

# AGENDA

## WORCESTER COUNTY COMMISSIONERS

Worcester County Government Center, Room 1101, One West Market Street, Snow Hill, Maryland 21863

**December 5, 2017**

- |  | <u><b>Item #</b></u>  |
|--|---|
| 9:00 AM - Meet in Commissioners' Conference Room - Room 1103 Government Center, One West Market Street, Snow Hill, Maryland - Vote to Meet In Closed Session   |   |
| 9:01 - Closed Session: Discussion regarding posting to fill vacancies for a Landfill Operator II for Solid Waste, and a Fleet Management/Safety Superintendent for the Fleet Management Division of Public Works, an MIS Document Imaging Supervisor for the Treasurer's Office, and a Correctional Officer Trainee for the Jail; receiving legal advice from Counsel; and performing administrative functions   |   |
| 10:00 - Call to Order, Prayer, Pledge of Allegiance  |   |
| 10:01 - Report on Closed Session; Review and Approval of Minutes   |   |
| 10:05 - Annual Election of County Commissioners' President and Vice President  | No #  |
| 10:10 - Chief Administrative Officer: Administrative Matters   | 1-21  |
| (Scheduling a Public Hearing on the Requested 5-Year Capital Improvement Plan - FY19-FY23; Ocean City Tax Differential Request for FY19; Renewal of LexisNexis Prison Solution Agreement to provide legal research materials for the Jail; Furnishings and Fiber Connectivity Approval Request for the New County Branch Library in Berlin; Proposed Grant to Local Government Insurance Trust to attend National Hurricane Conference in Orlando; Request for Additional Overtime Budget for Emergency Services; Approved Private Road Names in River Run; Update on Nuisance Abatement Order 17-1 - Planted Pleasures - 10307 Racetrack Road; Approval of Findings of Fact and Rezoning Resolutions for Rezoning Cases 409, 410, 411 and 412 on the west side of MD Route 611 south of MD Route 376 from E-1 to R-1; Request to Schedule Public Hearing on Shady Side Village Residential Planned Community on the south side of MD Route 707 (Old Bridge Road) west of Greenridge Lane; IEDC Professional Development Course for Kathryn Gordon; 2018 Contract for Step Up and Reach for the Stars STEM Camp, Leadership Cohort and Internship Program; Support for Economic and Social Impact Study of Non-profits by Community Foundation of the Eastern Shore; proposed Worcester County Economic Development Revolving Loan Fund to be Administered by the Tri-County Council; Reaffirmation Letter for Ocean City Inlet Dredging Project in Partnership with Ocean City and DNR; FY18 Rural Legacy Grant Agreement for the Dividing Creek Rural Legacy Area; Small Project Agreement with Sun TRS Frontier, LLC for the Frontier Town Sewer Service Connection to Mystic Harbour; Proposed HVAC Building Automation System Upgrades; Natural Gas Franchise Agreement with Chesapeake Utilities; Upcoming Board Appointments; and potentially other administrative matters) |   |
| 11:00 -  |   |
| 11:10 -  |   |
| 11:20 -  |   |
| 11:30 -  |   |
| 11:40 - Questions from the Press   |   |
| 11:41 - Christmas Tree Trimming with Worcester County Developmental Center Clients   |   |
| - 1 <sup>st</sup> Floor Atrium   | No #  |
| Lunch  |   |
| 1:00 PM -  | Chief Administrative Officer: Administrative Matters (If Necessary) |
| 1:10 -   |   |
| 1:20 -   |   |
| 1:30 -   |   |

**AGENDAS ARE SUBJECT TO CHANGE UNTIL THE TIME OF CONVENING**

**Hearing Assistance Units Available** - see Kelly Shannahan, Asst. CAO.

Please be thoughtful and considerate of others.

**Turn off your cell phones & pagers during the meeting!**

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**Minutes of the County Commissioners of Worcester County, Maryland**

November 21, 2017

Madison J. Bunting, Jr., President  
Diana Purnell, Vice President  
Anthony W. Bertino, Jr.  
James C. Church  
Theodore J. Elder  
Merrill W. Lockfaw, Jr.  
Joseph M. Mitrecic

Following a motion by Commissioner Bertino, seconded by Commissioner Purnell, with Commissioner Mitrecic absent, the Commissioners unanimously voted to meet in closed session at 9:00 a.m. in the Commissioners' Conference Room to discuss legal and personnel matters permitted under the provisions of Section 3-305(b)(1) and (7) of the General Provisions Article of the Annotated Code of Maryland and to perform administrative functions. Also present at the closed session were Harold L. Higgins, Chief Administrative Officer; Kelly Shannahan, Assistant Chief Administrative Officer; Maureen Howarth, County Attorney; Kim Moses, Public Information Officer; and Stacey Norton, Human Resources Director. Topics discussed and actions taken included: hiring Henry Bishop, III as a Roads Worker I for the Roads Division, Kevin Warren as a Vehicle and Equipment Mechanic III for the Fleet Management Division of Public Works, Benjamin Ellis as a Plumbing Inspector II for Environmental Programs, Michael Barkley as a Maintenance Worker II and Jacob Stephens as a Recreation Program Manager II for Recreation and Parks; nominations to the State for Supervisor of Assessments for Worcester County; posting to fill vacancies for two Correctional Officer Trainees at the Jail and Director of Recreation and Parks; receiving legal advice from counsel; and performing administrative functions.

Commissioner Mitrecic was absent from the meeting.

After the closed session, the Commissioners reconvened in open session. Commissioner Bunting called the meeting to order and announced the topics discussed during the late morning closed session on November 7, 2017 and the closed session prior to this meeting.

The Commissioners reviewed and approved the open and closed session minutes of their November 7, 2017 meeting as presented.

The Commissioners met with Finance Officer Phil Thompson, Budget Officer Kathy Whited, Assistant Finance Officer Jennifer Swanton, Enterprise Fund Controller Jessica Wilson, and Budget Accountant Kim Reynolds and applauded them for being awarded the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for the ninth consecutive year. Mr. Thompson stated that the GFOA award recognizes contributions to the practice of government finance that exemplify outstanding financial



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management, and the County was honored with this recent recognition for its Comprehensive Annual Financial Report (CAFR) for the fiscal year ending June 30, 2016, which assures users we are complying with the latest financial reporting requirements. He recognized the dedication and talents of the other members of the County finance team, which includes Chief Administrative Officer Harold Higgins, Budget Officer Kathy Whited, Assistant Finance Officer Jennifer Swanton, Enterprise Fund Controller Jessica Wilson, and Budget Accountant Kim Reynolds, noting that they represent a combined total of more than 80 years of finance experience. The Commissioners thanked the finance team for their hard work and dedication, which is also reflected in the County's exceptional bond rating, which results in low interest bonds for County capital projects.

Pursuant to the request of Housing Program Administrator Jo Ellen Bynum and upon a motion by Commissioner Bertino, the Commissioners unanimously awarded the best bid for Housing Rehabilitation Program inspection services to Lifestyle Home Inspections of Berlin, Maryland, due to the owner's extensive experience with home inspections and meeting U.S. Department of Housing and Urban Development (HUD) requirements and in accordance with the following fee schedule: \$300 for initial evaluation; \$150 for work write-up; \$150 for progress inspection; \$150 for change order; \$250 for final inspection; \$250 for warranty; and \$75 for meetings.

In a related matter, pursuant to the request of Ms. Bynum and upon a motion by Commissioner Purnell, the Commissioners unanimously awarded the best bid for Lead Risk Assessment, and Lead Clearance Inspections to Debra W. Hall Inspections, Inc. of Hebron, Maryland, based upon the excellent quality of service she provided to the program and homeowners as the County's lead inspector in the past and at a fee of \$300 each for performing lead risk assessments and a fee of \$200 each for lead clearance testing.

Pursuant to the recommendation of Budget Accountant Kim Reynolds and upon a motion by Commissioner Lockfaw, the Commissioners unanimously authorized the filing of a State Aid for Police Protection Fund application for FY19 from the Governor's Office of Crime Control and Prevention, with funds to be used exclusively to provide adequate police protection throughout the County. Ms. Reynolds advised that the County received FY18 grant funding of \$165,782 through this program.

Pursuant to the recommendation of Chief Administrative Officer Harold Higgins and upon a motion by Commissioner Lockfaw, the Commissioners unanimously authorized Commission President Bunting to sign the Pocomoke Middle School (PMS) Evening Beta Program Restricted Grant Agreement between the County Commissioners and the Board of Education (BOE) for County funding of \$42,000. Commissioner Lockfaw, who initiated plans for the PMS Evening Beta Program, thanked his fellow Commissioners for supporting this worthwhile program, which is designed to help keep at-risk middle school students residing in the south-end of the County off the streets and in an environment that is safe and provides opportunities for mentoring, tutoring, and activities designed to guide their lifestyle choices.

Pursuant to the request of Environmental Programs Director Bob Mitchell and upon a



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motion by Commissioner Church, the Commissioners voted 5-1, with Commissioner Elder voting in opposition, to authorize Commission President Bunting to sign the Agreement of Sale between Bradley Byron Hauck (Seller) and the County Commissioners of Worcester County, Maryland (Buyer) for the purchase of a Rural Legacy Area (RLA) easement on a 70.396-acre property located at 3102 Snow Hill Road in Girdletree, Maryland and more specifically identified on Tax Map 79 as Parcel 170. Mr. Mitchell advised that three appraisals were completed for the valuation of the property, resulting in a purchase payment of \$144,500 or \$2,052.67 per acre, which the property owners have accepted, with the easement cost to be fully funded by the State, and with no County match required or provided. He further stated that the property, which is a buffer for Spring Hill Branch Creek, could have been subdivided, but the owner is limiting development to one accessory dwelling. In response to a question by Commissioner Elder, Mr. Mitchell advised that the property, which could have been developed with a total of five homes, is now protected in perpetuity in the condition in which it exists today.

Mr. Mitchell updated the Commissioners on the implementation of Senate Bill 1040, which was adopted by the General Assembly during the 2017 Legislative Session, which will now require draft copies of Worcester County Water and Sewerage Plan Amendments to be submitted to the Maryland Department of the Environment (MDE) prior to receiving approval from the Commissioners. Mr. Mitchell expressed concern that, while the purpose of the bill was to reduce State review times, it could result in more denials of applications by MDE, since they may not have time to work with local governments to resolve complicated issues or work through land-use inconsistencies to provide a path toward approval. The Commissioners thanked Mr. Mitchell for the update.

The Commissioners met with Public Works Director John Tustin to consider adopting updated Design Guidelines and Standards for Water and Wastewater Facilities. Mr. Tustin explained that this is the first comprehensive update to modernize the design standards since the document was developed in 1994. He advised that these updated specifications include information on products and procedures that have been successfully implemented on other projects within the County. It also adds a consolidated package of construction details and a listing of specific products approved for use when constructing water and wastewater facilities within the County for turnover to the County Commissioners for future operation and maintenance. Mr. Tustin concluded that a public hearing is not required but is permitted prior to adoption.

Upon some discussion, the Commissioners agreed to table further action for a future meeting to provide them and the public with ample time to review the document. The draft is available for viewing online at [www.co.worcester.md.us/sites/default/files/bids/Design\\_Guidelines.pdf](http://www.co.worcester.md.us/sites/default/files/bids/Design_Guidelines.pdf).

Pursuant to the recommendation of Mr. Tustin and upon a motion by Commissioner Church, the Commissioners unanimously approved bid specifications for construction of the effluent disposal discharge connection for the Mystic Harbour Wastewater Treatment Plant (WWTP) to the Eagles Landing Golf Course irrigation system.



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The Commissioners conducted a public hearing to receive public comment on the proposal to dissolve the South Point Village Townhomes Sanitary Service Area (SSA), which was created in 1997 and which now receives water service from the Mystic Harbour SSA. Mr. Tustin advised that in 2003 the County used bond funding to allow the South Point Village community to connect to the Mystic Harbour water system, and from that point forward the South Point Village water treatment facilities have no longer been used. Furthermore, the debt incurred to connect the South Point Village Townhomes to the Mystic Harbour water system was paid in full on August 1, 2017, and staff now recommends dissolving the former SSA, with the treatment facility equipment to be removed by the County and the building to be turned over to the South Point Village Townhomes Community Homeowners Association (HOA) for their use.

Commissioner Bunting opened the floor to receive public comment.

There being no public comment, Commissioner Bunting closed the hearing.

Upon a motion by Commissioner Bertino, the Commissioners unanimously adopted Resolution No. 17-23 dissolving the South Point Village SSA.

The Commissioners reviewed and discussed various board appointments.

Upon nominations by Commissioner Purnell, the Commissioners unanimously agreed to reappoint Wendell Purnell to the Solid Waste Advisory Committee for a four-year term expiring December 31, 2021 and to appoint Nancy Howard to the Social Services Board for a three-year term expiring June 30, 2020 to replace Arlette Bright whose term expired.

Upon nominations by Commissioner Church, the Commissioners unanimously agreed to appoint Cristi Graham as the public safety representative to the Commission for Women for a three-year term expiring December 31, 2020 to replace Lisa Maurer whose term expires at the end of 2017; reappoint John Glorioso to the Housing Review Board and David Dypsky to the Board of Zoning Appeals for three-year terms each expiring December 31, 2020; and reappoint Jamey Latchum to the Solid Waste Advisory Committee to represent the Town of Berlin, Bruce Spangler to the Ethics Board, Berlin Mayor Wm. Gee Williams, III to the Local Development Council (LDC) for the Ocean Downs Casino, Norman Bunting, Jr. to the Recreation Advisory Board, Martin Kwesko to the Water and Sewer Advisory Council for the Mystic Harbour Service Area, and both Todd Ferrante and Keith Swanton to the Water and Sewer Advisory Council for the West Ocean City Service Area for four-year terms each expiring December 31, 2021.

Upon nominations by Commissioner Elder, the Commissioners unanimously agreed to reappoint Ralph Shockley to the Economic Development Advisory Board for a four-year term expiring December 31, 2021 and to appoint Frank Giampa to the Wor-Wic Community College (WWCC) Local Advisory Council for a three-year term expiring June 30, 2020 to replace Christina Welch whose term expired.

The Commissioners reviewed a draft resolution waiving the County Commissioners' scheduled salary increase for the 2018-2022 term after determining that it would be prudent to do so. Assistant Chief Administrative Officer Kelly Shannahan explained that the Commissioners' salaries were reviewed by an independent committee in 2005, which proposed a salary of \$25,000 to be automatically increased before each successive term equivalent to the cost-of-living increases awarded to County employees during the prior term. Although cost-of-living adjustments totaling 1.5% had been awarded to County staff during the 2014-2018 term, the



Commissioners unanimously agreed that they are not considering any salary increase for the upcoming term.

Upon a motion by Commissioner Purnell, the Commissioners unanimously adopted Resolution No. 17-24 waiving the County Commissioners scheduled salary increase for the 2018-2022 term.

The Commissioners recessed until 11:00 a.m.

The Commissioners met in legislative session.

The Commissioners conducted a public hearing to receive public comments on Bill 17-11 (Zoning - Self-Storage Centers in the C-2 General Commercial District), which was introduced by Commissioners Bertino, Bunting, Church, Elder, Lockfaw, Mitrecic, and Purnell on October 17, 2017. Development Review and Permitting Director Ed Tudor stated that this bill amends the Zoning and Subdivision Control Article to allow self-storage facilities up to 40,000 square feet of gross floor area as a principal permitted use in the C-2 General Commercial District, rather than the current limitation of 15,000 square feet. Mr. Tudor stated that this bill reflects changes to the original text amendment application filed by Attorney Hugh Cropper, IV on behalf of his client, Arden Center, LLC, which were recommended by staff and supported by Mr. Cropper. He noted that, since self-storage was much like warehousing that is already permitted to be up to 100,000 square feet in gross floor area in the C-2 General Commercial District by right, it was not necessary to stipulate that self-storage up to 40,000 square feet required a special exception, as had been originally proposed by Mr. Cropper, who had graciously amended his original text amendment application. He concluded that the Planning Commission gave a unanimous favorable recommendation to the version prepared by the staff and adopted by Mr. Cropper.

Commissioner Bunting opened the floor to receive public comment.

Mr. Cropper, representing Arden Center, LLC, thanked Mr. Tudor and his staff for their assistance and their support to develop this legislation and asked the Commissioners to adopt Bill 17-11 as presented.

There being no further public comment, Commissioner Bunting closed the public hearing.

Upon a motion by Commissioner Purnell, the Commissioners unanimously adopted Bill 17-11 (Zoning - Self-Storage Centers in the C-2 General Commercial District).

Commissioner Bunting closed the legislative session.

The Commissioners answered questions from the press, after which they adjourned to meet in closed session.

Following a motion by Commissioner Bertino, seconded by Commissioner Church, with Commissioner Mitrecic absent, the Commissioners unanimously voted to meet in closed session at 11:04 a.m. in the Commissioners' Conference Room to discuss legal matters permitted under the provisions of Section 3-305(b)(7) of the General Provisions Article of the Annotated Code of Maryland and to perform administrative functions. Also present at the closed session were Harold L. Higgins, Chief Administrative Officer; Kelly Shannahan, Assistant Chief Administrative Officer; Maureen Howarth, County Attorney; and Kim Moses, Public



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Information Officer. Topics discussed and actions taken included receiving legal advice from counsel and performing administrative matters.

After the closed session, the Commissioners adjourned to meet again on December 5, 2017.



OFFICE OF THE  
COUNTY COMMISSIONERS

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

December 5, 2017

1  
HAROLD L. HIGGINS, CPA  
CHIEF ADMINISTRATIVE OFFICER  
MAUREEN F.L. HOWARTH  
COUNTY ATTORNEY

**TO:** Harold Higgins, Chief Administrative Officer  
Worcester County Commissioners

**FROM:** Kim Reynolds, Budget Accountant

A handwritten signature in blue ink, appearing to be "KR", is written over the name Kim Reynolds.

**RE:** "REQUESTED" Capital Improvement Plan FY2019 through FY2023

Please find attached, the Requested Fiscal Year 2019 through Fiscal Year 2023 Five-Year Capital Improvement Plan. The Plan Summary by Category indicates projects totaling \$100,293,055 are requested over the five-year period. Of these projects, \$8,859,128 or 8.88% is proposed to come from the General Fund and \$54,323,785 or 54.1% from general bond funds. The remaining portion would come from user fees, grant funds, state match funds, state loans, designated funds and enterprise bonds. Public School projects have been included in the Capital Improvement Plan.

