

## 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

225 North Center Street  
Westminster, Maryland 21157  
410-386-2043; 1-888-302-8978  
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MD Relay 711/800-735-2258

### **Notice of Commissioner Meetings & Agenda for the Week of September 16, 2024**

- 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 ~ September 16, 2024**

#### **Tuesday ~ September 17, 2024**

*8:00 a.m. Commissioner Guerin Chamber of Commerce Breakfast  
Carroll County Public Library (CCPL), Mount Airy Branch  
Commissioners Guerin, Kiler and Rothstein*

*9:00 a.m. Planning and Zoning Commission  
County Office Building, Reagan Room 003  
Commissioner Gordon*

*1:00 p.m. Joint Meeting with Planning & Zoning Commission and Board of County  
Commissioners  
County Office Building, Reagan Room 003  
Commissioners Gordon, Guerin, Kiler, Rothstein and Vigliotti*

#### **Wednesday ~ September 18, 2024**

*9:30 a.m. Farm Museum Board Meeting  
Farm Museum, Westminster  
Commissioner Vigliotti*

*4:00 p.m. Maryland Governor's Workforce Development Board (GWDB)  
Quarterly Meeting  
Annapolis, MD  
Commissioner Rothstein*

**Wednesday ~ September 18, 2024 (continued)**

5:00 p.m. *Carroll Community College (CCC) Board of Trustees' Meeting  
CCC, Westminster  
Commissioner Kiler*

7:00 p.m. *Emergency Services Advisory Council (ESAC)  
Carroll County Public Training Center, Westminster  
Commissioner Guerin*

**Thursday, September 19, 2024**

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

**Item 1**

*Priority Carroll*

**Item 2**

Public comment on this item

[Grant – Approval to Submit Application and Acceptance of Award – FY25 Child Support Enforcement Agreement – Sheriff's Office](#)

Sheriff's Office – Sheriff Jim DeWees

**Item 3**

Public comment on this item VAWA

[Grant – Approval to Submit Application and Acceptance of Award – FY25 Violence Against Women Act \(VAWA\)](#)

State's Attorney's Office – Mr. Haven Shoemaker

**Item 4**

Public comment on this item

[Approval for Use of Funds from the Carroll County Public Library Fund Balance](#)

Carroll County Public Library – Ms. Andrea Berstler

**Item 5**

Public comment on this item

[Approval of Resolution – Adoption of the County's Purchasing Policy](#)

Comptroller's Office – Ms. Jenny Hobbs

**Thursday, September 19, 2024 (continued)**

**Item 6**

Public comment on this item

Final Approval of the FY25 MALPF (Maryland Agriculture Land Preservation Foundation) Program Applications

- [Lehigh Riding Club, Inc.](#)
- [David L. Brathuhn](#)
- [Thomas Krumrine and Christine Krumrine](#)
- [Kevin Lewis, Shirley Lewis and Thomas Ellison](#)
- [Michael and Carol Hogan](#)
- [Brett Condon](#)
- [Edward Ankers Jr. and Nancy Hayes](#)
- [Franklin Vleck Jr. and Vanessa Vleck](#)
- [Michael and Linda Baker](#)

Department of Planning and Land Management – Mr. Christopher Heyn

**Item 7**

Public comment on this item

[Exercise Option to Purchase – Final Approval of Proposed Critical Farms Program Application of William A. Coshun](#)

Department of Planning and Land Management – Mr. Christopher Heyn

**Item 8**

Public comment on this item

[Change Order – Request to Increase the Contract with Magstone LLC for Additional Core Drilling and Asphalt Work for the Installation of the Bear Branch Pavilion](#)

Department of Recreation and Parks – Mr. Bob Hicks

**Item 9**

Public comment on this item

[Approval to Purchase – Upfitting of Thirteen \(13\) Sheriff's Vehicles](#)

Department of Public Works – Mr. Bryan Bokey

**Item 10**

Public comment on this item

[Approval to Purchase – Repair to Vehicle #12021](#)

Department of Public Works – Mr. Bryan Bokey

**Item 11**

Public comment on this item

[Contract Award – Longleaf Pine Road Water Main Improvement Project](#)

Department of Public Works – Mr. Bryan Bokey

**Item 12**

Public comment on this item

[Contract Award – Construction Inspection Services for the Longleaf Pine Road Water Main Project](#)

Department of Public Works – Mr. Bryan Bokey

**Thursday, September 19, 2024 (continued)**

**Item 13**

Public comment on this item

[Contract Award – Purchase of a Replacement Diesel Generator for the Pleasant Valley Wastewater Treatment Plant](#)

Department of Public Works – Mr. Bryan Bokey

**Item 14**

Public comment on this item

[Contract Award – Replacement of Water Valve Bolts Within the Freedom District Service Area](#)

Department of Public Works – Mr. Bryan Bokey

**Item 15**

Public comment on this item

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

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

**Friday ~ September 20, 2024**

**Saturday ~ September 21, 2024**

**Sunday ~September 22, 2024**

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

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.

