

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 January 13, 2025

- 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 ~ January 13, 2025

*3:00 p.m. Transit Advisory Council
County Office Building, Room 105
Commissioner Kiler*

Tuesday ~ January 14, 2025

*8:00 a.m. State of the County & Local Government Day
Carroll County Arts Center, Westminster
Commissioners Gordon, Guerin, Kiler, Rothstein & Vigliotti*

*7:00 p.m. Ag Center Board Meeting
Carroll County Ag Center, Westminster
Commissioner Kiler*

Wednesday ~ January 15, 2025

*9:00 a.m. Maryland Association of Counties (MACo) Tax Subcommittee Meeting
Annapolis, Maryland
Commissioner Rothstein*

*9:00 a.m. MACo Education Subcommittee Meeting
Annapolis, Maryland
Commissioner Kiler*

*10:00 a.m. MACo Legislative Committee
Virtual
Commissioners Kiler & Rothstein*

Wednesday ~ January 15, 2025 (continued)

- 3:00 p.m. *Historical Society of Carroll County Board Meeting
Cockey's Tavern, Westminster
Commissioner Gordon*
- 4:30 p.m. *Historical Society VIP Preview of 19th Century Library
Cockey's Tavern, Westminster
Commissioner Gordon*
- 7:00 p.m. *Emergency Services Advisory Council (ESAC)
Carroll County Public Safety Training Center, Westminster
Commissioner Guerin*

Thursday ~ January 16, 2025

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

Item 1

Priority Carroll

Item 2

[Public Hearing – Property Acquisition - Westminster Rescue Mission \(WRM\)
Recovery Housing for Women and Children Funded by Community Development
Block Grant \(CDBG\)](#)

Department of Citizen Services – Ms. Celene Steckel

Item 3

Public comment on this item

[Approval to Purchase – VMware vSphere Subscription](#)

Department of Technology Services – Mr. Mark Ripper

Item 4

Public comment on this item

[Approval to Purchase – Genetec Video Storage Replacement/Expansion](#)

Department of Technology Services – Mr. Mark Ripper

Item 5

Public comment on this item

[Approval of Additional Cost – Farm Museum Pavilion](#)

Department of Public Works – Mr. Bryan Bokey

Item 6

Public comment on this item

[Contract Award – Carroll County Humane Society Kennel Replacement
78-F-1-24/25](#)

Department of Public Works – Mr. Bryan Bokey

Thursday ~ January 16, 2025 (continued)

Item 7

Public comment on this item

[Contract Award – Removal and Replacement of a Fire Alarm System](#)

Department of Public Works – Mr. Bryan Bokey

Item 8

Public comment on this item

[Approval to Purchase – One \(1\) Kohler Diesel Generator](#)

Department of Public Works – Mr. Bryan Bokey

Item 9

Public comment on this item

[Spending Authority – Aggregate](#)

Department of Public Works – Mr. Bryan Bokey

Item 10

Public comment on this item

[Spending Authority – Various Blacktop Products](#)

Department of Public Works – Mr. Bryan Bokey

Item 11

Public comment on this item

[FY26 Annual Transportation Plan, Request for Public Hearing](#)

Department of Public Works – Mr. Bryan Bokey

Public Comment – Anyone planning to make public comment may do so in person or virtually. Those wishing to attend virtually should call +1 (301) 715-8592 and Access Code 810-0463-8147 to join the meeting.

Administrative Session ~ Open

5:00 p.m. Commissioners Reception
County Office Building, Reagan Room 003
Commissioners Gordon, Guerin, Kiler, Rothstein and Vigliotti

Friday ~ January 17, 2025

*9:00 a.m. Baltimore Metropolitan Council Board of Directors Meeting
Virtual
Commissioner Rothstein*

Saturday ~ January 18, 2025

*10:00 a.m. Ribbon Cutting at Freedom Park Challenge Course Playground
Freedom Park, Sykesville
Commissioner Rothstein*

Sunday ~ January 19, 2025

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

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.

**Citizen Services
Briefing Paper
January 16, 2025
Open Session**

Issue: Public Hearing

Property Acquisition: Westminster Rescue Mission (WRM) Recovery Housing for Women and Children Funded by Community Development Block Grant (CDBG)

Background:

On January 2, 2025, the Board directed staff to hold a public hearing regarding the acquisition of a residential property at 35 N. Tannery Road, Westminster to serve women in recovery and their children. The public hearing notice was placed on the County's website on 1/3/25, Carroll County Government signage was placed on the property on 1/6/25 and the hearing was advertised in the Carroll County Times on 1/9/25. In addition, the Westminster Rescue Mission notified neighbors via letter and held a Q&A session for all interested parties on 1/13/25.