We would ask you to assess the requests for FY2019 to see if there are items in the plan that the County should review. The FY2019 General Fund request is \$110,500 or .01% and General Bonds total \$8,151,016 or 31% of the capital outlays. The Bond Rating Agencies look closely at the Capital Improvement Plan as a financial planning tool for the County.

We would ask you to hold a public hearing on the requested capital improvement plan. This document should be approved as we begin our FY2019 operating budgets. Should you have any questions please do not hesitate to contact me.

Proposed Public Hearing  
Date - January 2, 2018



# Worcester County

**Requested**

## 5 Year Capital Improvement Plan FY 2019 to FY 2023



**NOTE:** The proposed Capital Improvement Plan is a planning document to anticipate future financial needs of the County. Inclusion of a project in the plan does not constitute a guarantee of funding from the county. Some capital projects will be added, deleted and or amended as necessary. As with the Operating Budget, the projects for each fund have to be balanced with the resources available in that fund.

December 5, 2017

# REQUESTED PLAN SUMMARY BY CATEGORY

12/4/2017

## WORCESTER COUNTY FIVE YEAR CAPITAL IMPROVEMENT PLAN FY 2019 to FY 2023 Project Summary

Project Category	2019	2020	2021	2022	2023	Five Year Project Cost Total	Five Year % to Total Costs	Actual Prior Years	Balance to Complete *	Total Project Cost
General Government	1,375,000	500,000	0	0	550,000	2,425,000	2.42%	0	0	2,425,000
Public Safety	2,075,000	500,000	5,500,710	3,800,710	0	11,876,420	11.84%	425,000	0	12,301,420
Public Works	11,239,000	5,120,000	2,420,000	1,500,000	3,578,200	23,857,200	23.79%	9,749,000	0	33,606,200
Recreation & Parks	1,105,000	745,000	1,945,000	5,000	0	3,800,000	3.79%	0	0	3,800,000
Public Schools	10,412,016	19,511,415	10,865,403	6,589,695	8,344,169	55,722,698	55.56%	2,216,838	864,005	58,803,541
Community College	0	0	200,928	2,319,269	91,540	2,611,737	2.60%	0	0	2,611,737
<b>TOTAL</b>	<b>26,206,016</b>	<b>26,376,415</b>	<b>20,932,041</b>	<b>14,214,674</b>	<b>12,563,909</b>	<b>100,293,055</b>	<b>100.00%</b>	<b>12,390,838</b>	<b>864,005</b>	<b>113,547,898</b>

Source of Funds	2019	2020	2021	2022	2023	Five Year Project Cost Total	Five Year % to Total Costs	Actual Prior Years	Balance to Complete	Total Project Cost
General Fund	110,500	1,774,500	1,895,428	1,500,500	3,578,200	8,859,128	8.83%	1,000,000	0	9,859,128
User Fees	4,111,000	700,000	0	0	0	4,811,000	4.80%	4,054,000	0	8,865,000
Grant Funds	2,724,500	1,210,500	1,910,500	4,500	0	5,850,000	5.83%	0	0	5,850,000
State Match	4,336,000	5,186,000	0	4,548,000	1,952,000	16,022,000	15.98%	0	0	16,022,000
State Loan	570,000	380,000	760,000	0	0	1,710,000	1.71%	2,660,000	0	4,370,000
Designated Funds	2,875,000	1,615,451	433,691	190,000	275,000	5,389,142	5.37%	2,216,838	0	7,605,980
Developer Equity Con	0	0	0	0	0	0	0.00%	0	0	0
Private Donation	0	0	0	0	0	0	0.00%	0	0	0
Enterprise Bonds	3,328,000	0	0	0	0	3,328,000	3.32%	2,035,000	0	5,363,000
General Bonds	8,151,016	15,509,964	15,932,422	7,971,674	6,758,709	54,323,785	54.17%	425,000	864,005	55,612,790
Local Bank Loan	0	0	0	0	0	0	0.00%	0	0	0
<b>TOTAL</b>	<b>26,206,016</b>	<b>26,376,415</b>	<b>20,932,041</b>	<b>14,214,674</b>	<b>12,563,909</b>	<b>100,293,055</b>	<b>100.00%</b>	<b>12,390,838</b>	<b>864,005</b>	<b>113,547,898</b>

\* Balance to Complete - Years FY2024 and future



**FY 2019 TO FY 2023 SUMMARY BY PROJECT  
REQUESTED**

12/4/2017

**WORCESTER COUNTY  
FIVE YEAR CAPITAL IMPROVEMENT PLAN**

	FY2019	FY2020	FY2021	FY2022	FY2023	Prior Allocation	Balance To Complete	TOTAL
<b>General Government Facilities</b>								
Courthouse Building Improvements	575,000	0	0	0	0	0	0	575,000
Ocean Pines Library Building Repairs	800,000	0	0	0	0	0	0	800,000
Pocomoke Library Building Improvements	0	500,000	0	0	0	0	0	500,000
Snow Hill Library Building Improvements	0	0	0	0	550,000	0	0	550,000
<b>Total General Government Facilities</b>	<b>1,375,000</b>	<b>500,000</b>	<b>0</b>	<b>0</b>	<b>550,000</b>	<b>0</b>	<b>0</b>	<b>2,425,000</b>
<b>Public Safety</b>								
Worcester County Jail Improvement Project	2,075,000	500,000	5,500,710	3,800,710	0	425,000	0	12,301,420
<b>Total</b>	<b>2,075,000</b>	<b>500,000</b>	<b>5,500,710</b>	<b>3,800,710</b>	<b>0</b>	<b>425,000</b>	<b>0</b>	<b>12,301,420</b>
<b>Public Works</b>								
Asphalt Overlay/Pavement Preservation of Roads	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,000,000	0	8,500,000
Bridge Replacement -Bayside Road Bridge	0	2,000,000	0	0	0	0	0	2,000,000
Salt Program	0	0	0	0	2,078,200	0	0	2,078,200
<b>Water Wastewater</b>								
Mystic Harbour Effluent Disposal	630,000		0	0	0	2,570,000	0	3,200,000
Newark Spray Irrigation	1,610,000	380,000	0	0	0	90,000	0	2,080,000
Lewis Road Sewer Extension	60,000	540,000	920,000	0	0	0	0	1,520,000
<b>Solid Waste</b>								
Central Site Cell #5 Construction at Prior Rubblefill	6,639,000	0	0	0	0	6,089,000		12,728,000
Landfill Admin Scale Bldg Renovation & Addition	800,000	700,000	0	0	0	0	0	1,500,000
<b>Total Public Works</b>	<b>11,239,000</b>	<b>5,120,000</b>	<b>2,420,000</b>	<b>1,500,000</b>	<b>3,578,200</b>	<b>9,749,000</b>	<b>0</b>	<b>33,606,200</b>
<b>Recreation &amp; Parks</b>								
Greys Creek Nature Park Development	105,000	230,000	165,000					500,000
Northern Worcester Land Acquisition & Development	1,000,000	515,000	1,780,000	5,000		0	0	3,300,000
<b>Total</b>	<b>1,105,000</b>	<b>745,000</b>	<b>1,945,000</b>	<b>5,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,800,000</b>

**FY 2019 TO FY 2023 SUMMARY BY PROJECT  
REQUESTED**

12/4/2017

**WORCESTER COUNTY  
FIVE YEAR CAPITAL IMPROVEMENT PLAN**

	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>	<b>Prior Allocation</b>	<b>Balance To Complete</b>	<b>TOTAL</b>
<b>Public Schools</b>								
Showell Elementary School Replacement	10,412,016	19,345,964	10,431,712	0	0	2,216,838	0	42,406,530
Stephen Decatur Middle School Addition	0	165,451	253,691	3,227,695	4,952,169	0	864,005	9,463,011
Pocomoke Middle School - Roof Replacement	0	0	180,000	3,172,000	0	0	0	3,352,000
Snow Hill Middle School - Roof Replacement				190,000	3,392,000	0	0	3,582,000
<b>Total Public Schools</b>	<b>10,412,016</b>	<b>19,511,415</b>	<b>10,865,403</b>	<b>6,589,695</b>	<b>8,344,169</b>	<b>2,216,838</b>	<b>864,005</b>	<b>58,803,541</b>
<b>Wor-Wic Community College</b>								
Wor-Wic New Academic Building	0	0	200,928	2,319,269	91,540	0	0	2,611,737
<b>Total Wor-Wic</b>	<b>0</b>	<b>0</b>	<b>200,928</b>	<b>2,319,269</b>	<b>91,540</b>	<b>0</b>	<b>0</b>	<b>2,611,737</b>
<b>CAPITAL PROJECT SUMMARY - BY SOURCE OF FUNDS</b>								
<b>Source of Funds</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>	<b>Prior Allocation</b>	<b>Balance to Complete</b>	<b>TOTAL</b>
General Fund	110,500	1,774,500	1,895,428	1,500,500	3,578,200	1,000,000		9,859,128
User Fees	4,111,000	700,000				4,054,000		8,865,000
Grant Funds	2,724,500	1,210,500	1,910,500	4,500				5,850,000
State Match	4,336,000	5,186,000		4,548,000	1,952,000			16,022,000
State Loan	570,000	380,000	760,000			2,660,000		4,370,000
Designated Funds	2,875,000	1,615,451	433,691	190,000	275,000	2,216,838		7,605,980
Developer Equity Contribution								0
Private Donation								0
Enterprise Bonds	3,328,000					2,035,000		5,363,000
General Bonds	8,151,016	15,509,964	15,932,422	7,971,674	6,758,709	425,000	864,005	55,612,790
Local Bank Loan								0
<b>TOTAL</b>	<b>26,206,016</b>	<b>26,376,415</b>	<b>20,932,041</b>	<b>14,214,674</b>	<b>12,563,909</b>	<b>12,390,838</b>	<b>864,005</b>	<b>113,547,898</b>



# Project: Courthouse Building Improvements

Dept Head, Title & Phone #: John Tustin, Public Works Director, 410-632-5623

**Project Summary:** Courthouse - Replacement of heating, ventilation, air conditioning and flooring.

**Purpose:** To replace a 52 year old (1964 vintage) multizone air handling unit and replacement of excessively worn carpet and floor tiles in high use areas that have not been replaced since 2003.

**Location:** 1 West Market Street, Snow Hill, MD

**Impacts on General Fund Operating, Personnel or Maintenance:** No impact to personnel

	FY 19	FY 20	FY 21	FY 22	FY 23	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design								0
Land Acquisition								0
Site Work								0
Construction	575,000							575,000
Equipment/Furnishings								0
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	575,000	0	0	0	0	0	0	575,000
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Designated Funds	575,000							575,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

<b>TOTAL</b>	575,000	0	0	0	0	0	0	575,000
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NOTE: Multizone Air Handling Unit est. @ \$425,000 + Carpet/Floor Tile est. @ \$150,000

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# **Project: Courthouse Building Improvements**

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**Complete the following questions.**

## **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

- **SCOPE:** The Courthouse received one of three additions in 1964 and a substantial renovation in 2003. The multizone HVAC system installed in the 1964 addition has never been replaced and is beyond its useful life. The Courthouse received a cosmetic renovation in 2003 and the facility has a high volume of Staff and Patrons which has attributed to degradation of the flooring materials. The flooring should be replaced.

- 1) The obsolete multizone HVAC system, installed in 1964, cannot maintain space cooling requirements so it needs to be replaced.

- 2) The carpet and vinyl tile flooring installed 2003 has become overly worn from the high volume of foot traffic. The worn flooring materials need to be replaced.

- **SCOPE DEVELOPMENT:** The project scopes and recommendations were developed by the engineering firm of Gipe Associates, Inc. for the HVAC and Becker Morgan Group, Inc. for design of carpet.

- **HISTORICAL INFORMATION:** There is substantial research that has been performed that can support the final engineering recommendations.

- **FEDERAL MANDATES:** Upgrades for the HVAC systems will require that all systems meet all applicable codes for indoor air quality and ozone depleting agents. There are Federal regulations that have to be met.

## **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

Currently, the citizens seeking services from this facility experience interruptions in cooling during court proceedings in the Orphan's Court and this highly-charged environment needs and benefits from space temperatures being maintained at stable set points. The loss of adequate cooling to the occupied spaces occurs on a regular basis when ambient temperatures rise to a level where the equipment is unable to perform to meet the requirements. This loss affects the services provided at Family Services, Orphan's Court, Register of Wills and the Clerk of Court areas of the facility. Replacement of the multizone HVAC system will ensure that comfortable operating environments are maintained. The replacement equipment will also address high humidity issues that have been problematic since the 1964 addition was constructed. If this project is not funded then the greatest negative impact to the citizens and County will be the stifling temperatures when loss of cooling occurs. Replacement of the flooring is paramount to maintaining a clean environment for the patrons and staff. Soil and dust laden carpet can create allergens that affect the occupants.

## **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

The budgetary estimates for the repairs were developed by the engineering firm of Gipe Associates, Inc., and the architectural firm of Becker Morgan Group, Inc. and the Worcester County Department of Public Works-Maintenance Division. The final project scope with options has not been determined so conservative estimates were provided. Replacement of the multizone air handling unit system is estimated at \$425,000. Replacement of carpet and floor tile is estimated at \$150,000.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

Construction is estimated to take up to a year after formal bidding and project award. This is based on Owner selections, construction sequencing, availability of materials and project commissioning.

## **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

As stated above, replacement of the multizone HVAC system is critical to maintaining proper temperatures in the office and courtroom spaces.



## Project: Ocean Pines Library Building Repairs

Dept Head, Title & Phone #: John Tustin, Public Works Director, 410-632-5623

Project Summary: Ocean Pines library building repairs

**Purpose:** The library was built in 1999 and the current HVAC system needs to be replaced. The roof system has 2 chimneys that need to be repaired, replaced or removed. The roof system is in need of replacement and interior repairs will need to be completed in conjunction with work done on the building envelope.

**Location:** Ocean Pines Library, 11107 Cathell Road, Berlin, Maryland

**Impacts on General Fund Operating, Personnel or Maintenance:** No impact to personnel

	FY 19	FY 20	FY 21	FY 22	FY 23	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design								0
Land Acquisition								0
Site Work								0
Construction	800,000							800,000
Equipment/Furnishings								0
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	800,000	0	0	0	0	0	0	800,000
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Designated Funds	800,000							800,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

<b>TOTAL</b>	800,000	0	0	0	0	0	0	800,000
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## **Project: Ocean Pines Library Building Repairs**

Complete the following questions.

### **Project scope.**

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?

• SCOPE: The Ocean Pines library was built in 1999 and is in need of the following repairs.

- 1) The roof system leaks and damage is systemic. Roof sheathing, valley flashing and shingles need to be replaced to prevent water intrusion.
- 2) The brick chimneys (2) leak due to original construction deficiencies. The chimneys need to be partially demolished and reconstructed with proper techniques and construction methods.
- 3) Aged HVAC systems (4) cannot maintain space cooling requirements. The R22 condensers and evaporator coils are obsolete and need to be upgraded to R410A equipment.
- 4) Interior drywall repairs to be completed after building improvements.

• SCOPE DEVELOPMENT: The project scopes and final repair recommendations were developed by the engineering firm of Gipe Associates, Inc. for the HVAC and The Whiting-Turner Contracting Company for the building envelope.

• HISTORICAL INFORMATION: There is substantial research that has been performed that can support the final engineering recommendations.

• FEDERAL MANDATES: Upgrades for the HVAC systems will require that all systems meet all applicable codes for indoor air quality and ozone depleting agents. There are Federal regulations that have to be met.

### **County benefit.**

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

Maintaining the structural integrity of this building is paramount as this facility serves the residents of Ocean Pines and other non-resident patrons such as tourists. The consequences of not funding the repairs described will be short-term and long-term degradation of the structural elements resulting in loss of services to the patrons of this facility. Loss of adequate cooling to the occupied spaces occurs on a regular basis when ambient temperatures rise to a level where the equipment is unable to perform to meet the requirements.

### **Cost estimate.**

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

The budgetary estimates for the repairs were developed by the engineering firm of Gipe Associates, Inc., The Whiting-Turner Contracting Company and the Worcester County Department of Public Works-Maintenance Division. The final project scope with options has not been determined so conservative estimates were provided.

**CIP Timing.** If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

Construction is estimated to take up to a year after formal bidding and project award. This is based on construction sequencing, weather conditions/constraints.

### **Urgency.**

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

Currently, the facility leaks rain water through the roof and chimneys causing considerable interior damage. The occupants of the facility experience interruptions in cooling due to failing or failed equipment. So services to the staff and patrons are adversely affected.