**Sheriff's Office**

**Briefing Paper**

**9/19/24**

**Open Session**

**Issue:** Grant - Approval to Submit Application and Acceptance of Award  
FY25 Child Support Enforcement Agreement – Sheriff's Office

**Background:** The Sheriff's Office works with the Circuit Court and the local Department of Social Services to provide the child support enforcement services in Carroll County. The Sheriff's Office locates absent parents, serves them with complaints to establish or increase child support and serves warrants, writs, body attachments, and criminal bench warrants to delinquent parents.

The agreement funds the salaries and benefits of one full time Sheriff's Deputy and 75 percent of an administrative position, as well as overtime, office supplies, training, equipment, and other operating expenses.

**FY25 Budget**

Federal Grant	\$182,017
County Match	\$110,511
<b>Total Program Costs</b>	<b>\$292,528</b>

\* County Match is budgeted in FY25

**Action:** Discussion/Decision

**Staff-Recommended Motion:** I move the Board of Commissioners approve the submission of the FY25 Child Support Enforcement Agreement for the Sheriff's Office and the accept the award.

**Attendees:**

Vicky McDonold, Director, Administrative Services Bureau, Sheriff's Office  
Debby Standiford, Grants Manager, Grants Office

**State's Attorney's Office**

**Briefing Paper**

**9/19/24**

**Open Session**

**Issue:** Grant - Approval to Submit Application and Acceptance of Award - FY25 Violence Against Women Act (VAWA)

**Background:** The Special Victims Unit of the Carroll County State's Attorney's Office prosecutes domestic violence (DV) and sexual crimes and supports victims of those crimes. The unit includes three prosecutors and one advocate who hold perpetrators of domestic violence and sexual assault accountable through the implementation of the pro-prosecution, evidence-based prosecution and victimless prosecution models. Another priority of the Unit is training for the unit's prosecutors, as well as law enforcement.

The VAWA grant supports the salary of the DV prosecutor which opened 370 DV cases in 2023 and has opened over 100 cases in 2024 to date.

The County provides the required match for the VAWA grant by funding the balance of the DV Prosecutor's salary and benefits.

**Budget – 10/1/24 to 9/30/245**

<b>Position</b>	<b>Grant Award</b>	<b>County Cash Match*</b>	<b>Total</b>
DV Prosecutor Salary and Benefits	\$68,616	\$66,774	\$135,390

\*County Cash Match is budgeted

**Action:** Discussion/Decision

**Staff-Recommended Motion:**

I move the Board of Commissioners approve the submission of the FY25 VAWA grant and accept the award.

**Attendees:**

William Sasse Assistant State's Attorney, State's Attorney's Office  
Debby Standiford, Grants Office

## **Carroll County Public**

### **Library Briefing Paper**

**September 19, 2024**

#### **Issue:**

Per the current MOU between Carroll County and Carroll County Public Library, CCPL seeks approval for use of funds from the Carroll County Public Library Fund Balance.

#### **Background:**

During the FY 25 budget hearings, County Commissioners and the County Library approved a plan to provide one time funding to provide a staff bonus for library staff. The sources of funding for this bonus were to be ½ from the County fund balance and ½ from CCPL's fund balance.

On July 25, 2024, during the Open Administrative Session, County Commissioners voted to approve lifting the restrictions on the library budget for FY 2025. This motion released the funds needed to provide the County's ½ of the bonus funding.

On June 26, 2024, the Carroll County Public Library Board of Trustees voted to direct the Executive Director to request permission from the Board of County Commissioners to use a portion of the library's fund balance for bonuses.

CCPL requests approval by the County Commissioners to use a portion of the library's fund balance for bonuses. This will provide the library's ½ of the funding for staff bonuses.

#### **Staff Recommended Motion:**

I move the Board of Commissioners approve the library's use of \$169,200 from the Carroll County Public Library fund balance as partial funding for a one-time bonus for CCPL employees.

**Department of the Comptroller**  
**Briefing Paper**  
**September 19, 2024**  
**Open Session**

**Issue:** Approval of Resolution - Adoption of the County's Purchasing Policy which supersedes and replaces all prior purchasing policy versions.

**Background:** Following the recent action of the State of Maryland under §3-104, which increased the formal bid limit from \$25,000 to \$50,000, a resolution is to be approved by the Board of County Commissioners to adopt the County's Purchasing Policy to reflect this increase.

Other changes to the Procurement Policy are as follows:

- Small purchases increase from \$2,500 to \$5,000.
- Purchases over \$5,000 up to \$49,999.99 require responsive quotes or acceptable offers from at least two vendors.
- The reference to "Bureau Chief of Purchasing" has been changed to "Procurement Officer."

These changes are consistent with the State of Maryland's Office of procurement and other jurisdictions within the State of Maryland.

The County Attorney has reviewed the resolution for legal sufficiency.

**Staff-Recommended Motion:** I move that the Board of County Commissioners approve the resolution to adopt the County's Purchasing Policy dated September 19, 2024.