The WRM's offer on 35 N. Tannery Road, Westminster MD was accepted by the sellers. The property has passed a home inspection, lead inspection and County livability inspection. The property also meets all zoning requirements and will be certified by the Carroll County Health Department. The Community Development Block Grant funding, awarded in December 2023, will fund property acquisition, settlement costs and interior renovations. The grant will not fund an expansion of the existing property. This property was identified after a yearlong search by the Board and CEO of the WRM and is slated for settlement on 1/31/25.

The property is permitted under County zoning to accommodate a total of eight residents including the women, their minor children, and a live in property manager. Residents will be supported by a total of 3 staff with case management, supportive services, and housing. The goal of the program is long-term stability and self-sufficiency for both the women and their children.

The WRM has 55 years of experience providing recovery services in Carroll County and, along with the state, recognizes housing for women in recovery, especially housing that allows children to remain with their mother, is a gap in the county. The property at 35 N. Tannery Road, Westminster MD is close to the WRM's main campus and provides space for a garden and other outdoor activities for the residents.

Staff Recommended Motion: Close the public hearing.

Attendees:

Celene Steckel, Director, Citizen Services
Stephanie Halley, Chief Executive Officer, Westminster Rescue Mission
Debby Standiford, Grants Manager, Management & Budget

DATE: January 16, 2025
TO: The Carroll County Board of Commissioners
RE: Approval to Purchase - VMware vSphere Subscription

EXECUTIVE SUMMARY:

The Office of Procurement, in cooperation with the Department of Technology Services, requests your approval to purchase VMware vSphere Subscription from ePlus in the amount of \$71,392.00. This purchase is being made via a competitively bid term contract that was awarded to ePlus.

The amount is approved in the FY25 budget.

BACKGROUND:

VMware vSphere is the virtualization environment that the county's on-premise servers run on, with over 100 servers hosted in two locations. This purchase covers a 1 year subscription renewal of our license.

Staff Recommended Motion:

I move the Board of Commissioners approve the purchase of VMware vSphere Subscription from ePlus in the amount of \$71,392.00.

DATE: January 16, 2025

TO: The Carroll County Board of Commissioners

RE: Approval to Purchase - Genetec Video Storage Replacement/ Expansion

EXECUTIVE SUMMARY:

The Office of Procurement, in cooperation with the Department of Technology Services, request your approval to purchase Genetec Video Storage Replacement/Expansion from Software House International in the amount of \$50,156.09. This purchase is being made via an Omnia Partners contract that was competitively bid and awarded to SHI.

The amount is approved in the FY25 budget.

BACKGROUND:

One of the archive servers used to store video from Genetec has reached end of manufacturer support. This server was installed 7 years ago. This project replaces the end of support server and increases our overall video storage capacity to meet growing demand.

Staff Recommended Motion:

I move the Board of Commissioners approve the purchase of Genetec Video Storage Replacement/ Expansion from Software House International in the amount of \$50,156.09.

DATE: January 16, 2025

TO: The Carroll County Board of Commissioners

RE: Approval of Additional Cost – Farm Museum Pavilion

EXECUTIVE SUMMARY:

The Office of Procurement and the Bureau of Building Construction were before the Board in May of last year and received approval to award a contract to Stambaugh, Inc. to perform site work at the Farm Museum Pavilion in the amount of \$27,841.00.

Since that time, two change orders have been issued in the total amount of \$9,266.00 (CO#1 \$6,276.00 & CO#2 \$2,990.00) which exceed ten percent (10%) of the original contract value and per Resolution No. 1162-2022 Delegation of Authority require the Board's approval to spend these additional funds.

These additional costs stem from a dry well installation and inspection and the rough grading of the new sidewalk.

These funds have been approved in the FY25 Budget.

Background:

This project is for a new pavilion structure at the Carroll County Farm Museum. Stambaugh, Inc. was hired to perform the sitework associated with the project. In order to minimize the number of contractor mobilizations, the rough grading for the sidewalk and the installation and inspection of the dry well were added to Stambaugh's scope of work.

STAFF RECOMMENDED MOTION:

I move the Board of Commissioners approve the additional costs to Stambaugh, Inc. in the amount of \$9,266.00.