**Dept Head, Title & Phone #: Jennifer Ranck, Library Director, 410-632-2600**

**Purpose:** Replace roof, air conditioning unit and flooring; make energy improvements to plumbing and lighting systems; reallocate space to improve building functionality and staff visibility

**Impacts on General Fund Operating, Personnel or Maintenance:** No impact to personnel; operating and maintenance costs should decrease with more efficient equipment

<b>TOTAL</b>	0	500,000	0	0	0	0	0	500,000
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[illegible]

TOTAL	0	500,000	0	0	0	0	0	500,000
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<p> <b>1. Name of the person or organization</b>  <b>2. Address</b>  <b>3. City</b>  <b>4. State</b>  <b>5. Zip</b>  <b>6. Phone</b>  <b>7. Fax</b>  <b>8. E-mail</b>  <b>9. Website</b>  <b>10. Other</b> </p>	<p> <b>11. Name of the person or organization</b>  <b>12. Address</b>  <b>13. City</b>  <b>14. State</b>  <b>15. Zip</b>  <b>16. Phone</b>  <b>17. Fax</b>  <b>18. E-mail</b>  <b>19. Website</b>  <b>20. Other</b> </p>	<p> <b>21. Name of the person or organization</b>  <b>22. Address</b>  <b>23. City</b>  <b>24. State</b>  <b>25. Zip</b>  <b>26. Phone</b>  <b>27. Fax</b>  <b>28. E-mail</b>  <b>29. Website</b>  <b>30. Other</b> </p>	<p> <b>31. Name of the person or organization</b>  <b>32. Address</b>  <b>33. City</b>  <b>34. State</b>  <b>35. Zip</b>  <b>36. Phone</b>  <b>37. Fax</b>  <b>38. E-mail</b>  <b>39. Website</b>  <b>40. Other</b> </p>	<p> <b>41. Name of the person or organization</b>  <b>42. Address</b>  <b>43. City</b>  <b>44. State</b>  <b>45. Zip</b>  <b>46. Phone</b>  <b>47. Fax</b>  <b>48. E-mail</b>  <b>49. Website</b>  <b>50. Other</b> </p>	<p> <b>51. Name of the person or organization</b>  <b>52. Address</b>  <b>53. City</b>  <b>54. State</b>  <b>55. Zip</b>  <b>56. Phone</b>  <b>57. Fax</b>  <b>58. E-mail</b>  <b>59. Website</b>  <b>60. Other</b> </p>	<p> <b>61. Name of the person or organization</b>  <b>62. Address</b>  <b>63. City</b>  <b>64. State</b>  <b>65. Zip</b>  <b>66. Phone</b>  <b>67. Fax</b>  <b>68. E-mail</b>  <b>69. Website</b>  <b>70. Other</b> </p>	<p> <b>71. Name of the person or organization</b>  <b>72. Address</b>  <b>73. City</b>  <b>74. State</b>  <b>75. Zip</b>  <b>76. Phone</b>  <b>77. Fax</b>  <b>78. E-mail</b>  <b>79. Website</b>  <b>80. Other</b> </p>	<p> <b>81. Name of the person or organization</b>  <b>82. Address</b>  <b>83. City</b>  <b>84. State</b>  <b>85. Zip</b>  <b>86. Phone</b>  <b>87. Fax</b>  <b>88. E-mail</b>  <b>89. Website</b>  <b>90. Other</b> </p>	<p> <b>91. Name of the person or organization</b>  <b>92. Address</b>  <b>93. City</b>  <b>94. State</b>  <b>95. Zip</b>  <b>96. Phone</b>  <b>97. Fax</b>  <b>98. E-mail</b>  <b>99. Website</b>  <b>100. Other</b> </p>
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## **Project: Pocomoke Library Building Improvements**

Complete the following questions.

### **Project scope.**

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this mandated by Federal Law?

Worcester County Library completed a Facilities Master Plan in 2013. The Berlin Branch Library replacement project was identified as the first priority; building improvements to the Pocomoke Branch Library were identified as the second priority. The Pocomoke Branch opened in 1970 with an addition constructed in 2004. The addition provided much needed space but much of the library's furniture and shelving was re-used and many of building systems are in need of replacement.

### **County benefit.**

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

The residents and visitors to Pocomoke City and the surrounding areas will benefit from this project. Many of the building's systems are nearing the "end of useful life" and replacement equipment will help maintain proper temperatures, improve lighting, and reduce the library's overall energy use. New flooring and furnishings will improve overall functionality and enable the library to reallocate collection space, create a dedicated young adult space, reconfigure staff area, and revise public service desk.

### **Cost estimate.**

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

Preliminary estimates were calculated in 2012 by Entech Engineers. Figures have been adjusted, using the Berlin library project as a recent comparison. Engineering/Design fees (\$50,000); roof replacement (\$75,000); air conditioning unit replacement (\$75,000); plumbing and lighting improvements (\$75,000); new flooring (\$80,000); new furnishings and shelving (\$145,000).

**CIP Timing.** If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

This is a new project which has been requested early in order to apply for state funding through the Public Library Capital Grant program.

### **Urgency.**

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

This project is necessary but not time critical. Building improvements should lower ongoing operating costs.

## Project: Snow Hill Library Building Improvements

Dept Head, Title & Phone #: Jennifer Ranck, Library Director, 410-632-2600

**Project Summary:** Snow Hill Library Building Improvements

**Purpose:** Replace HVAC system and make energy improvements to plumbing and lighting systems

**Location:** Snow Hill Library, 307 N. Washington Street, Snow Hill, Maryland

**Impacts on General Fund Operating, Personnel or Maintenance:** No impact to personnel; operating and maintenance costs should decrease with more efficient equipment

	FY 19	FY 20	FY 21	FY 22	FY 23	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design					50,000			50,000
Land Acquisition								0
Site Work								0
Construction					500,000			500,000
Equipment/Furnishings								0
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	0	0	0	0	550,000	0	0	550,000
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match					275,000			275,000
State Loan								0
Designated Funds					275,000			275,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

<b>TOTAL</b>	0	0	0	0	550,000	0	0	550,000
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## **Project: Snow Hill Library Building Improvements**

Complete the following questions.

### **Project scope.**

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this mandated by Federal Law?

Worcester County Library completed a Facilities Master Plan in 2013. Building improvements to the Snow Hill Branch Library were identified as the third priority after the Berlin Branch Library replacement project and building improvements to the Pocomoke Branch Library. The Snow Hill branch was built in 1974 and is in good shape architecturally but the building's mechanical systems are in need of replacement. Some of the lighting has been upgraded, but improvements are needed in the staff areas and meeting room. The building's plumbing, including domestic water heater and restroom fixtures, need to be upgraded as well.

### **County benefit.**

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

The residents and visitors to Snow Hill and the surrounding areas will benefit from this project. The Snow Hill branch houses the library's Worcester Room which contains the local history collection and includes some unique and one-of-a-kind items. Replacing the HVAC will help maintain proper temperature to help preserve those items. Improvements made to the lighting and plumbing will reduce the library's overall energy use.

### **Cost estimate.**

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

Preliminary estimates were calculated in 2012 by Entech Engineers. Figures have been adjusted, using the Berlin library project as a recent comparison. Engineering/Design fees (\$50,000); HVAC replacement (including air handling units, circulating pumps, and controls) (\$275,000); plumbing and lighting improvements (\$225,000).

**CIP Timing.** If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

This is a new project which has been added to FY 2023. The library will apply for a matching grant Library Capital Grant program through the Maryland State Library.

### **Urgency.**

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

This project is necessary but not time critical. Building improvements should lower ongoing operating costs.

## Project: Worcester County Jail Improvement Project

Dept Head, Title & Phone #: Donna Bounds, Warden, 410-632-1300

### Project Summary:

This project is being implemented in multiple phases to improve facility reliability. Phase 1 (FY 19 and prior) includes the replacement of high priority aging infrastructure equipment including electrical switchgear, generator, kitchen HVAC, corridor HVAC, gymnasium HVAC, laundry ventilation, services rooms HVAC and ancillary equipment with modern and more efficient equipment that will utilize the existing hot water boilers for the heating and cooling systems for select areas. Phase 2 (FY21, FY22, FY23) includes equipment for housing facilities, roofing replacement and infrastructure including mechanical piping and safety systems.

**Purpose:** This project is intended to replace infrastructure equipment based on priorities of need and intended to mitigate future operational outages and disruptions.

**Location:** The project is located off of Route 113 at the intersection of Bay Street and Joyner Road - Worcester County, Snow Hill, Maryland. Worcester County Jail, 5022 Joyner Road, Snow Hill, MD 21863.

**Impacts on General Fund Operating, Personnel or Maintenance:** This project does not increase the number of employees required at the Worcester County Jail. Upon completion, this project will result in increased efficiency of the building systems replaced. This project will also result in the reduction of maintenance costs associated with the upkeep of the current 30 yr old system components. Additionally, the project will not increase costs and will only require (1) computer to control the system. This project will incur as a one-time cost of the labor and equipment replacement.

	FY 19	FY 20	FY 21	FY 22	FY 23	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	75,000	500,000	150,000	100,000		250,000		1,075,000
Land Acquisition								0
Site Work								0
Construction	900,000		5,350,710	3,700,710		100,000		10,051,420
Equipment/Furnishings	900,000					50,000		950,000
Other	200,000					25,000		225,000
<b>EXPENDITURES</b>								

<b>TOTAL</b>	<b>2,075,000</b>	<b>500,000</b>	<b>5,500,710</b>	<b>3,800,710</b>	<b>0</b>	<b>425,000</b>	<b>0</b>	<b>12,301,420</b>
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Designated Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds	2,075,000	500,000	5,500,710	3,800,710		425,000		12,301,420
								0
								0

<b>TOTAL</b>	<b>2,075,000</b>	<b>500,000</b>	<b>5,500,710</b>	<b>3,800,710</b>	<b>0</b>	<b>425,000</b>	<b>0</b>	<b>12,301,420</b>
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## **Project: Worcester County Jail Improvement Project**

Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

The project scope was determined by the HVAC and supporting Electrical Engineering Study/Feasibility Analysis completed by Gipe Associates. Equipment failures during the winter 2016-2017 have escalated the need for replacement of equipment based on operational priority. Therefore the project has been split to multiple years beginning FY 18.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

The County saves money by replacing a 30 year old system with a newer, more efficient system components. If this project is not funded, or if it is delayed, the County will continue to pay high maintenance costs and fund emergency repairs.

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

The cost estimate was developed by Gipe Associates engineering study. The current funding request was developed by priority determination of systems which upon failure disrupt facility operations. An inflationary adjustment of 3% was applied to the 2014 study estimates.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

The original request based on engineering assessment of the entire facility has not been funded. Recent equipment failures and emergency repairs have resulted in a phased plan to address facility systems based on functional loss of use impact prioritization. The current request is \$2,500,000 (FY 18 and FY 19) for limited scope. Future estimates include the escalated balance from the original 2014 engineering study.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, hut will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, hut has no significant consequences if it isn't funded?**

If not completed antiquated equipment will continue to fail, cause the need for emergency repairs and operational disruptions which is more costly than addressing the issues on a planned basis.

## Project: Asphalt Overlay/Pavement Preservation of County Roads

Dept Head, Title & Phone #: John H. Tustin, P.E., Public Works Director, 410-632-5623

**Project Summary:** Asphalt overlay and pavement preservation of County Roads.

**Purpose:** To preserve and maintain the condition of roads within Worcester County.

**Location:** Various roads throughout Worcester County.

**Impacts on General Fund Operating, Personnel or Maintenance:** In FY10 the Highway User Revenue was cut significantly; therefore, the General Fund has been funding the costs of our paving projects. The Highway User Revenue has not been restored to previous allocations which means the General Fund will have to continue to fund our paving projects. This does put a strain on the County's General Fund budget.

	FY 19	FY 20	FY 21	FY 22	FY 23	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design								0
Land Acquisition								0
Site Work								0
Construction								0
Equipment/Furnishings								0
Other	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,000,000		8,500,000
<b>EXPENDITURES</b>								

<b>TOTAL</b>	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,000,000	0	8,500,000
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<b>SOURCES OF FUNDS</b>								
General Fund		1,500,000	1,500,000	1,500,000	1,500,000	1,000,000		7,000,000
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Designated Funds	1,500,000							1,500,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

<b>TOTAL</b>	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,000,000	0	8,500,000
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## **Project: Asphalt Overlay/Pavement Preservation of County Roads**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this mandated by Federal Law?**

To preserve and maintain the roads within Worcester County to allow for safe travel. It is not mandated by State or Federal Law. We do receive Highway User Revenue funds to cover transportation costs; however, this allocation has been significantly reduced since FY10.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

This would benefit the County in general since the project covers all roads maintained by the County. Delay and discontinued funding will enhance deterioration of roads leading to unsafe vehicular travel. This could ultimately result in major road repairs leading to a more costly alternative than simply preserving the road.

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

Estimate is based on paving projects prior to HUR funding cuts. Although our estimate is higher than previous funding, we feel that the roads in Worcester County are in need of more preservation and maintenance. The additional funding would result in a regular schedule of surface treatment and overlays which would provide safer transportation for vehicular traffic.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

N/A

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

It is vital to continue to preserve and maintain our County Roads. By addressing the road maintenance/resurfacing issues now it will avoid costly repair in the future. If not continued it can lead to a more significant impact not only financially, but as a safety issue for the traveling public.

## Project: Bridge Replacement - Bayside Road Bridge

Dept Head, Title & Phone #: John H. Tustin, P.E., Public Works Director, 410-632-5623

Project Summary: Bridge Replacement

Purpose: To preserve and maintain bridges within Worcester County.

Location: Bayside Road Bridge over Paw Paw Creek

**Impacts on General Fund Operating, Personnel or Maintenance:** Bridge replacements are typically funded using State Aid and the County General Fund. State Aid covers 80% of the cost, while the County pays 20%. When budgeting for a bridge replacement project, the County budgets 100% of the total cost of the project then submits at the end of the project a reimbursement for 80% from State Aid. Due to several bridge replacements over the last couple of years, the balance available in State Aid has decreased significantly. We do not have sufficient funds in our State Aid to make the 80/20 split.

	FY 19	FY 20	FY 21	FY 22	FY 23	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design								0
Land Acquisition								0
Site Work								0
Construction								0
Equipment/Furnishings								0
Other		2,000,000						2,000,000
<b>EXPENDITURES</b>								

<b>TOTAL</b>		2,000,000	0	0	0	0	0	2,000,000
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<b>SOURCES OF FUNDS</b>								
General Fund		200,000						200,000
User Fees								0
Grant Funds								0
State Match		600,000						600,000
State Loan								0
Designated Funds		1,200,000						1,200,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

<b>TOTAL</b>	0	2,000,000	0	0	0	0	0	2,000,000
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## **Project: Bridge Replacement - Bayside Road Bridge**

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**Complete the following questions.**

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

Worcester County bridges are inspected either on an annual or biennial cycle. The engineering consulting firm performs a structural evaluation for each bridge and creates the Bridge Sufficiency Rating (BSR). To be eligible for State funding the BSR must be rated at 50 or below. During the last inspection cycle Bayside Road Bridge (WO203) had a BSR rating of 27.9 making the bridge eligible for State Aid funding. Bridge inspections/replacements are mandated by the State Highway Administration Federal Bridge Program.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

The citizens and the County benefit from this project since it serves as a connecting point for property owners within the area. It also benefits the general public since various activities, such as the triathlons, are dependent upon its existence. Delaying this project could possibly cause this section of road to be closed to the public and would cause an inconvenience to property owners and citizens.

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

The cost estimate was developed by means of a comparison to our latest bridge replacement costs in 2016 and an engineers recommendation. The estimated structure costs is on a per foot basis. This estimate could possibly increase due to the rising costs of material and/or labor.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

N/A

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

It is imperative that this project be completed in a timely manner due to the fact that the rating of this bridge could drop significantly which could cause this structure to be closed to the general public.

## Project: Salt Program

Dept Head, Title & Phone #: John H. Tustin, P.E., Public Works Director, 410-632-5623

**Project Summary:** Implementation of a salt program for Worcester County.

**Purpose:** To insure the best possible service to the citizens on the most intensely traveled roads of Worcester County during snow storm events.

**Location:** Various intensely traveled roads throughout Worcester County.

**Impacts on General Fund Operating, Personnel or Maintenance:** The General Fund will be heavily impacted by supporting this new project with 100% funding since HUR funds have not been restored to previous allocations. This project will require additional personnel, vehicles, equipment, and storage structures that are designed specifically for this project.

	FY 19	FY 20	FY 21	FY 22	FY 23	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design								0
Land Acquisition					200,000			200,000
Site Work					10,000			10,000
Construction					600,000			600,000
Equipment/Furnishings					715,000			715,000
Other					553,200			553,200
<b>EXPENDITURES</b>								

<b>TOTAL</b>	0	0	0	0	2,078,200	0	0	2,078,200
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<b>SOURCES OF FUNDS</b>								
General Fund					2,078,200			2,078,200
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Designated Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

<b>TOTAL</b>	0	0	0	0	2,078,200	0	0	2,078,200
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<b>FINANCIAL STATEMENTS</b>								
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## Project: Salt Program

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Complete the following questions.

### Project scope.

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?

To provide safer travel passages during snow and ice events. This project would require additional trucks, employees, land, salt barns, and salt. It is not mandated by State or Federal Law. We do receive Highway User Revenue funds to cover transportation costs; however, this allocation has been significantly reduced since FY10.

### County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

The benefits of this particular project would mainly encompass areas with higher traffic volume and will not be available to the entire County. If this project is not funded, we will continue our snow removal operations as normal.

### Cost estimate.

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

Estimate is based on similar on-going projects in nearby Counties. There may be other incidentals that are not included into the project costs due to unknown future requests.

**CIP Timing.** If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

N/A

### Urgency.

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

Urgency for this project is determined by the demands of the public and the expectations of the County Commissioners.



## Project: Mystic Harbour Effluent Disposal

Dept Head, Title & Phone #: John Tustin, P.E. Director of Public Works 410-632-5623

**Project Summary:** Provide required effluent disposal for the Mystic Harbour Wastewater Treatment Plant by spraying effluent on the Eagle's Landing Golf Course.

**Purpose:** The new Mystic Harbour Wastewater Treatment Plant has a design capacity of 450,000 gallons per day while the effluent disposal wells are only permitted of 250,000 gpd. This project will increase the plant disposal capacity by constructing facilities to apply the plant effluent to the Eagle's Landing Golf Course.

**Location:** Mystic Harbour Service Area

**Impacts on General Fund Operating, Personnel or Maintenance:** As the actual spray activities will be performed by the Golf Course personnel, there will be no change to staffing. However, as more information is developed on monitoring of the system and other potential additional tasks, a need may yet arise.

	FY 19	FY 20	FY 21	FY 22	FY 23	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	80,000					150,000		230,000
Land Acquisition						300,000		300,000
Site Work								0
Construction	450,000					1,800,000		2,250,000
Equipment/Furnishings								0
Other	100,000					320,000		420,000
<b>EXPENDITURES</b>								

<b>TOTAL</b>	630,000	0	0	0	0	2,570,000	0	3,200,000
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds	630,000							630,000
State Match								0
State Loan (USDA)						2,570,000		2,570,000
Designated Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

<b>TOTAL</b>	630,000	0	0	0	0	2,570,000	0	3,200,000
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## **Project: Mystic Harbour Effluent Disposal**

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Complete the following questions.

### **Project scope.**

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?

The project involves obtaining the required permits, reconstructing the current golf course irrigation system, making the required piping connections, purchasing the existing effluent holding tank from Sun Castaways and paying the negotiated fees for spray rights at the Eagles Landing Golf Course.