**Attendee:** Jennifer D. Hobbs, Comptroller, Department of the Comptroller

**Resolution #:** \_\_\_\_\_



# Department of Land & Resource Management

## Briefing Paper

September 19, 2024

### Open Session

#### Issue:

**Exercise Option to Purchase – Ag Land Preservation, State program (MALPF), approval to participate, Lehigh Riding Club, Inc., 26.106 acres, Rinehart Road (121 W. Deep Run Road), Westminster.**

#### Background:

For Fiscal Year 2025, the Maryland Agricultural Land Preservation Foundation (MALPF) has solicited all qualifying counties to send applications for easement sale as of July 1, 2024. However, due to a lack of funding, the MALPF Board of Trustees has decided to combine FY2025 and FY2026 into one easement cycle. Carroll County sent sixteen (16) landowner applications for consideration. Of those applications, five (5) are Critical Farms applicants and have already received final approval. Two (2) either did not receive an offer last year or rejected an offer and are re-applying with approval from last year. The other nine (9) applications are being submitted for the MALPF matching funds program. In that program, the counties contribute 40% of easement cost and the state provides 60% of the cost. Carroll County annually budgets \$1.33 million to take full advantage of available state funds. On June 12, 2024, the Carroll County Ag Preservation Advisory Board approved an application from Lehigh Riding Club, Inc. This application must now be given local final approval in an open session according to MALPF procedural requirements.

Purchase amounts are not yet available. Applicants will receive an offer from the State for the purchase of an agricultural conservation easement at either the applicant's asking price, or, the appraised easement value, whichever is lower.

#### Action:

Exercise Option to Purchase – The Board of County Commissioners is requested to grant final approval for the Lehigh Riding Club, Inc. 26.106-acre farm to be preserved through a state-held easement.

#### Staff-Recommended Motion:

***I move the Board of Commissioners grant final approval for the Lehigh Riding Club, Inc. property to participate in the MALPF program.***

#### Attendees:

J. P. Smith, Jr., Program Manager, Agricultural Land Preservation Program  
Jackie Brathuhn, Preservation Specialist, Agricultural Land Preservation Program

# Department of Land & Resource Management

## Briefing Paper

September 19, 2024

### Open Session

#### Issue:

**Exercise Option to Purchase – Ag Land Preservation, State program (MALPF), approval to participate, David L. Brathuhn, 78.2875 acres, 4030 Millers Station Road, Millers.**

#### Background:

For Fiscal Year 2025, the Maryland Agricultural Land Preservation Foundation (MALPF) has solicited all qualifying counties to send applications for easement sale as of July 1, 2024. However, due to a lack of funding, the MALPF Board of Trustees has decided to combine FY2025 and FY2026 into one easement cycle. Carroll County sent sixteen (16) landowner applications for consideration. Of those applications, five (5) are Critical Farms applicants and have already received final approval. Two (2) either did not receive an offer last year or rejected an offer and are re-applying with approval from last year. The other nine (9) applications are being submitted for the MALPF matching funds program. In that program, the counties contribute 40% of easement cost and the state provides 60% of the cost. Carroll County annually budgets \$1.33 million to take full advantage of available state funds. On June 12, 2024, the Carroll County Ag Preservation Advisory Board approved an application from David L. Brathuhn. This application must now be given local final approval in an open session according to MALPF procedural requirements.

Purchase amounts are not yet available. Applicants will receive an offer from the State for the purchase of an agricultural conservation easement at either the applicant's asking price, or, the appraised easement value, whichever is lower.

#### Action:

Exercise Option to Purchase – The Board of County Commissioners is requested to grant final approval for the David L. Brathuhn 78.2875-acre farm to be preserved through a state-held easement.

#### Staff-Recommended Motion:

***I move the Board of Commissioners grant final approval for the David L. Brathuhn property to participate in the MALPF program.***

#### Attendees:

J. P. Smith, Jr., Program Manager, Agricultural Land Preservation Program  
Jackie Brathuhn, Preservation Specialist, Agricultural Land Preservation Program

# Department of Land & Resource Management

## Briefing Paper

September 19, 2024

### Open Session

#### Issue:

**Exercise Option to Purchase – Ag Land Preservation, State program (MALPF), approval to participate, Thomas Krumrine and Christine Krumrine, 54.04 acres, 544 Bankard Road, Westminster.**

#### Background:

For Fiscal Year 2025, the Maryland Agricultural Land Preservation Foundation (MALPF) has solicited all qualifying counties to send applications for easement sale as of July 1, 2024. However, due to a lack of funding, the MALPF Board of Trustees has decided to combine FY2025 and FY2026 into one easement cycle. Carroll County sent sixteen (16) landowner applications for consideration. Of those applications, five (5) are Critical Farms applicants and have already received final approval. Two (2) either did not receive an offer last year or rejected an offer and are re-applying with approval from last year. The other nine (9) applications are being submitted for the MALPF matching funds program. In that program, the counties contribute 40% of easement cost and the state provides 60% of the cost. Carroll County annually budgets \$1.33 million to take full advantage of available state funds. On June 12, 2024, the Carroll County Ag Preservation Advisory Board approved an application from Thomas Krumrine and Christine Krumrine. This application must now be given local final approval in an open session according to MALPF procedural requirements.