DATE: January 16, 2025
TO: The Carroll County Board of Commissioners
RE: Contract Award – Carroll County Humane Society Kennel Replacement
78-F-1-24/25

Executive Summary:

The Office of Procurement, in cooperation with the Bureau of Facilities, requests your approval to award the contract for the replacement of dog kennels to WA Butler Company DBA Covetrus in the amount of \$239,507.87. This cost will cover the general contractor expertise, work, labor, and materials for the scope of work listed. This amount is within the approved budget. The Bureau of Facilities solicited bids, with three (3) respondents.

We came before the Board on September 26, 2024 to award to the apparent low bidder. Since that time, we were informed that they would not be able to sign the contract, and the Assistant County Attorney advised us to move to the next bidder.

VENDOR/BID RESULTS:

MWI Animal Health – Elizabethtown, PA \$234,866.34
WA Butler Company DBA Covetrus – Dublin, OH \$239,507.87
OTTO Environmental – Greenfield, WI \$390,185.00

Background:

The current dog kennels are more than 30 years old and have reached their end of useful life. The kennels are no longer able to be repaired, and they no longer meet the needs of the animals or the standard of care. New kennels were approved during the FY25 Budget Process. In-house staff will provide the removal of the old kennels. MWI Animal Health will be replacing all 36 dog kennels at the Humane Society with Fiberglass Reinforced Panels (RFP) and stainless steel parts. This will improve both staff and animal safety, kennel cleaning, and noise in the facility.

Staff Recommended Motion:

I move the Board of Commissioners award the contract to WA Butler Company for replacement dog kennels in the amount of \$239,507.87.

DATE: January 16, 2025

TO: The Carroll County Board of Commissioners

RE: Contract Award – Removal and Replacement of a Fire Alarm System

EXECUTIVE SUMMARY:

The Office of Procurement, in cooperation with the Bureau of Facilities, requests your approval to award a contract for removal and replacement of a new fire alarm system at the Drug Treatment Facility in Sykesville to Omega Fire & Life Safety in the amount of \$46,711.15. This purchase will be made via Term Contract #11357 that was awarded to Omega Fire and Life Safety. This amount is approved in the FY25 budget.

Background:

Omega Fire Life Safety will be installing a new fire alarm system with audio coverage to ensure 100% protection for the Drug Treatment Facility. As part of this project, all existing fire life safety devices throughout the building will be replaced. Additionally, new shop drawings and submittals for permits will be prepared to meet the necessary regulatory requirements. Omega has a proven track record, having successfully installed Fire Life Safety Devices for Carroll County with outstanding results.

Staff Recommended Motion:

I move the Board of Commissioners approve the contract award for the removal and replacement of the fire alarm system at the Drug Treatment Facility to Omega Fire & Life Safety in the amount of \$46,711.15.

DATE: January 16, 2025

TO: The Carroll County Board of Commissioners

RE: Approval to Purchase – One (1) Kohler Diesel Generator

EXECUTIVE SUMMARY:

The Office of Procurement, in cooperation with the Bureau of Facilities, requests your approval to award the purchase and installation of one (1) Kohler model REHLKO 50KW Diesel Generator along with the removal of the existing Generator. This is a turnkey project for Universal Utilities in the amount of \$73,172.00. This unit will be installed at the Arcadia Tower (District 2). Universal Utilities is a current Term Contractor with Carroll County.

This amount is approved in the FY25 budget.

Background: Arcadia tower site plays an essential role in our communications infrastructure throughout the county. Due to the critical nature of county operations, it's important that the generator replacement schedule be followed. This replacement falls within the county's comprehensive overall generator replacement program, ensuring reliability and efficiency.

Staff Recommended Motion:

I move the Board of Commissioners approve the purchase and installation of one (1) Kohler Diesel Generator for the Arcadia Tower to Universal Utilities in the amount of \$73,172.00.

DATE: January 16, 2025
TO: The Carroll County Board of Commissioners
RE: Spending Authority – Aggregate

EXECUTIVE SUMMARY:

The Office of Procurement, in conjunction with the Bureau of Roads Operations, requests signing authority approval to purchase aggregate for various projects throughout the county not to exceed \$100,000.00 for the remainder of FY24/25 to one or more of the vendors listed below with the acceptance and approval of a formal written response from a request for quote. This approval will grant the Bureau of Roads Operations the authority to sign for purchases related to these services and remain in compliance with the 2022 Delegation of Authority, Resolution 1162-2022. This amount was approved in the FY25 budget.