### **County benefit.**

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

The primary benefit of this project is the need to provide additional disposal to take advantage of the full capacity of the Mystic Harbour Wastewater Treatment Plant for removal of septic systems, infill development and increased commercial development in the service area.

### **Cost estimate.**

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

The cost estimate was generated in-house based on similar projects. The cost for the irrigation improvements was provided by the Golf Course Operator.

**CIP Timing.** If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

### **Urgency.**

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

Without the ability to dispose of treatment plant effluent, there will be no ability to serve additional customers in the service area and no corresponding ability to receive the \$12.8 million expended on the Mystic Harbour Wastewater

## Project: Newark Spray Irrigation

Dept Head, Title & Phone #: John Tustin, P.E. Director of Public Works 410-632-5623

**Project Summary:** Transitioning of the Newark Wastewater Treatment Plant to Spray Irrigation for effluent disposal.

**Purpose:** Because of the poor quality effluent produced by the Newark Wastewater Treatment plant, it will be necessary to transition this plant from surface discharge to spray irrigation for the effluent disposal. In 2008, the County Commissioners identified this need and purchased a property that is suitable for spray.

**Location:** Newark Sanitary Service Area

**Impacts on General Fund Operating, Personnel or Maintenance:** Transitioning to spray irrigation will require additional staff time from the Water Wastewater enterprise fund to be dedicated to this facility.

	FY 19	FY 20	FY 21	FY 22	FY 23	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	60,000	30,000				90,000		180,000
Land Acquisition	750,000							750,000
Site Work								0
Construction	800,000	200,000						1,000,000
Equipment/Furnishings								0
Other		150,000						150,000
<b>EXPENDITURES</b>								

<b>TOTAL</b>	1,610,000	380,000	0	0	0	90,000	0	2,080,000
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds	1,040,000							1,040,000
State Match								0
State Loan	570,000	380,000				90,000		1,040,000
Designated Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

<b>TOTAL</b>	1,610,000	380,000	0	0	0	90,000	0	2,080,000
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PREPARED BY:								
CHECKED BY:								



## **Project: Newark Spray Irrigation**

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Complete the following questions.

### **Project scope.**

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?

The project involves constructing a pipeline between the Newark Treatment Plant and the spray site. This would provide storage for effluent at the spray site, installation of spray piping, sprinkler heads and other features needed at the spray site.

### **County benefit.**

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

The primary benefit of this project is the reduction in nutrient discharges to the Newport Bay Watershed. If this project is not completed, the Newark Service Area will need to complete significant improvements to the existing wastewater treatment plant to comply with water quality regulations.

### **Cost estimate.**

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

The cost estimate was generated in-house and could be subject to significant change as the final scope of the work is defined.

**CIP Timing.** If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

### **Urgency.**

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

This project may be mandated by orders from MDE.

## Project: Lewis Road Sewer Extension

Dept Head, Title & Phone #: John H. Tustin, P.E., Director of Public Works 410-632-5623

**Project Summary:** Extension of sanitary sewer lines along Lewis Road to serve approximately 50 homes.

**Purpose:** The project is proposed to eliminate approximately 50 septic systems in an area of high groundwater

**Location:** Lewis Road behind the Landings Wastewater Treatment Plant

**Impacts on General Fund Operating, Personnel or Maintenance:** The project have no impact on the general fund Operating, Personnel of Maintenance expenses

	FY 19	FY 20	FY 21	FY 22	FY 23	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	50,000							50,000
Land Acquisition								0
Site Work		500,000	880,000					1,380,000
Construction								0
Equipment/Furnishings								0
Other	10,000	40,000	40,000					90,000
<b>EXPENDITURES</b>								

<b>TOTAL</b>	<b>60,000</b>	<b>540,000</b>	<b>920,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,520,000</b>
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds	60,000	540,000	160,000					760,000
State Match								0
State Loan			760,000					760,000
Designated Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

<b>TOTAL</b>	<b>60,000</b>	<b>540,000</b>	<b>920,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,520,000</b>
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<b>PROJECTED OPERATING IMPACTS</b>								
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## **Project: Lewis Road Sewer Extension**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

The project involves constructing a pipeline along Lewis Road and connecting the homes and businesses in that area to the Landings Wastewater Treatment Plant. Although the project is not currently under a mandate to be constructed, it is consistent with the goal of reducing nutrients to the Coastal Bays.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

The primary benefit of this project is the reduction in nutrient discharges to the Coastal Bays Watershed. If this project is not constructed there is no potential for future growth along Lewis Road. It is expected that the project will be funded by outside sources. If no funding is awarded, the project will most likely not be built.

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

An estimate was completed as a part of the currently ongoing preliminary Engineering Report. That report developed the scope of the project, cost estimates and potential funding sources.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

This project was identified as the top priority project for 2017/18 by the County Commissioners. It is a new addition to the CIP. Timing of the project will depend on available funding.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

This project was identified as the top priority project for 2017/18 by the County Commissioners.

## Project: Central Site Cell #5 Construction at Prior Rubberfill

Dept Head, Title & Phone #:

John H. Tustin, P.E., Director of Public Works - 410-632 - 5623

**Project Summary:** Central Site Cell #5 Construction at Prior Rubberfill

**Purpose:** Construct Cell #5 to expand landfill space

**Location:** Central Landfill

**Impacts on General Fund Operating, Personnel or Maintenance:** None

	FY 19	FY 20	FY 21	FY 22	FY 23	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	225,000					225,000		450,000
Land Acquisition								0
Site Work								0
Construction	5,864,000					5,864,000		11,728,000
Equipment/Furnishings								0
Other	550,000							550,000
<b>EXPENDITURES</b>								

<b>TOTAL</b>	6,639,000	0	0	0	0	6,089,000	0	12,728,000
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees	3,311,000					4,054,000		7,365,000
Grant Funds								0
State Match								0
State Loan								0
Designated Funds								0
Private Donation								0
Enterprise Bonds	3,328,000					2,035,000		5,363,000
General Bonds								0
								0
								0

<b>TOTAL</b>	6,639,000	0	0	0	0	6,089,000	0	12,728,000
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## **Project: Central Site Cell #5 Construction at Prior Rubberfill**

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Complete the following questions.

### **Project scope.**

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this mandated by Federal Law?

Construction of Cell #5 to expand space at the landfill.

### **County benefit.**

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

This project will benefit the County in general as this is the only landfill. Construction of Cell # 5 is necessary so the County does not run out of landfill space.

### **Cost estimate.**

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

EA Engineering provided the cost estimate which is based on preliminary design and historical costs.

**CIP Timing.** If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

This project was delayed due to MDE permitting issues.

### **Urgency.**

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

This project needs to be completed within a year to prevent the County from running out of landfill space.

## Project: Landfill Administration Scale House Renovation & Addition

Dept Head, Title & Phone #: John H. Tustin, P.E., Director of Public Works 410-632-5623

Project Summary: Administration Scale House Renovation & Addition

Purpose: Renovate and add on to the Landfill Administration Office to increase and modernize space to become ADA compliant.

Location: Central Landfill

Impacts on General Fund Operating, Personnel or Maintenance: None

	FY 19	FY 20	FY 21	FY 22	FY 23	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	150,000							150,000
Land Acquisition								0
Site Work								0
Construction	650,000	650,000						1,300,000
Equipment/Furnishings		50,000						50,000
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	800,000	700,000	0	0	0	0	0	1,500,000
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees	800,000	700,000						1,500,000
Grant Funds								0
State Match								0
State Loan								0
Designated Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

<b>TOTAL</b>	800,000	700,000	0	0	0	0	0	1,500,000
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## **Project: Landfill Administration Scale House Renovation & Addition**

Complete the following questions.

### **Project scope.**

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?

Renovate and construct an addition to the existing scale house/administration office at the landfill.

### **County benefit.**

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

This project will benefit the landfill administrative employees. The building has not been renovated in over 20 years. They need updates and additions plus a separation between landfill employees and administrative employees as well as updating the facilities for ADA compliance.

### **Cost estimate.**

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

The cost estimate based on proposed scope of work and previous building costs.

**CIP Timing.** If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

This is a new project that was added for FY19 & FY20.

### **Urgency.**

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

This project is not critical, but it is something that would be good to do if resources are available.

## Project: Greys Creek Nature Park Development

Dept Head, Title & Phone #: Lisa Gebhardt, Recreation Superintendent/Bill Rodriguez, Parks Superintendent, 410-632-2144

### Project Summary: Greys Creek Nature Park Development

**Purpose:** The property is planned to be used as a base for environmental education programs in conjunction with the Maryland Coastal Bays Program, Worcester County Recreation & Parks, and Worcester County Public School System. Area school children will utilize the site for potential overnight camps as well as a hands-on classroom for nature study, while kayaking in the properties secluded coves and salt marshes. In addition to its function as an environmental education area, plans are to construct an area of passive recreation with appropriate structures, a parking area, water access and a network of walking and water trails, throughout the property to allow all citizens and visitors of Worcester County access to this beautiful property while minimizing the impact to the environment.

**Location:** 13236 Rollie Rd. East, Bishopville, MD 21813

**Impacts on General Fund Operating, Personnel or Maintenance:**

	FY 19	FY 20	FY 21	FY 22	FY 23	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	5,000							5,000
Land Acquisition								0
Site Work	100,000	100,000	100,000					300,000
Construction		120,000	65,000					185,000
Equipment/Furnishings		10,000						10,000
Other								0

### EXPENDITURES

TOTAL	105,000	230,000	165,000	0	0	0	0	500,000
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### SOURCES OF FUNDS

General Fund	10,500	23,000	16,500					50,000
User Fees								0
Grant Funds	94,500	207,000	148,500					450,000
State Match								0
State Loan								0
Designated Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

TOTAL	105,000	230,000	165,000	0	0	0	0	500,000
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Complete the following questions.

**Project scope.**

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this mandated by Federal Law?

The scope is to utilize the 574 acre property for the creation of an environmental education facility and passive park. This usage was mandated in the 2006 MOU between Worcester County and the State of Maryland. Furthering the environment education objective requires extensive renovation of the existing home, boathouse, remaining shoreline bulk heading and the creation of additional site amenities such as a teaching pavilion and public accessible restrooms. The passive park aspect will require public accessible parking, public assessable water craft launches, restrooms, a storm shelter, interpretive signage, observation decking, a network of both upland walking trails, as well as water trails, and limited boardwalk crossings.

**County benefit.**

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

The facility will be unique to Worcester County providing passive recreational opportunities such as birding, kayaking, hiking, and programmed overnight campouts. The environmental education aspect would focus on capturing and disseminating data, serve to provide a hands-on classroom for nature study in order to promote a larger understanding of natural systems and environmental stewardship. In addition, by emphasizing sustainable techniques, the project will yield a host of beneficial demonstration projects, while significantly reducing the long term cost of maintenance.

**Cost estimate.**

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

The construction estimates were generated from a itemized list of improvements associated with the existing home site and additional permanent structures required to fulfill the environmental educational aspect. This list was created with the assistance of County Maintenance. The site work estimate is a best guess as it pertains to the creation of the passive park element of the project. It includes clearing for upland trail development, the creation of water access and a trailhead which will account for adequate parking and washroom facilities. In addition, structures such as a pavilion, storm shelter, observation platforms, limited boardwalk crossings, signage (interpretive and otherwise) are typical amenities associated with such projects.

**CIP Timing.** If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed?

The CIP timing is dictated by the following; The MOU between Worcester County and the State of Maryland was signed in 2006. A proposal for the site will go before the Commissioners in the first half of 2018. As the result of a County's 2017 request for technical assistance, DNR is currently in the process of preparing an analysis/plan for water access. DNR's lag time between planning and performing work is approximately 18 months which is 2019. Furthermore, funding up to \$100,000 may be available from the State for water access and trailhead development which will further reduce county cost.

**Urgency.**

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

The County accepted the responsibilities as stated in the 2006 MOU. In 2008 a RFP for a Greys Creek Master Plan was developed, bid, and in 2009 a plan produced. Concurrently, issues concerning public access were raised by the neighboring communities, and matters associated with a severe economic downturn emerged. Since, a potential alternate access has been identified, and economic concerns have receded to the extent that more funding is now available. The State expects to see a Greys Creek Nature Park and is currently assisting us with the necessary information upon which a thoughtful proposal for Commissioner Approval can be based. If approved, the project would be ready to move forward. The urgency is created due to the fact that 11 years have passed with respect to the 2006 MOU, 6 million plus of state funding was associated with the original purchase, \$65,000 of local POS funds were committed to the Master Plan Development in 2009, and finally, the County can potentially capitalize on an additional \$100,000 in state funding with respect to trailhead/water access development if we make a reasonable attempt to develop sooner rather than later.

## Project: Northern Worcester Land Acquisition & Development (NWLA&D)

Dept Head, Title & Phone #: Lisa Gebhardt, Recreation Superintendent/Bill Rodriguez, Parks Superintendent, 410-632-2144

Project Summary: Northern Worcester Land Acquisition & Development

**Purpose:** To acquire up to 20 acres for the development of additional multi-purpose fields, restroom facilities, parking and concessions in the Northern end of the county. The main purpose for this project is to provide Worcester County residents more recreational programming opportunities, in addition to providing additional field space for local organizational use. The Department would then be able to meet the increasing demand for fields in the densely populated north, increase capacity to host tournaments, while also increasing our potential to drive revenue. It will also allow the Department to expand its partnership with existing organizations for the purpose of attracting more tournament play to the area.

**Location:** Northern Worcester County

**Impacts on General Fund Operating, Personnel or Maintenance:** The project would increase our operating cost in the form of utilities, irrigation cost, field maintenance equipment/supplies. We would also need an additional seasonal part-time staff member in order to maintain this new area of fields. Then we would need an additional part-time monitor in order to be available to oversee the tournaments and one to three part-time monitors for the concession stand during operating times.

	FY 19	FY 20	FY 21	FY 22	FY 23	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design		65,000						65,000
Land Acquisition	1,000,000							1,000,000
Site Work		450,000						450,000
Construction			1,675,000					1,675,000
Equipment/Furnishings			90,000					90,000
Other			15,000	5,000				20,000
<b>EXPENDITURES</b>								

<b>TOTAL</b>	<b>1,000,000</b>	<b>515,000</b>	<b>1,780,000</b>	<b>5,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,300,000</b>
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<b>SOURCES OF FUNDS</b>								
General Fund	100,000	51,500	178,000	500				330,000
User Fees								0
Grant Funds	900,000	463,500	1,602,000	4,500				2,970,000
State Match								0
State Loan								0
Designated Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

<b>TOTAL</b>	<b>1,000,000</b>	<b>515,000</b>	<b>1,780,000</b>	<b>5,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,300,000</b>
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Complete the following questions.

**Project scope.**

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?

Acquisition and development of land in the Northern section of the county for the construction of four high quality fields and complimentary amenities and infrastructure. The need was identified in the latest survey associated with our LPPRP, and supported by the population proximity analysis, which shows a deficiency of field space currently available in the north.

**County benefit.**

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

It increases our capacity to drive 'in house' revenue. Enhances capacity to host tournament play, thereby providing an economic benefit for Worcester County businesses. Rebalances a field space deficit identified in the LPPRP. Finally, it would offer large benefits by creating more programming opportunity for county citizens in the north.

**Cost estimate.**

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

These estimates are all projections based on similar projects that were completed in other county recreation departments. These projections are geared toward the higher end and could come in under these estimates. In addition, the price of the land acquisition will be based on two state approved appraisals, which is a stipulation of Program Open Space Funding.

**CIP Timing.**

If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

The timing of the project remains the same. However, unknowns with regard to amounts associated with future POS funding allocations may cause an adjustment in the time line.

**Urgency.**

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

The most urgent aspect is identifying and securing a suitable parcel for the project as real estate continues to recover. So a case for the cost benefit of early land acquisition has merit.

**Project: Showell Elementary School Replacement****Dept Head, Title & Phone #: Vince Tolbert, Chief Financial Officer, Board of Education, 410 632-5063****Project Summary:** Showell Elementary Replacement School**Purpose:** Demolish existing school and construct replacement school.**Location:** 11318 Showell School Road, Berlin, Md. 21811

**Impacts on General Fund Operating, Personnel or Maintenance:** The Showell Elementary Replacement School will provide more square footage than the existing 52,610 s.f. school. However, with energy efficiency elements included in the design of the replacement school and new building systems requiring minimum maintenance costs, the impact on general funds is not expected to rise significantly.

	FY 19	FY 20	FY 21	FY 22	FY 23	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	154,472	158,647	753,004			2,036,838		3,102,961
Land Acquisition								0
Site Work	750,000	750,000	1,500,000					3,000,000
Construction	8,535,694	14,996,207	7,210,668					30,742,569
Equipment/Furnishings/Misc.	162,810	2,391,410	356,780					2,911,000
Other (Construction Manager)	809,040	1,049,700	611,260			180,000		2,650,000
<b>EXPENDITURES</b>								

<b>TOTAL</b>	<b>10,412,016</b>	<b>19,345,964</b>	<b>10,431,712</b>	<b>0</b>	<b>0</b>	<b>2,216,838</b>	<b>0</b>	<b>42,406,530</b>
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match	4,336,000	4,336,000						8,672,000
State Loan								0
Designated Funds						2,216,838		2,216,838
Private Donation								0
Enterprise Bonds								0
General Bonds	6,076,016	15,009,964	10,431,712					31,517,692
								0
								0

<b>TOTAL</b>	<b>10,412,016</b>	<b>19,345,964</b>	<b>10,431,712</b>	<b>0</b>	<b>0</b>	<b>2,216,838</b>	<b>0</b>	<b>42,406,530</b>
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## **Project:** Showell Elementary School Replacement

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Complete the following questions.

### **Project scope.**

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this mandated by Federal Law?

The Showell Elementary School Feasibility Study was completed in April 2014, approved by the Worcester County Board of Education in May 2014 and by the Worcester County Commissioners in August 2014. The Study recommended construction of a replacement school in lieu of renovating the existing school. Current project scope was determined through Conceptual Plan phase of the project completed in August 2016. Schematic Design and Design Development documents have been completed. Construction Documents are currently in progress.

### **County benefit.**

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

Completion of the construction project will provide current and future students, faculty and Showell Elementary parents and community with a complete upgrade to the existing 41-year-old facility.

### **Cost estimate.**

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

Current working construction and project cost estimates were developed during Conceptual Plan design. Both estimates are based on estimates developed by three independent construction management firms and costs provided in the County Pro Forma cost estimate. There are no concerns with the estimate.