Purchase amounts are not yet available. Applicants will receive an offer from the State for the purchase of an agricultural conservation easement at either the applicant's asking price, or, the appraised easement value, whichever is lower.

#### Action:

Exercise Option to Purchase – The Board of County Commissioners is requested to grant final approval for the Thomas Krumrine and Christine Krumrine 54.04-acre farm to be preserved through a state-held easement.

#### Staff-Recommended Motion:

***I move the Board of Commissioners grant final approval for the Thomas Krumrine and Christine Krumrine property to participate in the MALPF program.***

#### Attendees:

J. P. Smith, Jr., Program Manager, Agricultural Land Preservation Program  
Jackie Brathuhn, Preservation Specialist, Agricultural Land Preservation Program

# Department of Land & Resource Management

## Briefing Paper

September 19, 2024

### Open Session

#### Issue:

**Exercise Option to Purchase – Ag Land Preservation, State program (MALPF), approval to participate, Kevin Lewis, Shirley Lewis, and Thomas Ellison, 11.52 acres, Murkle Road, Westminster.**

#### Background:

For Fiscal Year 2025, the Maryland Agricultural Land Preservation Foundation (MALPF) has solicited all qualifying counties to send applications for easement sale as of July 1, 2024. However, due to a lack of funding, the MALPF Board of Trustees has decided to combine FY2025 and FY2026 into one easement cycle. Carroll County sent sixteen (16) landowner applications for consideration. Of those applications, five (5) are Critical Farms applicants and have already received final approval. Two (2) either did not receive an offer last year or rejected an offer and are re-applying with approval from last year. The other nine (9) applications are being submitted for the MALPF matching funds program. In that program, the counties contribute 40% of easement cost and the state provides 60% of the cost. Carroll County annually budgets \$1.33 million to take full advantage of available state funds. On June 12, 2024, the Carroll County Ag Preservation Advisory Board approved an application from Kevin Lewis, Shirley Lewis, and Thomas Ellison. This application must now be given local final approval in an open session according to MALPF procedural requirements.

Purchase amounts are not yet available. Applicants will receive an offer from the State for the purchase of an agricultural conservation easement at either the applicant's asking price, or, the appraised easement value, whichever is lower.

#### Action:

Exercise Option to Purchase – The Board of County Commissioners is requested to grant final approval for the Kevin Lewis, Shirley Lewis, and Thomas Ellison 11.52-acre farm to be preserved through a state-held easement.

#### Staff-Recommended Motion:

***I move the Board of Commissioners grant final approval for the Kevin Lewis, Shirley Lewis, and Thomas Ellison property to participate in the MALPF program.***

#### Attendees:

J. P. Smith, Jr., Program Manager, Agricultural Land Preservation Program  
Jackie Brathuhn, Preservation Specialist, Agricultural Land Preservation Program

# Department of Land & Resource Management

## Briefing Paper

September 19, 2024

### Open Session

#### Issue:

**Exercise Option to Purchase – Ag Land Preservation, State program (MALPF), approval to participate, Michael and Carol Hogan, 18.256 acres, 4300 Babylon Road, Taneytown.**

#### Background:

For Fiscal Year 2025, the Maryland Agricultural Land Preservation Foundation (MALPF) has solicited all qualifying counties to send applications for easement sale as of July 1, 2024. However, due to a lack of funding, the MALPF Board of Trustees has decided to combine FY2025 and FY2026 into one easement cycle. Carroll County sent sixteen (16) landowner applications for consideration. Of those applications, five (5) are Critical Farms applicants and have already received final approval. Two (2) either did not receive an offer last year or rejected an offer and are re-applying with approval from last year. The other nine (9) applications are being submitted for the MALPF matching funds program. In that program, the counties contribute 40% of easement cost and the state provides 60% of the cost. Carroll County annually budgets \$1.33 million to take full advantage of available state funds. On June 12, 2024, the Carroll County Ag Preservation Advisory Board approved an application from Michael and Carol Hogan. This application must now be given local final approval in an open session according to MALPF procedural requirements.

Purchase amounts are not yet available. Applicants will receive an offer from the State for the purchase of an agricultural conservation easement at either the applicant's asking price, or, the appraised easement value, whichever is lower.

#### Action:

Exercise Option to Purchase – The Board of County Commissioners is requested to grant final approval for the Michael and Carol Hogan 18.256-acre farm to be preserved through a state-held easement.