Vendors

Laurel Sand and Gravel	Martin Marietta
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Background:

These funds are needed to purchase aggregate materials for road, ditchline, and storm drainage repairs throughout the county.

STAFF RECOMMENDED MOTION:

I move the Board of Commissioners approve signing authority to the Office of Procurement for purchases of aggregate from multiple vendors in the amount not to exceed \$100,000.00.

DATE: January 16, 2025

TO: The Carroll County Board of Commissioners

RE: Spending Authority – Various Blacktop Products

EXECUTIVE SUMMARY:

The Office of Procurement, in conjunction with the Bureau of Roads Operations, requests signing authority approval to purchase various blacktop products throughout the county not to exceed \$600,000.00 for the remainder of FY24/25 to one or more of the vendors listed below with the acceptance and approval of a formal written response from a request for quote. This approval will grant the Bureau of Roads Operations the authority to sign for purchases related to these services and remain in compliance with the 2022 Delegation of Authority, Resolution 1162-2022. This amount was approved in the FY25 budget.

Vendors

CJ Miller	Maryland Paving/Gray and Sons
MT Laney	

Background:

These funds are needed to purchase blacktop materials for road repairs and patchwork throughout the county.

STAFF RECOMMENDED MOTION:

I move the Board of Commissioners approve signing authority to the Office of Procurement for purchases of various blacktop products from multiple vendors in the amount not to exceed \$600,000.00.

**Department of Public Works
Carroll Transit System
Briefing Paper
January 16, 2025
Open Session**

Issue:

FY26 Annual Transportation Plan, Request for Public Hearing

Background:

Carroll Transit System (CTS) provided over 110,000 passenger trips in FY24 to older adults, persons with disabilities, and the general public through demand response (door-to-door) service and the TrailBlazer (deviated-fixed routes). With a fleet of 37 vehicles, over 50,000 trips have been provided to date in FY25. CTS is funded 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 FY26 Operating Budget

	FY25	FY26 Grant Request	FY26 Projected Award
Vendor Expenses	\$2,363,448.00	\$2,769,378.00	\$2,769,378.00
Fuel	\$375,000.00	\$350,000.00	\$350,000.00
County Operating Expenses*	\$174,240.00	\$185,888.00	\$185,888.00
Total Expense	\$2,912,688.00	\$3,305,266.00	\$3,305,266.00
Fare Revenue	\$400,000.00	\$400,000.00	\$400,000.00
FTA	\$812,757.00	\$1,347,549.00	\$812,757.00
MTA	\$195,693.00	\$197,548.00	\$197,548.00
Required Match (County Dollars)	\$824,759.00	\$1,023,700.10	\$825,377.00
CARES Funding	\$679,479.00	\$336,468.90	\$345,083.90
County Dollars	\$0.00	\$0.00	\$724,500.10
Total Revenue	\$2,912,688.00	\$3,305,266.00	\$3,305,266.00
* Transit Grant Manager Salary, Training/Support, Software, Printing, Vehicle Lettering & Audit Expenses			

Preliminary FY26 Capital Budget

	FTA	MTA	County Match	Total
Preventative Maintenance	\$224,000.00	\$14,000.00	\$42,000.00	\$280,000.00
Replacement Vehicles (4)	\$320,883.20	\$20,055.20	\$60,165.60	\$401,104.00
Transit Facility Improvements	\$49,600.00	\$3,100.00	\$9,300.00	\$62,000.00
Total	\$594,483.20	\$37,155.20	\$111,465.60	\$743,104.00

The Annual Transportation Plan (ATP) is the grant application for transit funding. It is split into two parts, the first part, due February 3, includes the description of the service, coordination with other agencies and performance statistics. The second part, due March 24, includes the operating and capital budget requests.

A component of the ATP is the opportunity for public input. The opportunity to request a public hearing will be advertised by January 23, 2025. If a public hearing is requested, it will be held in open session on February 27, 2025. The preliminary FY26 capital and operating budgets will be included with the advertisement.

Once this process is complete, The Board of Commissioners will have the opportunity to approve the FY26 Annual Transportation Plan with final budgets before we submit to MTA in March.

Action:

Discussion/Decision

Staff Recommended Motion:

I move the Board of Commissioners direct staff to advertise the option to request a public hearing using the preliminary funding requests for the FY26 Annual Transportation Plan.

Attendees: Bryan Bokey, Director, Public Works
Stacey Graham, Transportation Grants Manager, Public Works