**CIP Timing.** If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

The Showell Elementary School project request timing is consistent with previous Board of Education and County Capital Improvement Programs. The start of the Showell Elementary project determines the start of the school construction project to follow, an addition to Stephen Decatur Middle School.

### **Urgency.**

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

Showell Elementary is a 41-year-old facility with aging structural/mechanical/electrical systems and nine portable classrooms are utilized for instructional space. Maintenance and repair costs will only increase as the building systems continue to age.

To date, the Worcester County Commissioners have approved design fee requisitions totaling \$1.27 million for the Showell project.



## **Project:** Stephen Decatur Middle School Addition

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

Stephen Decatur Middle School was constructed in 1997. During design of the new school, building systems were provided to allow for a 12-15 classroom addition in anticipation of future population growth in the north end of the county. SDMS currently utilizes nine portable classrooms for instruction. Projected SDMS enrollment projections indicate continued growth from the current 657 students.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

Completion of the addition project will provide current and future students and faculty the facilities necessary for high-quality instruction for the SDMS student population and will allow removal of the aging portable classrooms at the SDMS site.

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

Preliminary, pre-design cost estimate was developed by the BOE Facilities Department through school construction cost estimating worksheet developed and updated through five major school construction projects over the past fifteen years. There are no concerns with the estimate.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

The Stephen Decatur Middle School Addition project request timing is consistent with previous Board of Education and County Capital Improvement Programs. The start of the Showell Elementary project determines the start of the Stephen Decatur Middle School Addition project.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

Enrollment projections through 2026 indicate that the SDMS student population will maintain a total of enrolment from 650-690 students. These students will be enrolled in a school with a local-rated capacity of 584 students and a school at which nine portable classrooms are currently being utilized for additional instructional space.

**Dept Head, Title & Phone #: Vince Tolbert, Chief Financial Officer Board of Ed, 410 632-5063**

**Purpose:** Demolish existing and install 87,600 square feet of new roof.

**Impacts on General Fund Operating, Personnel or Maintenance:** Ongoing maintenance has escalated over the past few years as the existing roof continues to deteriorate and the Maintenance Department must address alligatoring, blistering, exposed felt and expansion joint and counter flashing concerns.

TOTAL	0	0	180,000	3,172,000	0	0	0	3,352,000
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TOTAL	0	0	180,000	3,172,000	0	0	0	3,352,000
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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466
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## **Project: Pocomoke Middle School - Roof Replacement**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

Ongoing roof inspections by an independent roofing contractor have resulted in prioritization of the replacement of the Pocomoke Middle School roof. The deteriorating condition of the Pocomoke Middle roof has also been documented by the State of Maryland Public School Construction Program (PSCP) inspectors.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

Completion of the roof replacement project will provide current and future students and staff with a sound roof structure and will eliminate roof leaks encountered at the school.

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

Current working construction and project cost estimates were developed based upon bids received from roof contractors for the Snow Hill High and Pocomoke High renovation/addition projects. There are no concerns with the estimate.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

The Pocomoke Middle School roof replacement project request timing is consistent with previous Board of Education and County Capital Improvement Programs. The start of the Showell Elementary Replacement School project and the addition to Stephen Decatur Middle School determine the start of the PMS roof project.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

As stated above, the Pocomoke Middle School roof continues to deteriorate over time. The project is the Board of Education's number one roof replacement priority as deficiencies with the roof system must be addressed in the near term.

**Project: Snow Hill Middle School - Roof Replacement****Dept Head, Title & Phone #: Vince Tolbert, Chief Financial Officer Board of Ed, 410 632-5063****Project Summary:** Replace Roof - Snow Hill Middle School**Purpose:** Demolish existing and install 90,000 square feet of new roof.**Location:** 522 Coulbourne Lane, Snow Hill, MD 21863**Impacts on General Fund Operating, Personnel or Maintenance:** Ongoing maintenance has escalated over the past few years as the existing roof continues to deteriorate and the Maintenance Department must address alligatoring, blistering, exposed felt and expansion joint and counter flashing concerns.

	FY 19	FY 20	FY 21	FY 22	FY 23	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design				190,000	39,000			229,000
Land Acquisition								0
Site Work								0
Construction					3,353,000			3,353,000
Equipment/Furnishings								0
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	0	0	0	190,000	3,392,000	0	0	3,582,000
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match					1,677,000			1,677,000
State Loan								0
Designated Funds				190,000				190,000
Private Donation								0
Enterprise Bonds								0
General Bonds					1,715,000			1,715,000
								0
								0

<b>TOTAL</b>	0	0	0	190,000	3,392,000	0	0	3,582,000
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## **Project:** Snow Hill Middle School - Roof Replacement

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Complete the following questions.

### **Project scope.**

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this mandated by Federal Law?

Ongoing roof inspections by an independent roofing contractor have resulted in prioritization of the replacement of the Snow Hill Middle School roof. The deteriorating condition of the Snow Hill Middle roof has also been documented by the State of Maryland Public School Construction Program (PSCP) inspectors.

### **County benefit.**

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

Completion of the roof replacement project will provide current and future students and staff with a sound roof structure and will eliminate roof leaks encountered at the school.

### **Cost estimate.**

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

Current working construction and project cost estimates were developed based upon bids received from roof contractors for the Snow Hill High and Pocomoke High renovation/addition projects. There are no concerns with the estimate.

**CIP Timing.** If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

The Snow Hill Middle School roof replacement project request timing is consistent with previous Board of Education and County Capital Improvement Programs. The start of the Showell Elementary Replacement School project, the addition to Stephen Decatur Middle School and the execution of a roof replacement project at Pocomoke Middle School determine the start of the SHMS roof project.

### **Urgency.**

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

As stated above, the Snow Hill Middle School roof continues to deteriorate over time. The project is the Board of Education's number two roof replacement priority as deficiencies with the roof system must be addressed in the near term.

**Project: Wor-Wic New Acadmic Building****Dept Head, Title & Phone #:**

Jennifer Sandt, Wor-Wic Community College, Vice President for Administrative Services, 410-334-2911

**Project Summary:**

New Academic Building

**Purpose:**

To house academic programs and faculty offices, and to provide student study space

**Location:**

Wor-Wic Community College, 32000 Campus Drive, Salisbury, MD 21804

**Impacts on General Fund Operating, Personnel or Maintenance:**

NA

	FY 19	FY 20	FY 21	FY 22	FY 23	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design			200,928					200,928
Land Acquisition								0
Site Work								0
Construction				2,319,269				2,319,269
Equipment/Furnishings					91,540			91,540
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	0	0	200,928	2,319,269	91,540	0	0	2,611,737
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<b>SOURCES OF FUNDS</b>								
General Fund			200,928					200,928
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Designated Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds				2,319,269	91,540			2,410,809
								0
								0

<b>TOTAL</b>	0	0	200,928	2,319,269	91,540	0	0	2,611,737
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## **Project:           Wor-Wic New Acadmic Building**

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Complete the following questions.

### **Project scope.**

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?

The Wor-Wic campus facilities team is currently in the preliminary planning stages of developing the scope of this project.

### **County benefit.**

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

Citizens attend courses at Wor-Wic.

### **Cost estimate.**

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

The estimate for the building was provided by a construction management company a few years ago. A new estimate will be provided in FY 2019 before the project has to be submitted to the State for approval. The State pays for 75% of approved capital projects for Wor-Wic. Wicomico and Worcester Counties share the remaining 25% of the cost.

**CIP Timing.** If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

NA

### **Urgency.**

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

The college has qualified for a new building for quite some time. The State space allocation guidelines base space needs on enrollment and projected future enrollment.



# TOWN OF OCEAN CITY

*The White Marlin Capital of the World*

Town of Ocean City  
Office of the Mayor  
301 N. Baltimore Avenue  
Ocean City, Maryland 21842

November 20, 2017

Madison J Bunting, Jr.  
President  
Worcester County Commissioners  
1 West Market Street – Room 1103  
Snow Hill, Maryland 21863

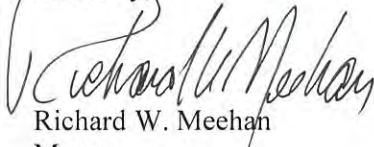
Re: Tax Differential for FY19

Dear Honorable President Bunting and Distinguished Worcester County Commissioners:

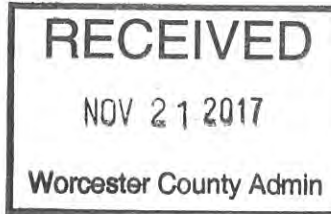
Pursuant to Sections 6-305 and 6-306 of the Tax-Property Article of the Annotated Code of Maryland, the Town of Ocean City requests that the County provide in its FY-19 Budget a tax differential for Ocean City taxpayers who pay Worcester County property taxes. This tax differential will recognize and credit the Ocean City taxpayer for services provided by the Town paid for by Town property taxes which the County does not provide our taxpayers.

The Worcester County study on tax differential in 2016 concluded that Ocean City taxpayers should receive a differential, although the amount of the tax differential did not agree with the amount that Ocean City identified in its study. There were several meetings with Town and County staff members, but they did not determine a mutually agreeable model to formulate a fair tax differential. I respectfully request that we meet to discuss this issue prior to the passage of the County's 2019 budget.

Sincerely,

  
Richard W. Meehan  
Mayor

cc: Harold Higgins, Chief Administrator Officer for Worcester County, MD  
City Council, Town of Ocean City, Maryland



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MAYOR & CITY COUNCIL  
P.O. BOX 158  
OCEAN CITY,  
MARYLAND 21843-0158

[www.oceancitymd.gov](http://www.oceancitymd.gov)

MAYOR  
RICHARD W. MEEHAN

#### CITY COUNCIL MEMBERS

LLOYD MARTIN  
President

MARY P. KNIGHT  
Secretary

DENNIS W. DARE  
ANTHONY J. DELUCA  
JOHN F. GEHRIG, JR.  
WAYNE A. HARTMAN  
MATTHEW M. JAMES

DOUGLAS R. MILLER  
City Manager

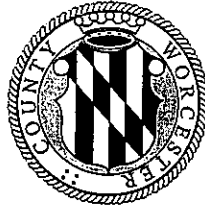
DIANA L. CHAVIS  
City Clerk

Ocean City, MD



2001





COMMISSIONERS  
MADISON J. BUNTING, JR., PRESIDENT  
MERRILL W. LOCKFAW, JR., VICE PRESIDENT  
ANTHONY W. BERTINO, JR.  
JAMES C. CHURCH  
THEODORE J. ELDER  
JOSEPH M. MITRECIC  
DIANA PURNELL

OFFICE OF THE  
COUNTY COMMISSIONERS

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

HAROLD L. HIGGINS, CPA  
CHIEF ADMINISTRATIVE OFFICER  
MAUREEN F.L. HOWARTH  
COUNTY ATTORNEY

Prior Discussion  
on this topic

TO: County Commissioners  
FROM: Harold L. Higgins, Chief Administrative Officer HH  
RE: Ocean City Tax Differential Request  
DATE: December 27, 2016

The Town of Ocean City is again requesting a tax differential. This type of request dates back to 1999. This request falls under Tax Property Article Section 6-306 (copy attached). This section defines a tax setoff as one of two things:

- 1) the difference between the general county property tax rate and the property tax rate that is set for assessments of property in a municipal corporation (this is what we call a "tax differential"); or
- 2) a payment to a municipal corporation to aid the municipal corporation in funding services or programs that are similar to county services or programs (this is what we call a "tax rebate").

Property tax setoffs enable counties to compensate municipalities, such as Ocean City, for governmental services or programs that municipalities provide in lieu of or instead of similar county services or programs. The City feels a tax differential is warranted to "recognize and credit the Ocean City taxpayer for services provided by the Town paid for by Town property taxes which the County does not provide (Ocean City) taxpayers." Tax setoffs can take the form of either property tax rate differentials, or tax rebates, or a combination of the two as defined above. Both the County and City have commissioned separate studies to determine the level of and dollar total of duplicated services (see attached).

### What does the State law require?

In accordance with current State law, Worcester County is not required to provide a tax setoff to Ocean City or any other municipality in the County. Past practice has been to issue County grants to municipalities to offset a portion of the cost of services provided to County taxpayers who reside in their towns. However, once a request for a tax setoff has been received, the County is required to do the following:

- 1) Submit to the municipal corporation financial records and other documentation regarding County revenues and expenditures;
- 2) Designate appropriate policy and fiscal officers or representatives to meet and discuss the nature of the tax setoff request, relevant financial information of the county and

- municipal corporation, and the scope and nature of services provided by both entities (this must occur at least 90 days before the required budget adoption date, which is the first Tuesday in June. Therefore the meeting is to occur in February or early March)
- 3) Submit a Statement of Intent to the requesting municipality on or before March 21, 2017 when the Requested Budget is released to the public. The Statement of Intent shall contain:
    - o An explanation of the level of the proposed tax setoff (if any);
    - o A description of the information or process used to determine the level of the proposed tax setoff; and
    - o An indication that, before the budget is enacted, town officials are entitled to appear before the County Commissioners to discuss or contest the level of the proposed tax setoff.
  - 4) Municipal representatives shall be afforded an opportunity to testify before the County Commissioners at the County Operating Budget Public Hearing (on May 2, 2017)

**What are the County options?**

- 1) Continue the current practice of issuing County grants to municipalities and consider the results of the Tax Differential Study in determining the amount of such grants to Ocean City
- 2) Issue a tax differential – which would include establishing a lower County property tax rate for properties within the Town of Ocean City and a higher County property tax rate for all properties outside the Town of Ocean City. According to our Tax Differential Study, the property tax rate in Ocean City would be reduced by 3.0 cents while the property tax rate outside Ocean City would be increased by 5.7 cents for a total tax differential of 8.7 cents
- 3) Provide a tax rebate – which would include providing a direct payment by the County to the Town of Ocean City for providing certain services or programs; or
- 4) Enter into a Memorandum of Understanding (MOU) with Ocean City which would commit the County to increase the annual grant program to the level identified in the Tax Differential Study. According to our Tax Differential Study (based on FY15 data), a total of \$3.8 million of duplicated services are funded through property taxes that are being paid by Ocean City property owners.

I look forward to discussing Ocean City's tax differential request and the above referenced options in more detail at your Work Session next Tuesday.

The Commissioners met with Chief Administrative Officer Harold Higgins to discuss the Ocean City Tax Differential request. Mr. Higgins advised that the Town of Ocean City began requesting a tax differential in 1999, and this request falls under the Tax Property Article Section 6-306 of the Annotated Code of Maryland, which defines a tax setoff as one of two things: a tax differential, which is the difference between the general county property tax rate and the property tax rate that is set for assessments of property in a municipal corporation; or a tax rebate, which is payment to a municipal corporation to help the municipal corporation fund services or programs that are similar to county services or programs. Mr. Higgins stated that Ocean City officials assert that a tax differential is warranted to recognize and credit Ocean City taxpayers for services provided by the town and paid for by town property taxes, which the County does not provide to Ocean City taxpayers. He advised that tax setoffs can take the form of either property tax rate differentials, or tax rebates, or a combination of the two. He advised that a number of counties in Maryland have established a tax differential, which creates two separate tax rates, one for those within municipalities, and one for those living in unincorporated areas. He further pointed out that both Worcester County and Ocean City commissioned separate studies to determine the level of and dollar total of duplicated services, with the County study identifying \$7.8 million in County property tax revenue for services not provided or duplicated in Ocean City, and the town study identifying \$17.1 million in property taxes that should not be paid by Ocean City taxpayers. Mr. Higgins stated that, based on the County study, a tax differential would result in a property tax rate reduction of \$0.03 per \$100 of assessed value for Ocean City property owners and a property tax rate increase of \$0.057 per \$100 of assessed value for property owners outside of Ocean City, and these rates would vary from year to year depending upon assessments and expenditures.

Mr. Higgins reviewed the State law, noting that Worcester County is not required to provide a tax setoff to Ocean City or any other municipality in the County; though, it has been the County's ongoing practice to issue County grants to municipalities to offset a portion of the cost of services provided to County taxpayers who reside in their towns. However, once a request for a tax setoff was received, the County was required by State law to submit to the municipal corporation financial records and other documentation regarding County revenues and expenditures and designate appropriate policy and fiscal officers or representatives to meet and discuss the nature of the tax setoff request, relevant financial information of the county and municipal corporation, and the scope and nature of services provided by both entities. He advised that this must occur at least 90 days before the required budget adoption date, which is the first Tuesday in June. Therefore, he proposed meeting with Ocean City officials in February or early March, submitting a Statement of Intent to Ocean City on or before March 21, 2017 when the requested budget is released to the public. He noted that the Statement of Intent shall contain an explanation of the level of the proposed tax setoff (if any); a description of the information or process used to determine the level of the proposed tax setoff; and an indication that, before the budget is enacted, town officials are entitled to appear before the County Commissioners to discuss or contest the level of the proposed tax setoff. Furthermore, municipal representatives shall be afforded an opportunity to testify before the County Commissioners at the County Operating Budget public hearing on May 2, 2017.

Mr. Higgins reviewed four options available to the County to address the tax differential request as follows: continue the current practice of issuing County grants to municipalities, and

consider the results of the Tax Differential Study to determine the amount of future grants to Ocean City; issue a tax differential, to include establishing a lower County property tax rate for properties within Ocean City and a higher County property tax rate for all properties outside Ocean City, with the property tax rate in Ocean City to be reduced by \$0.03, while the property tax rate outside Ocean City would increase by \$0.057, for a total tax differential of \$0.087 cents; provide a tax rebate, to include providing a direct County payment to Ocean City for providing certain services or programs; or enter into a Memorandum of Understanding (MOU) with Ocean City, to commit the County to increase the annual grant program to the level identified in the Tax Differential Study, recognizing that the County's Tax Differential Study identifies a total of \$3.8 million of duplicated services funded through property taxes that are paid by Ocean City property owners. He concluded that the County spent the past eight years in recession and was in no position to offer additional funding to the town; however, it now appears that revenues are beginning to increase.

In response to a question by Commissioner Bunting, Mr. Higgins stated that if the County issued a tax differential to Ocean City taxpayers the annual unrestricted grant to the Town of Ocean City would be eliminated.