#### Staff-Recommended Motion:

***I move the Board of Commissioners grant final approval for the Michael and Carol Hogan property to participate in the MALPF program.***

#### Attendees:

J. P. Smith, Jr., Program Manager, Agricultural Land Preservation Program  
Jackie Brathuhn, Preservation Specialist, Agricultural Land Preservation Program

# Department of Land & Resource Management

## Briefing Paper

September 19, 2024

### Open Session

#### Issue:

**Exercise Option to Purchase – Ag Land Preservation, State program (MALPF), approval to participate, Brett Condon, 54.676 acres, 1314 Wakefield Valley Road, New Windsor.**

#### Background:

For Fiscal Year 2025, the Maryland Agricultural Land Preservation Foundation (MALPF) has solicited all qualifying counties to send applications for easement sale as of July 1, 2024. However, due to a lack of funding, the MALPF Board of Trustees has decided to combine FY2025 and FY2026 into one easement cycle. Carroll County sent sixteen (16) landowner applications for consideration. Of those applications, five (5) are Critical Farms applicants and have already received final approval. Two (2) either did not receive an offer last year or rejected an offer and are re-applying with approval from last year. The other nine (9) applications are being submitted for the MALPF matching funds program. In that program, the counties contribute 40% of easement cost and the state provides 60% of the cost. Carroll County annually budgets \$1.33 million to take full advantage of available state funds. On June 12, 2024, the Carroll County Ag Preservation Advisory Board approved an application from Brett Condon. This application must now be given local final approval in an open session according to MALPF procedural requirements.

Purchase amounts are not yet available. Applicants will receive an offer from the State for the purchase of an agricultural conservation easement at either the applicant's asking price, or, the appraised easement value, whichever is lower.

#### Action:

Exercise Option to Purchase – The Board of County Commissioners is requested to grant final approval for the Brett Condon 54.676-acre farm to be preserved through a state-held easement.

#### Staff-Recommended Motion:

***I move the Board of Commissioners grant final approval for the Brett Condon property to participate in the MALPF program.***

#### Attendees:

J. P. Smith, Jr., Program Manager, Agricultural Land Preservation Program  
Jackie Brathuhn, Preservation Specialist, Agricultural Land Preservation Program

# Department of Land & Resource Management

## Briefing Paper

September 19, 2024

### Open Session

#### Issue:

**Exercise Option to Purchase – Ag Land Preservation, State program (MALPF), approval to participate, Edward Ankers Jr. and Nancy Hayes, 52.9335 acres, 6625 Keysville Road, Keymar.**

#### Background:

For Fiscal Year 2025, the Maryland Agricultural Land Preservation Foundation (MALPF) has solicited all qualifying counties to send applications for easement sale as of July 1, 2024. However, due to a lack of funding, the MALPF Board of Trustees has decided to combine FY2025 and FY2026 into one easement cycle. Carroll County sent sixteen (16) landowner applications for consideration. Of those applications, five (5) are Critical Farms applicants and have already received final approval. Two (2) either did not receive an offer last year or rejected an offer and are re-applying with approval from last year. The other nine (9) applications are being submitted for the MALPF matching funds program. In that program, the counties contribute 40% of easement cost and the state provides 60% of the cost. Carroll County annually budgets \$1.33 million to take full advantage of available state funds. On June 12, 2024, the Carroll County Ag Preservation Advisory Board approved an application from Edward Ankers Jr. and Nancy Hayes. This application must now be given local final approval in an open session according to MALPF procedural requirements.

Purchase amounts are not yet available. Applicants will receive an offer from the State for the purchase of an agricultural conservation easement at either the applicant's asking price, or, the appraised easement value, whichever is lower.

#### Action:

Exercise Option to Purchase – The Board of County Commissioners is requested to grant final approval for the Edward Ankers Jr. and Nancy Hayes 52.9335-acre farm to be preserved through a state-held easement.

#### Staff-Recommended Motion:

***I move the Board of Commissioners grant final approval for the Edward Ankers Jr. and Nancy Hayes property to participate in the MALPF program.***

#### Attendees:

J. P. Smith, Jr., Program Manager, Agricultural Land Preservation Program  
Jackie Brathuhn, Preservation Specialist, Agricultural Land Preservation Program

# Department of Land & Resource Management

## Briefing Paper

September 19, 2024

### Open Session

#### Issue:

**Exercise Option to Purchase – Ag Land Preservation, State program (MALPF), approval to participate, Franklin Vleck Jr. and Vanessa Vleck, 85.09 acres, 1664 Wakefield Valley Road, New Windsor.**

#### Background:

For Fiscal Year 2025, the Maryland Agricultural Land Preservation Foundation (MALPF) has solicited all qualifying counties to send applications for easement sale as of July 1, 2024. However, due to a lack of funding, the MALPF Board of Trustees has decided to combine FY2025 and FY2026 into one easement cycle. Carroll County sent sixteen (16) landowner applications for consideration. Of those applications, five (5) are Critical Farms applicants and have already received final approval. Two (2) either did not receive an offer last year or rejected an offer and are re-applying with approval from last year. The other nine (9) applications are being submitted for the MALPF matching funds program. In that program, the counties contribute 40% of easement cost and the state provides 60% of the cost. Carroll County annually budgets \$1.33 million to take full advantage of available state funds. On June 12, 2024, the Carroll County Ag Preservation Advisory Board approved an application from Franklin Vleck Jr. and Vanessa Vleck. This application must now be given local final approval in an open session according to MALPF procedural requirements.

