert rehabilitation projects in the amount of \$80,560.00.

Attendees:

Douglas Brown, Deputy Director, Department of Public Works
Eric Silverman, Roads Administrative Supervisor, Department of Public Works, Bureau of Roads Operations

Department of Public Safety

Briefing Paper

September 12, 2019

Open Session

Issue:

In recognition of the critically important services provided by the County's Emergency Communications Centers (both Main and Alternate), it is essential that the safety and security of these facilities remain a top priority.

Discussion / Decision:

Discussion / Possible Decision.

Background:

In its function as the County's Primary 'Public Safety Answering Point (PSAP)', the 'Emergency Communications Center' (ECC) is *the* designated facility to which every call to 9-1-1 made within Carroll County is both routed and quickly answered. Accordingly, efforts to identify, pursue, and implement measures that enhance and/or expand the level of security afforded these centers are made continuously. To this point, a proposal was presented to the Maryland Emergency Number Systems Board (ENSB). The proposed measures represent a combination of enhancements to and the expansion of existing security assets. The ENSB approved the project, agreeing to fully fund the project. Accordingly, no County funds are required to proceed. However, due to the dollar amount involved (i.e., \$78,016.96), Board of County Commissioner approval is required.

Action:

Please accept the proposed funding from the ENSB, as well as authorize the Director of Public Safety to award the contract for the proposed security measures to 'Marathon Technology Solutions' and pay the resultant bill(s).

Staff-Recommended Motion:

"I move the county accept the proposed funding from the Maryland Emergency Number Systems Board and authorize the Director of Public Safety to award the contract for the proposed security measures to Marathon Technology Solutions, as well as approve payment of the resultant bill(s)."

Attendees:

Scott R. Campbell, Director, Dept. of Public Safety
Jack E. Brown, Manager, Emergency Communications

Management and Budget

Briefing Paper

September 12, 2019

Open Session

Issue:

Approval of the FY 20 Town-County Agreement – City of Westminster

Background:

Annually, Carroll County Government and the Towns agree to the sharing of funds and participation in planning and other government functions.

This agreement will provide intergovernmental funding to the City of Westminster in the amount of \$840,784.00. This amount is included in the FY 20 budget.

Action:

Approve the FY 20 Town-County Agreements with the City of Westminster.

Staff-Recommend Motion:

I move that the Board of Commissioners approve the FY 20 Town-County Agreement with the City of Westminster.

Attendees:

Ted Zaleski, Director, Department of Management and Budget