Commissioner Mitrecic stated that town officials have been extremely patient over the years and made good faith efforts to work with the County regarding their tax differential request, and if the Commissioners refuse to grant at least some form of good faith increase at this juncture, they are likely to seek restitution through judicial channels, noting that the County's own study acknowledges Ocean City taxpayers fund \$7 million in duplicate services.

Commissioner Elder stated that threats of legal action are a bullying tactic and noted that the County incurs a number of costs that the study cannot address, such as Ocean City visitors who commit crimes outside the municipality, which result in additional costs to the Sheriff's Office and Jail, and the State wealth formula, which identifies Worcester County as a rich county due to Ocean City property values and thus assigns Worcester County the lowest per-pupil funding in the State. He stressed that the County is just beginning to come out of an eight-year recession, so it is too soon to begin negotiating increased funding to Ocean City.

Commissioner Church stated that town officials have been fairly patient in their request for a tax differential from the County. He pointed out that Ocean City is the goose that laid the golden egg for Worcester County, and while he would not be willing to agree to any change that would result in a tax increase for his constituents, he noted that the Commissioners should address the request by increasing the town's annual grant. Commissioner Mitrecic concurred, noting that it is not his or the town's intent to increase the tax rate for those in the rest of the County, but noted that the County could offer relief through a number of other channels, such as adjusting the administrative fees the County receives for collecting and processing the room tax or food tax.

Commissioner Bunting stated that if the intent is to offer relief to Ocean City property owners for funding duplicate services the only fair option is to approve a true tax differential, since just giving Ocean City more money does not address the real issue.

Following much discussion and upon a motion by Commissioner Bertino, the Commissioners voted 6-1, with Commissioner Mitrecic voting in opposition, to continue the current practice of issuing grants to municipalities.

the introductory language of (d) and made related changes; and added (k).

Chapter 542, Acts 2011, reenacted (a) without change; in the introductory language of (k) added "and July 1, 2012"; and made related changes.

**Editor's note.** — Section 2, ch. 415, Acts 2010, provides that "for the taxable year that begins July 1, 2010, the governing body of Frederick County shall grant a tax setoff to a municipal corporation in an amount that is no less than the amount granted to that municipal corporation for the taxable year that began

July 1, 2008, and increases by the same percentage by which the county property tax rate exceeds the constant yield tax rate."

**Considerations in setting tax rate.** — A county may not set tax rates for property within municipalities based solely on the fact that particular rates have been in effect; rather, in order to comply with this section, a county must set its tax rates based on a good-faith discussion with municipal officials about tax differentials that would reflect the current level of municipal services. 80 Op. Att'y Gen. 327 (May 15, 1995).

### § 6-306. County tax rate in certain other municipal corporations.

(a) *Tax setoff.* — In this section, "tax setoff" means:

(1) the difference between the general county property tax rate and the property tax rate that is set for assessments of property in a municipal corporation; or

(2) a payment to a municipal corporation to aid the municipal corporation in funding services or programs that are similar to county services or programs.

(b) *Applicability of section.* — This section applies to any county not listed in § 6-305 of this subtitle.

(c) *Discussion and adjustment.* — The governing body of the county shall meet and discuss with the governing body of any municipal corporation in the county the county property tax rate to be set for assessments of property in the municipal corporation as provided in this section. After the meeting if a municipal corporation performs services or programs instead of similar county services or programs, the governing body of the county may grant a tax setoff to the municipal corporation.

(d) *Setting county rate for municipal corporation.* — In determining the county property tax rate to be set for assessments of property in a municipal corporation, the governing body of the county may consider:

(1) the services and programs that are performed by the municipal corporation instead of similar county services and programs; and

(2) the extent that the similar services and programs are funded by property tax revenues.

(e) *Rate need not be uniform.* — The county property tax rate for assessments of property located in a municipal corporation is not required to be:

(1) the same as the rate for property located in other municipal corporations in the county; or

(2) the same as the rate set in a prior year.

(f) *Request for property tax setoff.* — (1) At least 180 days before the date that the annual county budget is required to be approved, any municipal corporation in the county that desires that a tax setoff be provided shall submit to the county a proposal that states the desired level of property tax setoff for the next fiscal year.

(2) (i) A request submitted under paragraph (1) of this subsection shall be accompanied by:

1. a description of the scope and nature of the services or programs provided by the municipal corporation instead of similar services or programs provided by the county; and

2. financial records and other documentation regarding municipal revenues and expenditures.

(ii) The materials submitted under subparagraph (i) of this paragraph shall provide sufficient detail for an assessment of the similar services or programs.

(3) After receiving a proposal from a municipal corporation requesting a tax setoff under this subsection, the governing body of the county shall promptly submit to the municipal corporation financial records and other documentation regarding county revenues and expenditures.

(g) *Officers, information and services.* — (1) At least 90 days before the date that the annual county budget is required to be approved, the county and any municipal corporation submitting a tax setoff request under subsection (f) of this section shall designate appropriate policy and fiscal officers or representatives to meet and discuss the nature of the tax setoff request, relevant financial information of the county and municipal corporation, and the scope and nature of services provided by both entities.

(2) A meeting held under paragraph (i) of this subsection may be held by the county representatives jointly with representatives from more than one municipal corporation.

(3) (i) The county officers or representatives may request from the municipal corporation officers or representatives additional information that may reasonably be needed to assess the tax setoff.

(ii) The municipal corporation officers or representatives shall provide the additional information expeditiously.

(h) *Statement of intent.* — (1) At or before the time the proposed county budget is released to the public, the county commissioners, the county executive of a charter county, or the county council of a charter county without a county executive shall submit a statement of intent to each municipal corporation that has requested a tax setoff.

(2) The statement of intent shall contain:

(i) an explanation of the level of the proposed tax setoff;

(ii) a description of the information or process used to determine the level of the proposed tax setoff; and

(iii) an indication that, before the budget is enacted, appropriate officials or representatives of the municipal corporation are entitled to appear before the county governing body to discuss or contest the level of the proposed tax setoff.

(i) *Municipal representatives at county proposed budget hearings.* — Representatives of each municipal corporation in the county requesting a tax setoff shall be afforded an opportunity to testify before the county governing body during normally scheduled hearings on the county's proposed budget.

(j) *Agreements regarding tax setoffs.* — Notwithstanding the provisions of subsections (d), (f), and (g) of this section:

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(1) a county and one or more municipal corporations may enter into an agreement setting different terms or timing for negotiations, calculations, or approval of a tax setoff; and

(2) a county may grant a tax setoff to a municipal corporation that does not make a request in the fashion described in this section. (An. Code 1957, art. 81, § 32A; 1985, ch. 8, § 2; 1986, ch. 171; 1998, ch. 680.)

**Cross references.** — As to double taxation of municipalities in certain counties, see § 6-307 of this article.

### § 6-307. Services by a municipal corporation in certain counties.

The governing body of Anne Arundel County or of Howard County may not impose a county property tax on property of a resident of a municipal corporation for any service that the municipal corporation provides for the resident. (An. Code 1957, art. 81, § 12G-8; 1985, ch. 8, § 2.)

**Remedy for payment of disputed taxes.** — Where disputed taxes under this section were paid, no issue concerning any possible legislative intent to supplant an existing common law or declaratory judgment remedy could arise. *Apostol v. Anne Arundel County*, 288 Md. 667, 421 A.2d 582 (1980).

### § 6-308. Constant yield tax rate.

(a) *"Taxing authority" defined.* — In this section, "taxing authority" means:

- (1) the county council or board of county commissioners;
- (2) the City Council of Baltimore City; and
- (3) the governing body of a municipal corporation.

(b) *In general.* — (1) Unless the requirements of this section are met, a taxing authority may not set a county or municipal corporation real property tax rate that exceeds the constant yield tax rate in any taxable year excluding revenue from real property appearing for the 1st time on the assessment roll.

(2) A taxing authority does not meet the requirements of this section until it provides to the Department:

(i) on or before 15 days after the date of the advertisement required by this section a copy of the entire newspaper page that carried the meeting notice required by this section; or

(ii) the evidence that the Department requires of the mailing of the notices described in subsection (c) of this section.

(c) *Notice of rate change.* — If a taxing authority intends to set a county or municipal corporation real property tax rate that exceeds the constant yield tax rate, it shall advertise to the public by:

(1) placing an advertisement that satisfies the Department and meets the requirements of this section in a newspaper of general circulation in the jurisdiction of the taxing authority; or

(2) mailing a notice that meets the requirements of this section to each property taxpayer who resides in the jurisdiction.

ing real property described in § 8-109(c) of this article shall be no more than 2.5 times the rate for real property.

(2) Paragraph (1) of this subsection does not affect a special rate prevailing in a taxing district or part of a county.

(c) *Intangible personal property.* — (1) Intangible personal property is subject to county property tax as otherwise provided in this title at a rate set annually, if:

(i) the intangible personal property has paid interest or dividends during the 12 months that precede the date of finality;

(ii) interest or dividends were withheld on the intangible personal property during the 12 months that precede the date of finality to avoid the tax under this subsection;

(iii) the intangible personal property consists of newly issued bonds, certificates of indebtedness, or evidences of debt on which interest is not in default; or

(iv) a stock dividend has been declared on the intangible personal property during the 12 months that precede the date of finality.

(2) The county tax rate for the intangible personal property is 30 cents for each \$100 of assessment. (An. Code 1957, art. 81, §§ 30, 32; 1985, ch. 8, § 2; 1986, chs. 171, 822; 2000, ch. 80, § 1; 2013, ch. 405.)

**Effect of amendments.** — Chapter 405, Acts 2013, effective June 1, 2013, substituted "shall be no more than" for "for taxable years beginning after June 30, 2001 shall be" in (b)(1)(ii).

**Editor's note.**

Section 2, ch. 405, Acts 2013, provides that "this Act shall take effect June 1, 2013, and shall be applicable to all taxable years beginning after June 30, 2013."

### § 6-305. County tax rate in certain municipal corporations.

(a) *"Tax setoff" defined.* — In this section, "tax setoff" means:

(1) the difference between the general county property tax rate and the property tax rate that is set for assessments of property in a municipal corporation; or

(2) a payment to a municipal corporation to aid the municipal corporation in funding services or programs that are similar to county services or programs.

(b) *Applicability of section.* — This section applies only in:

(1) Allegany County;

(2) Anne Arundel County;

(3) Baltimore County;

(4) Garrett County;

(5) Harford County;

(6) Howard County;

(7) Montgomery County; and

(8) Prince George's County.

(c) *Discussion and adjustment.* — The governing body of the county shall meet and discuss with the governing body of any municipal corporation in the county the county property tax rate to be set for assessments of property in the

§ 6-305

TAX - PROPERTY

municipal corporation as provided in this section. After the meeting if it can be demonstrated that a municipal corporation performs services or programs instead of similar county services or programs, the governing body of the county shall grant a tax setoff to the municipal corporation.

(d) *Setting county rate for municipal corporation.* — In determining the county property tax rate to be set for assessments of property in a municipal corporation, the governing body of the county shall consider:

(1) the services and programs that are performed by the municipal corporation instead of similar county services and programs; and

(2) the extent that the similar services and programs are funded by property tax revenues.

(e) *Rate need not be uniform.* — The county property tax rate for assessments of property located in a municipal corporation is not required to be:

(1) the same as the rate for property located in other municipal corporations in the county; or

(2) the same as the rate set in a prior year.

(f) *Tax setoff request.* — (1) At least 180 days before the date that the annual county budget is required to be approved, any municipal corporation in the county that desires that a tax setoff be provided shall submit to the county a proposal that states the desired level of property tax setoff for the next fiscal year.

(2) (i) A request submitted under paragraph (1) of this subsection shall be accompanied by:

1. a description of the scope and nature of the services or programs provided by the municipal corporation instead of similar services or programs provided by the county; and

2. financial records and other documentation regarding municipal revenues and expenditures.

(ii) The materials submitted under subparagraph (i) of this paragraph shall provide sufficient detail for an assessment of the similar services or programs.

(3) After receiving a proposal from a municipal corporation requesting a tax setoff under this subsection, the governing body of the county shall promptly submit to the municipal corporation financial records and other documentation regarding county revenues and expenditures.

(g) *Meetings, officers, information and services.* — (1) At least 90 days before the date that the annual county budget is required to be approved, the county and any municipal corporation submitting a tax setoff request under subsection (f) of this section shall designate appropriate policy and fiscal officers or representatives to meet and discuss the nature of the tax setoff request, relevant financial information of the county and municipal corporation, and the scope and nature of services provided by both entities.

(2) A meeting held under paragraph (1) of this subsection may be held by the county representatives jointly with representatives from more than one municipal corporation.

(3) (i) The county officers or representatives may request from the municipal corporation officers or representatives additional information that may reasonably be needed to assess the tax setoff.

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§ 2; 1986, cl 2015, chs. 5

(ii) The municipal corporation officers or representatives shall provide the additional information expeditiously.

(h) *Statement of intent.* — (1) At or before the time the proposed county budget is released to the public, the county commissioners, the county executive of a charter county, or the county council of a charter county without a county executive shall submit a statement of intent to each municipal corporation that has requested a tax setoff.

(2) The statement of intent shall contain:

(i) an explanation of the level of the proposed tax setoff;

(ii) a description of the information or process used to determine the level of the proposed tax setoff; and

(iii) an indication that, before the budget is enacted, appropriate officials or representatives of the municipal corporation are entitled to appear before the county governing body to discuss or contest the level of the proposed tax setoff.

(i) *Municipal representatives may testify at hearings.* — Representatives of each municipal corporation in the county requesting a tax setoff shall be afforded an opportunity to testify before the county governing body during normally scheduled hearings on the county's proposed budget.

(j) *Agreements regarding tax setoff.* — Notwithstanding the provisions of subsections (d), (f), and (g) of this section:

(1) a county and one or more municipal corporations may enter into an agreement setting different terms or timing for negotiations, calculations, or approval of a tax setoff; and

(2) a county may grant a tax setoff to a municipal corporation that does not make a request in the fashion described in this section.

(k) *Prince George's County.* — (1) On or before January 31 each year, the governing body of Prince George's County shall complete a report that includes:

(i) the amount of the tax setoff granted to each municipal corporation in the current fiscal year;

(ii) in the form provided by each municipal corporation, a detailed description of the scope and nature of the individual services or programs provided by each municipal corporation instead of similar services or programs provided by the county; and

(iii) a detailed description of the methodology used by the county to determine the amount of the tax setoffs, including any formulas.

(2) Notwithstanding any other provision of law, the report required under this subsection shall be:

(i) available to municipal corporations in Prince George's County on request; and

(ii) submitted to the Prince George's County House Delegation and the Prince George's County Senators. (An. Code 1957, art. 81, § 32A; 1985, ch. 8, § 2; 1986, ch. 171; 1998, ch. 680; 1999, ch. 504; 2010, ch. 415; 2011, ch. 542; 2015, chs. 55, 267.)



DONNA J. BOUNDS  
WARDEN

**Worcester County  
Jail**

P.O. BOX 189  
SNOW HILL, MARYLAND  
21863

TEL: 410-632-1300  
FAX: 410-632-3002

3

QUINTIN L. DENNIS  
SECURITY

FULTON W. HOLLAND JR.  
CLASSIFICATION

November 27, 2017

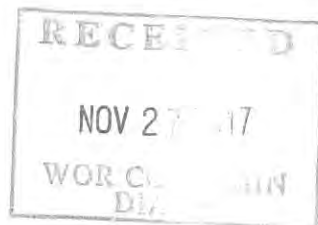
Harold Higgins, Chief Administrative Officer  
Worcester County Administration  
Room 1103 Government Center  
Snow Hill, MD. 21863

Dear Mr. Higgins,

I am submitting this request to enter into the annual agreement with LexisNexis Prison Solution. This provider of legal research materials for correctional facilities allows the inmate population to research legal matters. Currently the materials supplied are available on a mobile kiosk in the Law Library. The facility receives quarterly updates from Lexis Nexis therefore meeting the Maryland Commission on Correctional Standards for Legal Access for the inmate population. I respectfully request to continue to use the Lexis Nexis Prison Solution. Please contact me if you have any questions.

Sincerely,

Donna J. Bounds, Warden  
Worcester County Jail



**RENEW YOUR LEXISNEXIS® PRISON SOLUTION  
ORDER NOW BY SIGNING THIS LETTER AGREEMENT**

Thank you for using LexisNexis as your provider of legal research materials for correctional facilities. We are dedicated to giving you efficient and cost-effective solutions, including the *Shepard's®* Citations Service.

Currently you are using the LexisNexis services pursuant to the Prison Solution Order (the "Order") that allows you to use selected information relevant to your needs in exchange for a fixed monthly commitment. The Order offers you access to comprehensive content and ease-of-use. However, your LexisNexis service under this Order will expire soon.

By signing below, you may extend the term for the following period at the monthly commitment rate indicated below:

<b>Customer Name:</b>	Worcester County Jail (MD)	<b>Account Number:</b>	0099474009
-----------------------	----------------------------	------------------------	------------

Extension Period				Monthly Commitment	
<b>Beginning</b>	<b>12/1/2017</b>	<b>to</b>	<b>11/30/2018</b>	<b>\$</b>	<b>718</b>
<b>Beginning</b>	<b>12/1/2018</b>	<b>to</b>	<b>11/30/2019</b>	<b>\$</b>	<b>718</b>
<b>Beginning</b>	<b>12/1/2019</b>	<b>to</b>	<b>11/30/2020</b>	<b>\$</b>	<b>718</b>

**Customer hereby certifies that they have \_\_\_\_\_ number of terminals**

This letter agreement shall also serve as your acceptance of the new General Terms & Conditions for Use of the Online Services effective September 1, 2010 set forth at [www.lexisnexis.com/terms/general](http://www.lexisnexis.com/terms/general).

These changes will be effective on 12/1/2017. Except as expressly stated above, all other terms of the Order will remain unchanged and unaffected by this letter agreement.

If you have any questions about your new rate or would like to see a comparison of other pricing options, please contact me, your account representative, at:

Kyle Rea  
Client Mgr--Corrections  
O: 513 420 7423  
Toll Free: 866 293 4261  
F: 866 960 4757  
[kyle.rea@lexisnexis.com](mailto:kyle.rea@lexisnexis.com)

If you agree with the new monthly commitment and extended term, then please print this message, provide the information requested for the total number of terminals/licenses/locations then sign and date. Upon completion, return the signed letter agreement to me at the fax number listed above. In order for these changes to be effective on the date listed above, please sign and return this letter agreement no later than the 20th of November.