Purchase amounts are not yet available. Applicants will receive an offer from the State for the purchase of an agricultural conservation easement at either the applicant's asking price, or, the appraised easement value, whichever is lower.

#### Action:

Exercise Option to Purchase – The Board of County Commissioners is requested to grant final approval for the Frank Vleck Jr. and Vanessa Vleck 85.09-acre farm to be preserved through a state-held easement.

#### Staff-Recommended Motion:

***I move the Board of Commissioners grant final approval for the Frank Vleck Jr. and Vanessa Vleck property to participate in the MALPF program.***

#### Attendees:

J. P. Smith, Jr., Program Manager, Agricultural Land Preservation Program  
Jackie Brathuhn, Preservation Specialist, Agricultural Land Preservation Program



# Department of Land & Resource Management

## Briefing Paper

September 19, 2024

### Open Session

#### Issue:

**Exercise Option to Purchase – Ag Land Preservation, State program (MALPF), approval to participate, Michael and Linda Baker, 19.41 acres, Keysville Road, Keymar.**

#### Background:

For Fiscal Year 2025, the Maryland Agricultural Land Preservation Foundation (MALPF) has solicited all qualifying counties to send applications for easement sale as of July 1, 2024. However, due to a lack of funding, the MALPF Board of Trustees has decided to combine FY2025 and FY2026 into one easement cycle. Carroll County sent sixteen (16) landowner applications for consideration. Of those applications, five (5) are Critical Farms applicants and have already received final approval. Two (2) either did not receive an offer last year or rejected an offer and are re-applying with approval from last year. The other nine (9) applications are being submitted for the MALPF matching funds program. In that program, the counties contribute 40% of easement cost and the state provides 60% of the cost. Carroll County annually budgets \$1.33 million to take full advantage of available state funds. On June 12, 2024, the Carroll County Ag Preservation Advisory Board approved an application from Michael and Linda Baker. This application must now be given local final approval in an open session according to MALPF procedural requirements.

Purchase amounts are not yet available. Applicants will receive an offer from the State for the purchase of an agricultural conservation easement at either the applicant's asking price, or, the appraised easement value, whichever is lower.

#### Action:

Exercise Option to Purchase – The Board of County Commissioners is requested to grant final approval for the Michael and Linda Baker 19.41-acre farm to be preserved through a state-held easement.

#### Staff-Recommended Motion:

*I move the Board of Commissioners grant final approval for the Michael and Linda Baker property to participate in the MALPF program.*

#### Attendees:

J. P. Smith, Jr., Program Manager, Agricultural Land Preservation Program  
Jackie Brathuhn, Preservation Specialist, Agricultural Land Preservation Program

**Department of Planning and Land Management**  
**Agricultural Land Preservation Program**  
**Briefing Paper**  
**September 19, 2024**  
**Open Session**

**Issue:**

**Exercise Option to Purchase - Final approval of proposed Critical Farms Program application of William A. Coshun.**

**Background:**

The County's Critical Farms Program assists individuals and families in the purchase of qualifying farm properties and requires the properties to be subsequently preserved by a conservation easement with the State of Maryland.

On May 1, 2024, the County Agricultural Land Preservation Advisory Board granted preliminary approval of the Critical Farms Program application of William A. Coshun, contract purchaser of a 190.834-acre farm at 1011 Otterdale Mill Road, Taneytown. Subsequently, the Board of County Commissioners granted preliminary approval of the application on May 30, 2024. An appraisal was conducted by Avenue Appraising and was reviewed by an independent valuation consultant.

The Critical Farms Program provides purchase assistance to farm buyers at 52.5% of the purchase price or the appraised value, whichever is lower. For this applicant, the assistance of \$892,500.00 is based on the purchase price of \$1,700,000.00. The applicant agrees to preserve the property through the Maryland Agricultural Land Preservation Foundation. The County's purchase assistance amount is credited toward the County's share (40 percent) of the easement cost and may be a full reimbursement of the assistance amount depending on funding allocation and farm ranking.

**Action:**

Exercise Option to Purchase - Consider exercising the Critical Farms Program Option to Purchase for the William A. Coshun property in the amount of \$892,500.00.

**Staff-Recommended Motion:**

***I move the Board of Commissioners exercise the option to purchase for William A. Coshun through the Critical Farms Program in the amount of \$892,500.00.***

**Attendees:**

J. P. Smith, Jr., Program Manager, Agricultural Land Preservation Program  
Jackie Brathuhn, Preservation Specialist, Agricultural Land Preservation Program

DATE: September 19, 2024

TO: The Carroll County Board of Commissioners

RE: Change Order – Request to increase the contract with Magstone LLC for additional core drilling and asphalt work for the installation of the Bear Branch Pavilion

**EXECUTIVE SUMMARY:**

The Office of Procurement, in cooperation with the Department Recreation & Parks, requests your approval to increase the contract with Magstone, LLC for additional core drilling and asphalt work for the installation of the Bear Branch Pavilion in the amount of \$14,283.50. This project is 100% funded by the MD DNR Local Parks and Playgrounds Infrastructure Program. The amount is within the approved budget.

**Staff Recommended Motion:**

I move the Board of Commissioners award the increase to the contract with Magstone, LLC for additional core drilling and asphalt work for the installation of the Bear Branch Pavilion in the amount of \$14,283.50.

DATE: September 19, 2024  
TO: The Carroll County Board of Commissioners  
RE: Approval to Purchase – Upfitting of thirteen (13) Sheriff’s vehicles

**EXECUTIVE SUMMARY:**

The Office of Procurement, in cooperation with Fleet Management & Warehouse Operations, requests your approval to use Priority Install, LLC to complete the upfitting of thirteen (13) Carroll County Sheriff’s Office vehicles. The amount of \$330,816.00 includes all parts, labor, installation, and delivery. Priority Install, LLC is a current term contractor with Carroll County. This amount is within the approved FY25 budget.

**Background:**

The Board of County Commissioners approved the purchase of thirteen (13) replacement Ford Explorers for the Sheriff’s patrol fleet in August 2024. The upfit process for these vehicles includes the installation of graphics, lights, sirens, storage compartments, communication equipment, etc.

**Staff Recommended Motion:**

I move the Board of Commissioners approve the use of term contractor Priority Install, LLC to complete the upfitting of thirteen (13) Carroll County Sheriff’s Office vehicles in the amount of \$330,816.00.

DATE: September 19, 2024  
TO: The Carroll County Board of Commissioners  
RE: Approval to Purchase – Repair to Vehicle #12021

**EXECUTIVE SUMMARY:**

The Office of Procurement, in cooperation with the Bureau of Fleet Management & Warehouse Operations, requests your approval for the purchase of repairs on Sykesville Ambulance #13021 (A127) in the amount of \$38,180.00 to Century Ford. This amount is within the FY25 approved budget.

**Background:**

Ambulance 127 is a 2017 Ford unit belonging to the Sykesville Freedom District Fire Department. The unit has a failed engine and is requiring replacement. The expected lead time for this repair is one to two months.

**Staff Recommended Motion:**

I move the Board of Commissioners approve the purchase of repair work on vehicle #13021 (Sykesville Ambulance) to Century Ford in the amount of \$38,180.00.

DATE: September 19, 2024

TO: The Carroll County Board of Commissioners

RE: Contract Award – Longleaf Pine Road Water Main Improvement Project

**Executive Summary:**

The Office of Procurement, in cooperation with the Bureau of Utilities, requests your approval to award a contract for the construction of the Longleaf Pine Road Water Main Improvement Project (Commissioner District 5) to Stambaugh’s Inc. of Union Bridge, MD in the amount of \$368,025.00. These improvements were recently advertised for bid on Public Purchase and eight bids were received. Seven of the bids were deemed responsive and are summarized in the table below. The bid submitted by Stambaugh’s Inc. is approximately ten percent below the Engineer’s Estimate of \$407,438.00 and represents a fair value to the County. The bid amount is within the adopted budget.

Vendor Name	Bid Amount	Vendor Name	Bid Amount
Stambaugh’s Inc.	\$368,025.00	W.F. Wilson & Sons, Inc.	\$593,732.00
ECM Corporation	\$437,482.50	J. Fletcher Creamer & Son, Inc.	\$649,525.00
Metra Industries	\$578,270.00	Rivers Const. Group, LTD.	\$1,051,100.00
Anchor Construction Co.	\$578,794.50	Busy Ditch, Inc.	Non-Responsive

**Background:**

Residential properties in the immediate vicinity of the Martz Water Storage Tank have been subject to low water pressure conditions due in part to the presence and operation of the High Elevation Zone Booster Pump Station within the Martz Water Storage Tank. Bureau staff have identified a means to transition approximately one hundred twenty properties from the low elevation water zone to the high elevation water zone. This transition will result in increased water pressure to these service users. Construction drawings and specifications were previously prepared for the installation of a parallel four hundred and sixty linear foot eight-inch diameter water main on Longleaf Pine Road to allow for the water zone transition. The scope of this item includes all aspects of the construction of this project.

**Staff Recommended Motion:**

I move the Board of Commissioners award a contract for the construction of the Longleaf Pine Road Water Main Improvement Project to Stambaugh’s Inc. in the amount of \$368,025.00.

DATE: September 19, 2024

TO: The Carroll County Board of Commissioners

RE: Contract Award – Construction Inspection Services for the Longleaf Pine Road Water Main 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 Longleaf Pine Road water main project (Commissioner District 5) to Johnson, Mirmiran & Thompson, Inc. of Hunt Valley, MD in the not-to-exceed amount of \$61,307.00. This award will be made via a competitively bid term contract. The bid amount is within the adopted budget.

**Background:**

The scope of work for this contract includes part-time inspection services, approximately five hours per day for the anticipated one hundred twenty working day duration of the project, for construction activities associated with the Longleaf Pine Road water main project to ensure compliance with the construction plans and specifications. The dollar amount for this contract is a not-to-exceed value.