If you do not respond to this letter, please be advised that the Order will expire at the end of the current commitment period and you will no longer receive updated materials.

**Customer Name:** Worcester County Jail (MD)

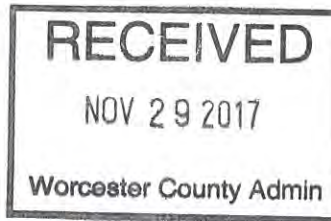
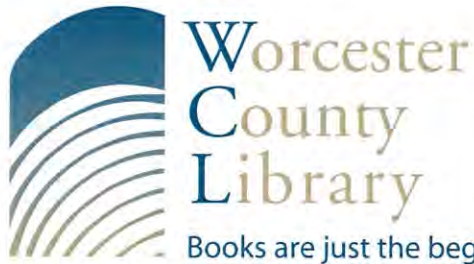
**Authorized Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_





4

To: Harold Higgins, Chief Administrative Officer  
From: Jennifer Ranck *JR*  
Date: November 29, 2017  
Re: Furnishings and Fiber Connectivity Approval Request - New Berlin Library

The Library has been working with Douron to develop a unified and cost-effective approach to the task of furnishing and equipping the new Berlin Branch. The enclosed proposal includes furniture and shelving for the library. We have reviewed the proposal and it meets with our approval. The amount in the price quotation is within the budgeted amount for "fixtures, furniture and equipment" in the project budget (\$400,000). The amount exceeds the \$10,000 threshold that typically requires a formal bid process. I request that the County Commissioners waive the normal bidding process and accept the attached proposal from Douron for \$286,052.77 under the Mid-Atlantic Purchasing Team contract to furnish the Berlin Branch Library. This contract has been pre-negotiated to achieve the lowest bids for public entities in Maryland, Virginia, and Washington, D.C. Public entities in these regions are allowed to participate in the contract. Douron has recently completed projects for libraries in Baltimore County, Howard County, Montgomery County, Prince George's County, and Queen Anne's County. They also outfitted the Ocean City Beach Patrol Building and several schools in Worcester County.

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p.2

Enclosed is a cost estimate for the fiber lateral build into the library for \$10,917.72 from Skyline Technology Solutions who is currently working to connect County libraries to the SAILOR network with assistance from the Eastern Shore Regional Library. This will enable the library to connect with SAILOR for high-speed internet connectivity with no monthly fees to the Library. Whiting Turner has determined that an additional \$1,000 will be needed for site infrastructure to support installation which will be captured as a contract change. The cost will also come out of the FF&E budget.

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p.15

Outstanding FF&E expenditures include computers, printers, telephones, and miscellaneous equipment (e.g. book carts and bicycle rack).

Thank you for your consideration.

Copy: Bill Bradshaw, County Engineer



A multi-year partnership between Douron Incorporated and participating members of the Mid-Atlantic Purchasing Team (MAPT), Baltimore Metropolitan Council (BMC) and the Metropolitan Washington Council of Governments (MWCOG) within MD, DC and Northern VA.

manufacturer/series	% discount
9 to 5	56.7%
Allsteel	
seating	54.6%
casegoods	56.5%
gather product	40.0%
systems*	61.0%
Basyx	44.6%
Biblomodel*	30.1%
BodyBilt	49.0%
Candex	48.0%
Cramer	50.5%
Chief	42.0%
Claridge	35.0%
Clarín	42.8%
Clarus	30.1%
Community	49.0%
DLI	43.7%
ERG	42.8%
Fireking	50.3%
Fixtures	45.3%
Fleetwood	32.6%
Furniture Concepts	36.7%
Global	
casegoods and seating	55.7%
Compile Systems*	56.0%
Evolve Systems*	55.5%
Hale*	38.9%
HON	
school	53.5%
seating, files, casegoods	56.0%
misc	53.5%
systems*	60.0%
Inline	54.1%
Integra	42.1%
Intensa	41.8%
Invincible*	49.4%
Izzy	45.3%
JSI	
seating	52.7%
casegoods	51.4%
KI	
systems*	48.0%
all other product line	42.0%

manufacturer/series	% discount
Liat*	45.5%
Loftwall*	20.2%
Magnuson	25.6%
MityLite	34.4%
Montel*	32.5%
Neinkamper (ICF Grp)	43.3%
NPS	48.6%
Nucraft	45.3%
OfficeMaster	44.5%
Omega Systems*	74.0%
OTG casegoods	47.0%
Paoli	54.0%
Penco*	46.1%
PeterPepper	21.0%
Right Angle*	47.2%
Russwood*	50.0%
Shiffler	5.0%
Sico	41.1%
SixInch	21.0%
Smith System	41.3%
SpecialT	48.6%
Stylex	45.2%
The Senator Grp	44.8%
TMC	34.1%
Vanerum Stelter	33.0%
Virco	65.5%
Waddell	24.2%
Workrite*	45.0%
Workstuff	32.3%

manufacturers direct bid	% discount
Agati	45.0%
American Seating	
seating	45.0%
auditorium	35.0%
Arcadia	40.0%
Biofit	35.0%
David Edward	45.0%
Encore	50.0%
Fluid Concepts	50.0%
Gunlocke	53.0%
HPFi	49.0%
Humanscale	
casegoods	42.0%
school	42.0%
seating	48.0%
group 6, misc	55.0%
Indiana	51.0%
Jonti-craft	5.0%
LaCasse	47.0%
United Chair	47.0%
Nvision	47.0%
Neocase	25.0%
La-Z-Boy	46.0%
Legacy	52.0%
Lesro	43.0%
Mayline	50.0%
Maxon	
systems, group 1	75.0%
groups 2,4,5 and 6	64.0%
Palmieri	30.0%
RFM Seating	43.0%
Sit On It (Exemplis)	48.0%
Source	44.0%
Studio Q	52.5%
Whitney Bros	10.0%
Worden	41.5%

Douron, Inc  
 10 Painters Mill Road  
 Owings Mills, MD 21117

410.363.2600  
 douron.com

Discounts represent discount off the manufacturers current list price

\*Add installation on systems furniture, shelving and lockers. Quickship options available for various products

Please call for pricing





### **Cooperative Rider Clause**

The Mid-Atlantic Purchasing Team (MAPT) is the agreement between the Metropolitan Washington Council of Governments ("MWCOCG") and the Baltimore Metropolitan Council ("BMC") to aggregate the public entity and non-profit purchasing volumes in the Maryland, Virginia and Washington, D.C. region ("region").

#### **Format**

A lead agency format is used to accomplish this work. The Lead Agency in this procurement and has included this MAPT Cooperative Rider Clause in this solicitation indicating its willingness to allow other public entities to participate pursuant to the following Terms and Conditions:

#### **1. Terms**

- 1.1 Participating entities, through their use of the Cooperative Rider Clause, agree to the terms and conditions of the resulting contract to the extent that they can be reasonably applied to the participating entity.
- 1.2 Participating entities may also negotiate additional terms and conditions specific to their local requirements upon mutual agreement between the parties.

#### **2. Other Conditions - Contract and Reporting**

- 2.1 The contract resulting from this solicitation shall be governed by and "construed in accordance with the laws of the State/jurisdiction in which the participating entity officially is located;
- 2.2 To provide to MWCOCG and/or BMC contract usage reporting information, including but not limited to quantity, unit pricing and total volume of sales by entity, as well reporting other participating entities added on the contract, on demand and without further approval of contract participants;
- 2.3 Contract obligations rest solely with the participating entities only;
- 2.4 Significant changes in total contract value may result in further negotiations of contract pricing with the lead agency and participating entities.

In pricing and other conditions, vendors are urged to consider the broad reach and appeal of MAPT with public and non-profit entities in this region.









A list of the participating members of the Mid-Atlantic Purchasing Team can be found at the following web links [www.mwcog.org/purchasing-and-bids/cooperative-purchasing/member-links/](http://www.mwcog.org/purchasing-and-bids/cooperative-purchasing/member-links/) and <http://www.baltometro.org/our-work/cooperative-purchasing/brcpc-representatives>








## WPL - BERLIN LIBRARY - Furniture Package

**Sold To:**  
 WORCESTER CO PUBLIC LIBRARY  
 307 N WASHINGTON ST

SNOW HILL, MD 21863







**Ship to:**  
 BERLIN LIBRARY  
 13 HARRISON AVENUE  
 BERLIN, MD 21811

Item	Qty	Product	Tag	Unit	Extended
1	1	DLI X-DSCAKE  TIERED ROUND DISPLAY ON CASTERS * OVERALL: 36" X 36" X 36"H ROUND * CONCEALED CASTERS W/WEIGHTED BASE * STANDARD HPL: WILSONART - WILD CHERRY * MATCHING 1MM PVC EDGE	A.02 ENTRANCE 6-7 WEEKS LEAD	List: \$2,248.00 Contract Discount %: 43.70000 Sell: \$1,265.62	\$2,248.00  \$1,265.62
2	1	MON LOT  AETNASTAK SHELVING * PEARL GREY	A.03 ADULT, CHLD, TN 10-12 WEEKS LEAD	List: \$72,469.37 Contract Discount %: 32.50000 Sell: \$48,916.82	\$72,469.37  \$48,916.82
3	1	DRN INSTALLATION  DOURON TO INSTALL SHELVING UNITS	A.03.01	List: \$9,600.00 Contract Discount %: 0.00000 Sell: \$9,600.00	\$9,600.00  \$9,600.00
4	1	LIA LOT  SLATWALL END PANELS & CANOPY TOPS * NATURAL END PANELS * HPL CANOPY TOPS-CHILDREN UNITS, & ALL LOW UNITS	A.04 ADLT, CHLD, TN 10-12 WEEKS LEAD	List: \$109,564.00 Contract Discount %: 45.50000 Sell: \$59,712.38	\$109,564.00  \$59,712.38
5	26	DLI X-MGSWDS  SLATWALL ACRYLIC DISPLAY HOLDERS * CLEAR ACRYLIC	A.05 LOOK UP STATION 2 WEEKS LEAD	List: \$55.00 Contract Discount %: 43.70000 Sell: \$30.97	\$1,430.00  \$805.22
6	4	DLI X-IPADCASE  IPAD WALL MOUNTED ENCLOSURE	A.06 LOOK UP STATION 2 WEEKS LEAD	List: \$109.00 Contract Discount %: 43.70000 Sell: \$61.37	\$436.00  \$245.48
7	69	DLI X-SIGN8XX  END PANEL SIGNAGE * 8.5" X 11" * ALUMINUM SIGN HOLDER EXTRUSION, CLEAR ANODIZE * CLEAR COVER * METAL END CAPS, CLEAR ANODIZE * (6) TOTAL SUCTION CUPS	A.06-1 ADULT 2 WEEKS LEAD	List: \$163.00 Contract Discount %: 43.70000 Sell: \$91.77	\$11,247.00  \$6,332.13
8	14	JGC 303A  Americana Chair, Armless, Wood Seat and Back M MAPLE FINISHES/COLOR OPTIONS BUT BUTTERSCOTCH ~ NO SELECTION NYG NYLON GLIDES (SET OF 4) ~ NO SELECTION	A.07 ADULT 5-6 WEEKS LEAD	List: \$322.00 Contract Discount %: 52.70000 Sell: \$152.31	\$4,508.00  \$2,132.34






Item	Qty		Product	Tag		Unit	Extended
9	1	LIA	AL-ST-3672-29-PD-WL	A.08-1A ADULT	List:	\$1,299.00	\$1,299.00
			ARLINGTON STUDY TABLE	RDNG	Contract Discount %:	45.50000	
	*		36"W X 72"L X 29"H	8 WEEKS LEAD	Sell:	\$707.96	\$707.96
	*		POWER/DATA CUT OUT				
	*		WIRE LEG				
	*		LAMINATE: LIGHT CHERRY ON MAPLE				
	*		DESIGNER EDGE "B" - HUNTINGTON MAPLE				
10	1	LIA	AL-ST-3036-29-PD-WL	A.08-1B ADULT	List:	\$1,008.00	\$1,008.00
			ARLINGTON STUDY TABLE	RDNG	Contract Discount %:	45.50000	
	*		30"W X 36"L X 29"H	8 WEEKS LEAD	Sell:	\$549.36	\$549.36
	*		POWER/DATA CUT OUT				
	*		WIRE LEG				
	*		LAMINATE: LIGHT CHERRY ON MAPLE				
	*		DESIGNER EDGE "B" - HUNTINGTON MAPLE				
11	2	LIA	LA-MOH4-400-C120-B	A.08-1C ADULT	List:	\$278.00	\$556.00
			MOIRE	RD TBL	Contract Discount %:	45.50000	
	*		HOLE MOUNT	8 WEEKS LEAD	Sell:	\$151.51	\$303.02
	*		4 POWER				
	*		120" CORD				
	*		COLOR: GLOSS BLACK				
12	2	DLI	WM34-90	A.08-1D ADULT	List:	\$135.00	\$270.00
			WIRE MANAGER	RD TBL	Contract Discount %:	43.70000	
	*		SPIRAL	2 WEEKS LEAD	Sell:	\$76.01	\$152.02
	*		BLACK				
13	1	LIA	XAL-CT-24_180S-29-AD08-IADR-6P-8L	A.09 ADLT COMP	List:	\$6,075.00	\$6,075.00
			ARLINGTON COMPUTER TABLE	TBL	Contract Discount %:	45.50000	
	*		24"W X 180"L X STRAIGHT 29"H SINGLE FACE	8 WEEKS LEAD	Sell:	\$3,310.88	\$3,310.88
	*		ACRYLIC DIVIDER: 8"H				
	*		INDIVIDUAL ACRYLIC DIVIDER RETURNS				
	*		6 SEATED POSITIONS				
	*		8 LEGS				
	*		LAMINATE: WILSONART- HUNTINGTON MAPLE 7929-60				
	*		DESIGNER EDGE "B" - HUNTINGTON MAPLE				
	*		GLASS CLAMP INDIVIDUAL ACRYLIC RETURNS				
14	6	JST	FI2351	A.10A ADULT	List:	\$2,129.00	\$12,774.00
			Single Seat w/Arms - PATTERN BACK/GREY SEAT	9-10 WEEKS	Contract Discount %:	52.70000	
	M		Maple Wood Species	LEAD	Sell:	\$1,007.02	\$6,042.12
	BUT		Butterscotch				
	F		Grade F				
	Other F		SEAT: Other Grade F Fabric				
	HBF		SMOOTH 84 - COOL NEUTRAL				
	STD		Standard - Rubber Cushion Metal Glides				
	MS		UPH. INFOR: BACK- MOMENTUM FABRIC				
			SILICATE MOTIVATE - ANIMATE				
15	6	JST	FI2351	A.10B ADULT	List:	\$2,129.00	\$12,774.00
			Single Seat w/Arms - PATTERN BACK/BLUE SEAT	9-10 WEEKS	Contract Discount %:	52.70000	
	M		MAPLE WOOD SPECIES	LEAD	Sell:	\$1,007.02	\$6,042.12
	BUT		BUTTERSCOTCH				
	F		GRADE F				
	Momentum		SEAT - MOMENTUM FABRIC				
	Silica		SILICA				
	SIL33		SKYWARD				
	STD		STANDARD - RUBBER CUSHION METAL GLIDES				
	COM		UPH. INFO: BACK - MOMENTUM FABRIC				
	SM		SILICA MOTIVATE - ANIMATE				












Item	Qty.	Product	Tag	Unit	Extended
16	1	JST FI2353 Three Seat w/Arms M MAPLE WOOD SPECIES BUT BUTTERSCOTCH F GRADE F Momentum MOMENTUM FABRIC Silica SILICA SIL33 SKYWARD STD STANDARD - RUBBER CUSHION METAL GLIDES MOM UPH. INFO: (BACK) MOMENTUM FABRIC * SILICA MOTIVATE - ANIMATE (COM)	A.10B ADULT 9-10 WEEKS LEAD	List: \$4,329.00 Contract Discount %: Sell: \$2,047.62	\$4,329.00 52.70000 \$2,047.62
17	1	JST FI2450PW 24"d x 50"w x 16"h Coffee Table w/Wood Top M MAPLE WOOD SPECIES BUT BUTTERSCOTCH STD STANDARD - RUBBER CUSHION METAL GLIDES	A.12 ADULT 8-9 WEEKS LEAD	List: \$1,279.00 Contract Discount %: Sell: \$604.97	\$1,279.00 52.70000 \$604.97
18	6	HTL HFTPTL18 Flock 18 Personal Table Laminate .G 2MM EDGE H BOURBON \$(L1STD) GRD L1 STANDARD LAMINATES .H LAM: BOURBON CHERRY .P6N TEXTURED SATIN CHROME	A.11 ADULT 6-7 WEEKS LEAD	List: \$559.00 Contract Discount %: Sell: \$259.94	\$3,354.00 53.50000 \$1,559.64
19	1	DLI RNR-3 RUNNER * ADJUSTABLE HEIGHT TABLE * CASTERS * 1" KIDNEY BEAN SHAPED SURFACE * 18"D X 28"W X 26.5"-44.5"H	A.12 ADULT **WEEKS LEAD	List: \$1,550.00 Contract Discount %: Sell: \$872.65	\$1,550.00 43.70000 \$872.65
20	1	JST FI2333 Three Seat Bench M Maple Wood Species CLM Clear on Maple F Grade F Other F Other Grade F Fabric: HBF HBF SMOOTH 901-84 COOL NEUTRAL STD Standard - Rubber Cushion Metal Glides	AG.1 GALLERY 8-9 WEEKS LEAD	List: \$3,466.00 Contract Discount %: Sell: \$1,639.42	\$3,466.00 52.70000 \$1,639.42
21	1	TMC X-DESK CUSTOM DESK * 30"W X 60"L X30"OH * PANEL MATERIAL 1.25" PARTICLE BOARD W/MAPLE VENEER * TOP SURFACE: .5" SOLID SURFACE * LAMINATE TOP: BLUE MALACHITE 9495-90 * EDGE MATERIAL 1.5"H X .5" TH SELF EDGE * TOP EDGE: EASED / BOTTOM EDGE: EASED * CUT-OUT: LANDSCAPE SERIES NEIGHBORHOOD * INSCRIBED FINISHES: (4) STANDARD TBD * WOOD FINISH: TMC STANDARD CLEAR 01 * ADJUSTABLE GLIDES * (1) BUILT IN LOCKING B/B/F PEDESTAL W/ALUM PULLS * STAINLESS STEEL TOE KICK	C.01- CHILDREN'S	List: \$16,000.00 Contract Discount %: Sell: \$10,544.00	\$16,000.00 34.10000 \$10,544.00
22	1	TMC ENG ENGINEERING- DESK		List: \$1,000.00 Contract Discount %: Sell: \$659.00	\$1,000.00 34.10000 \$659.00