**Staff Recommended Motion:**

I move the Board of Commissioners award a contract for construction inspection services for the Longleaf Pine Road water main project to Johnson, Mirmiran & Thompson, Inc. in the not-to-exceed amount of \$61,307.00.

DATE: September 19, 2024

TO: The Carroll County Board of Commissioners

RE: Contract Award – Purchase of a Replacement Diesel Generator for the Pleasant Valley Wastewater Treatment Plant

**Executive Summary:**

The Office of Procurement, in cooperation with the Bureau of Utilities, requests Board of Commissioners approval to award a contract for the purchase of a Kohler diesel generator for the Pleasant Valley Wastewater Treatment Plant (Commissioner District 1) to Fidelity Power Systems of Sparks, MD in the amount of \$103,144.12. This purchase will be made via the competitively bid Sourcewell contract number 092222-KOH. The proposal amount is within the adopted budget.

**Background:**

This Kohler generator will replace the existing generator that is beyond feasible economical repair. It is critical to have a reliable secondary power supply at the Pleasant Valley facility. The replacement generator is 200KW with three phase 277/480 voltage. The overall price includes full turnkey delivery, installation, transfer switch, start-up, load testing, and training.

**Staff Recommended Motion:**

I move the Board of Commissioners award a contract for the purchase of a Kohler diesel generator for the Pleasant Valley Wastewater Treatment Plant to Fidelity Power Systems in the amount of \$103,144.12.



DATE: September 19, 2024

TO: The Carroll County Board of Commissioners

RE: Contract Award – Replacement of Water Valve Bolts 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 valve bolts at a combined one hundred three locations within the Freedom District service area (Commissioner District 5) to HTI Contractors in the amount of \$229,968.00. This award will be made via a competitively bid term contract. These locations were bid as five separate groupings to generate interest and competitive pricing. Bids were solicited from four contractors and bids were received from two of these contractors. HTI Contractors was the low bidder for each of the five groupings. The bids are summarized below, and the overall bid amount is within the adopted budget. The average unit cost of \$2,230 is consistent with recent water valve bolt projects and represents a fair value to the County.

Vendor Name	Group 01, 27 Valves	Group 02, 30 Valves	Group 03, 14 Valves	Group 04, 27 Valves	Group 05, 5 Valves
HTI Contractors	\$71,193.00	\$60,589.00	\$29,535.00	\$57,583.50	\$11,067.50
Mid-Atlantic Utilities	\$72,225.00	\$79,050.00	\$48,090.00	\$83,700.00	\$26,325.00
Stambaugh's Inc.	n/a	n/a	n/a	n/a	n/a
CJ Miller	n/a	n/a	n/a	n/a	n/a

**Background:**

This project is for the continuation of the Bureau of Utilities' valve bolt replacement program to systematically upgrade aging cast iron bolts to stainless steel bolts. It has been determined that roughly 1,100 of the estimated 4,300 water valves in the Freedom District were installed with cast iron bolts from the mid-1980s through the 1990s. Aged cast iron bolts can and have failed without warning, especially when water valve assemblies are being exercised or utilized. This results in water service failures and repair challenges for the Bureau. Continuing with this bolt replacement program will enhance the overall reliability and level of service of the Freedom District water system. Additionally, this project is being coordinated with the Bureau of Engineering. The majority of these water valve locations are on roadways preliminarily earmarked for future paving contracts.

**Staff Recommended Motion:**

I move the Board of Commissioners award a contract for the replacement of water valve bolts at a combined one hundred three locations within the Freedom District service area to HTI Contractors in the amount of \$229,968.00.

DATE: September 19, 2024

TO: The Carroll County Board of Commissioners

RE: Contract Award – 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 a contract for the replacement of forty-five water service laterals on various roadways within the Freedom District service area (Commissioner District 5) to HTI Contractors of Finksburg, MD in the amount of \$116,505.00. 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 bids are summarized below. The bid amount is within the adopted budget.

<b>Contractor</b>	<b>Proposal</b>
HTI Contractors	\$116,505.00
Mid-Atlantic Utilities, Inc.	\$159,075.00

**Background:**

Many of the Freedom District service area water service laterals date to the 1970s and have exceeded the expectations of their useful life. There has been a continuing history of leaks and necessary repairs to aging water laterals throughout the Freedom District. This contract will replace the laterals to forty-five properties on Arthur Avenue, Bnai Drive, Bomek Circle, Cutsail Avenue, and Oakland Mills Road in a proactive effort by performing the work in a controlled and scheduled environment versus conducting emergency repairs. This will result in a continuous and reliable water service to system users. The average unit cost of \$2,590 for this scope of work compares favorably with other recent water lateral replacement projects.

**Staff Recommended Motion:**

I move the Board of Commissioners award a contract for the replacement of forty-five water service laterals on various roadways within the Freedom District service area to HTI Contractors in the amount of \$116,505.00.