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Item	Qty	Product	Tag	Unit	Extended
23	1	HSN HSLVTMR	C.12 1	List: \$563.00	\$563.00
		Solve Task Mid Back ReActiv Back	CHILDREN'S	Contract Discount %:	\$6.00000
		.Y1 Ctrl: SynchroTilt w/ SeatSlide	3-4 WEEKS LEAD	Sell: \$247.72	\$247.72
		.A Arm: Height/Width Adjustable			
		.H Hard Caster			
		.OS Back Color: Charcoal			
		\$(3) Grade 3 Fabric			
		~ Undecided FABRIC Option			
		.NL No Lumbar			
		.SB Base: Standard Base			
		.T FRAME: Black			
24	2	HSN HSLVSMR	C.15 -2 FRNT	List: \$613.00	\$1,226.00
		Solve Stool Mid Back ReActiv Back	DSK	Contract Discount %:	-0.00000
		.Y1 Ctrl: SynchroTilt w/ SeatSlide	3-4 WEEKS LEAD	Sell: \$613.00	\$1,226.00
		.A Arm: Height/Width Adjustable			
		.H Hard Caster			
		.OS Back Color: Charcoal			
		\$(3COM) Gr 3 COM Uph			
		.~QTE3 *Tracking Number Needed*			
		.NL No Lumbar			
		.SB Base: Standard Base			
		.T FRAME: Black			
25	4	TMC SPLC11316BNC	C.03-A CHLD	List: \$742.00	\$2,968.00
		PLOVER 16" CHILD CHAIR	READING	Contract Discount %:	34.10000
		* 18"W X 18.75"D X 28.5"H W/16" SEAT HEIGHT		Sell: \$488.98	\$1,955.92
		* MATERIALS: PLYWOOD SHELL W/MAPLE VENEER			
		* BENT MAPLE PLYWOOD LEGS			
		* CUT OUT DESIGN: POND SERIES: BASS TURTLE			
		* FINISH OPTION: CLOVER 104 + CLEAR			
		* SHELL FINISH: TMC STANDARD FINISH: CLOVER 104			
		* INSCRIBED FINISH: TMC STANDARD FINISH: CLOVER 104			
		* BASE FINISH: TMC STANDARD FINISH: CLOVER 104			
26	4	TMC SPLC11316BNC	C.03-B CHLD	List: \$742.00	\$2,968.00
		PLOVER 16" CHILD CHAIR	READING	Contract Discount %:	34.10000
		* 18"W X 18.75"D X 28.5"H W/16" SEAT HEIGHT		Sell: \$488.98	\$1,955.92
		* MATERIALS: PLYWOOD SHELL W/MAPLE VENEER			
		* BENT MAPLE PLYWOOD LEGS			
		* CUT OUT DESIGN: POND SERIES: TREE FROG			
		* FINISH OPTION: CLOVER 104 + CLEAR			
		* SHELL FINISH: TMC STANDARD FINISH: CLOVER 104			
		* INSCRIBED FINISH: TMC STANDARD FINISH: CLOVER 104			
		* BASE FINISH: TMC STANDARD FINISH: CLOVER 104			
27	4	TMC SPLC11316BNC	C.03-C CHLD	List: \$742.00	\$2,968.00
		PLOVER 16" CHILD CHAIR	READING	Contract Discount %:	34.10000
		* 18"W X 18.75"D X 28.5"H W/16" SEAT HEIGHT		Sell: \$488.98	\$1,955.92
		* MATERIALS: PLYWOOD SHELL W/MAPLE VENEER			
		* BENT MAPLE PLYWOOD LEGS			
		* CUT OUT DESIGN: POND SERIES : DRAGONFLY			
		* FINISH OPTION: CLOVER 104 + CLEAR			
		* SHELL FINISH: TMC STANDARD FINISH: CLOVER 104			
		* INSCRIBED FINISH: TMC STANDARD FINISH: CLOVER 104			
		* BASE FINISH: TMC STANDARD FINISH: CLOVER 104			
28	3	TMC TR3648L32P26	C.04 CHLD	List: \$1,603.00	\$4,809.00
		PLOVER RECTANGLE TABLE	READING	Contract Discount %:	34.10000
		* 42"L X 42"W X 26"H		Sell: \$1,056.38	\$3,169.14
		* MATERIAL: 1.25" PREMIUM PARTICLE BOARD W/TMC STANDARD			
		* LAMINATE			
		* LAMINATE: TBD			
		* EDGE MATERIAL: 1.25" SOLID WOOD BULLNOSE 32			
		* EDGE FINISH: TMC STANDARD FINISH: CLEAR 01			

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Item	Qty.	Product	Tag	Unit	Extended
29	1	SIX BOTHY	C.05	List: \$15,559.00	\$15,559.00
		CUSTOM BOTHY 46	10 WEEKS LEAD	Contract Discount %:	21.00000
	*	81"W X 51"D / PEAK: 100"H / WALL HEIGHT: 71-1/2"		Sell: \$12,291.61	\$12,291.61
	*	ZONE A: MAPLE PANEL			
	*	ZONE B: MAPLE PANEL			
	*	ZONE C & D: OPEN			
	*	ZONE E, F1, F2: ACRYLIC PANELS			
	*	ZONE H: FASCIA MAPLE			
30	1	TMC X-CWSCC3030LA32XP26	C.06-A CHLD COMP	List: \$2,409.00	\$2,409.00
		WHEATLAND SERIES ARC CARREL- STARTER		Contract Discount %:	34.10000
	*	30"W X 24"D		Sell: \$1,587.53	\$1,587.53
	*	1" MAPLE PLYWOOD COMPOSITE PANEL			
	*	EDGE MATERIAL: .125" PREMIUM PARTICLE BOARD			
	*	TABLE SURFACE: TMC STANDARD LAMINATE: CLEAR 01			
	*	EDGE MATERIAL: 1.25" SOLID WOOD BULLNOSE 32			
	*	EDGE COLOR: TMC STANDARD: CLEAR 01			
	*	FINISH: TMC STANDARD: CLEAR 01			
	*	CUT-OUT: FLI.W WINGS			
	*	LEGS: PLOVER 26"H, TMC STANDARD FINISH: CLEAR 01			
	*	(1) STANDARD 3" DIA BLCK GROMMETS			
	*	ARC PANEL HEIGHT: 16.5"			
31	1	TMC X-CWACC3030LA32XP26	C.06-B CHLD COMP	List: \$1,913.00	\$1,913.00
		WHEATLAND SERIES ARC CARREL- ADDER		Contract Discount %:	34.10000
	*	29"W X 24"D		Sell: \$1,260.67	\$1,260.67
	*	1" MAPLE PLYWOOD COMPOSITE PANEL			
	*	EDGE MATERIAL: .125" PREMIUM PARTICLE BOARD			
	*	TABLE SURFACE: TMC STANDARD LAMINATE: CLEAR 01			
	*	EDGE MATERIAL: 1.25" SOLID WOOD BULLNOSE 32			
	*	EDGE COLOR: TMC STANDARD: CLEAR 01			
	*	FINISH: TMC STANDARD: CLEAR 01			
	*	CUT-OUT: FLI.W WINGS			
	*	LEGS: PLOVER 26"H, TMC STANDARD FINISH: CLEAR 01			
	*	(1) STANDARD 3" DIA BLCK GROMMETS			
	*	ARC PANEL HEIGHT: 16.5"			
32	1	TMC X-CWACC3030LS32XP26	C.06-C CHLD COMP	List: \$1,913.00	\$1,913.00
		WHEATLAND SERIES ARC CARREL- ADDER		Contract Discount %:	34.10000
	*	29"W X 24"D		Sell: \$1,260.67	\$1,260.67
	*	1" MAPLE PLYWOOD COMPOSITE PANEL			
	*	EDGE MATERIAL: .125" PREMIUM PARTICLE BOARD			
	*	TABLE SURFACE: TMC STANDARD LAMINATE: CLEAR 01			
	*	EDGE MATERIAL: 1.25" SOLID WOOD BULLNOSE 32			
	*	EDGE COLOR: TMC STANDARD: CLEAR 01			
	*	FINISH: TMC STANDARD: CLEAR 01			
	*	CUT-OUT: FLI.W WINGS			
	*	LEGS: PLOVER 26"H, TMC STANDARD FINISH: CLEAR 01			
	*	(1) STANDARD 3" DIA BLCK GROMMETS			
	*	SUSPENSION PANEL HEIGHT: 13.25"			
33	3	TMC SPLC11316BNC	C.07-A CHLD COMP	List: \$742.00	\$2,226.00
		PLOVER 16" CHILD CHAIR		Contract Discount %:	34.10000
	*	18"W X 18.75"D X 28.5"H W/16" SEAT HEIGHT		Sell: \$488.98	\$1,466.94
	*	MATERIALS: PLYWOOD SHELL W/MAPLE VENEER			
	*	BENT MAPLE PLYWOOD LEGS			
	*	CUT OUT DESIGN: POND SERIES : BUTTERFLY			
	*	FINISH OPTION: CLOVER 104 + CLEAR			
	*	SHELL FINISH: TMC STANDARD FINISH: CLOVER 104			
	*	INSCRIBED FINISH: TMC STANDARD FINISH: CLOVER 104			
	*	BASE FINISH: TMC STANDARD FINISH: CLOVER 104			

Item	Qty	Product	Tag	Unit	Extended
34	3	TMC SPL1171640	C.07-B- CHLD COMP	List: \$657.00 Contract Discount %: Sell: \$432.96	\$1,971.00 34.10000 \$1,298.88
		PLOVER WOOD STOOL * 14"W X 14"D X 16"SH * 1" BALTIC BIRCH W/MAPLE VENEER, METAL * UNDERSTRUCTURE & BENT PLYWOOD LEGS * EDGE: EXPOSED PLYWOOD 40 * SEAT/EDGE FINISH: TMC STANDARD FINISH: OCEAN 10S * BASE FINISH: TMC STANDARD FINISH: OCEAN 10S			
35	5	TMC SWHS11115	C.08 CHILDREN'S	List: \$1,563.00 Contract Discount %: Sell: \$1,030.02	\$7,815.00 34.10000 \$5,150.10
		WHISTLER * 16" SH * FABRIC: COM - AVANT- CHINA GREEN * LEGS: CLEAR 01			
36	2	PAL BL-1-TN	C.09-A CHLDN LNGE 8-10 WEEKS LEAD	List: \$630.00 Contract Discount %: Sell: \$441.00	\$1,260.00 30.00000 \$882.00
		ROUND LOUNGE STOOL * 16"W X 16"D X 16"H * TOP/OVERALL: COM - CF STINSON : AVANT - GOLDEN CORN AV156			
37	2	PAL BL-2-TN	C.09-B CHLDN LNGE 8-10 WEEKS LEAD	List: \$652.00 Contract Discount %: Sell: \$456.40	\$1,304.00 30.00000 \$912.80
		MOON LOUNGE STOOL * 16"W X 16"D X 16"H * TOP/OVERALL: COM: CF STINSON: AVANT- RASPBERRY AV111			
38	2	PAL BL-2-TN	C.09-C CHLDN LNGE 8-10 WEEKS LEAD	List: \$652.00 Contract Discount %: Sell: \$456.40	\$1,304.00 30.00000 \$912.80
		MOON LOUNGE STOOL * 16"W X 16"D X 16"H * TOP/OVERALL: COM: CF STINSON: AVANT-LAPIS AV208			
39	2	PAL BL-2-TN	C.09-D CHLDN LNGE 8-10WEEKS LEAD	List: \$652.00 Contract Discount %: Sell: \$456.40	\$1,304.00 30.00000 \$912.80
		MOON LOUNGE STOOL * 16"W X 16"D X 16"H * TOP/OVERALL: COM: CF STINSON: AVANT-CROCUS AV170			
40	2	PAL BL-2-TN	C.09-E CHLDN LNGE 8-10 WEEKS LEAD	List: \$652.00 Contract Discount %: Sell: \$456.40	\$1,304.00 30.00000 \$912.80
		MOON LOUNGE STOOL * 16"W X 16"D X 16"H * TOP/OVERALL: COM: CF STINSON: AVANT-CHINA GREEN AV171			
41	1	DLI X-D5CUPCAKE	C-10 CHILDREN'S 6-7 WEEKS LEAD	List: \$2,012.00 Contract Discount %: Sell: \$1,132.76	\$2,012.00 43.70000 \$1,132.76
		3-TIER ROUND DISPLAY * WILSONART FUSION MAPLE * CASTERS * MATCHING 1MM PVC EDGING			
42	2	FLE 15.1600.1XX.120	C.11 CHILDREN'S 10 WEEKS LEAD	List: \$2,328.00 Contract Discaunt %: Sell: \$1,569.07	\$4,656.00 32.60000 \$3,138.14
		SHEERLINE TRAY CABINET * 12 LARGE CLEAR GRATENELL TRAYS * 48"W X 72"H X 22"D * LOCKING DOORS * NON LOCKING CASTERS * LAMINATE & EDGE: OILED CHERRY			
43	2	TMC	C13 CHILDREN'S	List: \$1,223.00 Contract Discount %: Sell: \$805.96	\$2,446.00 34.10000 \$1,611.92
		LEARNING CUBE * 18"L X 18"D X 19"H			
44	1	TMC	C14 CHILDREN'S	List: \$26,040.00 Contract Discount %: Sell: \$17,160.36	\$26,040.00 34.10000 \$17,160.36
		24 ACTIVITY PANELS			











Item	Qty	Product	Tag	Unit	Extended
45	1	RUS RO-2982-PA  ROVER INSTRUCTOR'S DESK * ROVER DESK W/PATRON LEDGE & 3FORM PRIVACY PANEL * TOP LAMINATE: FORMICA - FOG 961-58 * FRONT LAMINATE: WILSONART: WILD CHERRY	T.01 TEEN ENTRANCE 10 WEEKS LEAD	List: \$7,000.00 Contract Discount %: Sell: \$3,500.00	\$7,000.00 50.00000 \$3,500.00
46	1	RUS A-23 MOBILE BOX/FILE CABINET * 25" * RCM LIGHT CHERRY FINISH	T.01B TEEN ENTRANCE 10 WEEKS	List: \$1,942.86 Contract Discount %: Sell: \$971.43	\$1,942.86 50.00000 \$971.43
47	1	HSN HSLVTMR  Solve Task Mid Back ReActiv Back .Y1 Ctrl: SynchroTilt w/ SeatSlide .A Arm: Height/Width Adjustable .H Hard Caster .OS Back Color: Charcoal \$(3) Grade 3 Fabric ~ Undecided FABRIC Option .NL No Lumbar .SB Base: Standard Base .T FRAME: Black	T.13 TEEN CIRC DESK 3-4 WEEKS LEAD	List: \$563.00 Contract Discount %: Sell: \$247.72	\$563.00 56.00000 \$247.72
48	2	LIA TR-DK-2472S-29-I-OF-MM-AR  TRANSLATE DESKING * 24"W X 72"L X 29"H * ISLAND * OPEN FRAME * 3MM GREY PVC EDGE * FROSTED ACRYLIC DIVIDER * LAMINATE: FORMICA - FOLKSTONE HEX 6473-58	T.02 TEEN 8 WEEKS LEAD	List: \$2,849.00 Contract Discount %: Sell: \$1,552.71	\$5,698.00 45.50000 \$3,105.42
49	4	ALC INST-NGANO  Inspire 4-Leg Stack-Armless-No Uph-Glides .O NYLON GLIDE .N NO ARM CAP \$(P2) P2 GRD FRAME .PR6 FRAME: SILVER .GY CLR: SUMMIT	T.03 TEEN COMPUTERS 5-6 WEEKS LEAD	List: \$410.00 Contract Discount %: Sell: \$186.14	\$1,640.00 54.60000 \$744.56
50	2	GUS 7751  RIVER, 29.5"w x 29.5"d x 32"h, High Traffic, Lounge Chair, Std 2 Arms, Std with Metal legs, Ganging Arms Included (Both Sides), Electrical Option Available, GLOBAL SEATING USA ~06 GRADED IN GRADE 06 FABRICS ~GPM6 1-GRADED IN GRADE 06 FABRICS GPM6 F-ROUND TUNGSTEN LEGS [TUN] R1 POWER/USB MODULE NOT REQUIRED, LEFT SIDE (SE ~ POWER/USB MODULE NOT REQUIRED, RIGHT SIDE (S ~	T.04-A THE LOFT	List: \$2,443.00 Contract Discount %: Sell: \$1,082.25	\$4,886.00 55.70000 \$2,164.50
51	2	GUS 7751NA  RIVER, 24.5"w x 29.5"d x 32"h, High Traffic, Lounge Chair, Armless, Std with Metal legs, Ganging Arms Included (Both Sides), Electrical Option Available, GLOBAL SEATING USA ~06 GRADED IN GRADE 06 FABRICS ~GPM6 1-GRADED IN GRADE 06 FABRICS GPM6 F-ROUND TUNGSTEN LEGS [TUN] R1 POWER/USB MODULE NOT REQUIRED, LEFT SIDE (SE ~ POWER/USB MODULE NOT REQUIRED, RIGHT SIDE (S ~	T.04B THE LOFT	List: \$1,739.00 Contract Discount %: Sell: \$770.38	\$3,478.00 55.70000 \$1,540.76

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Item	Qty	Product	Tag	Unit	Extended
52	1	GUS 7776 RIVER, 54"w x 28"d x 17.5"h, High Traffic, Inside Curve, 2 Seat Bench, Std with Metal legs, <del>Gaming Hardware Included (Both Sides)</del> , Electrical Option Available, GLOBAL SEATING USA Grade 06 Fabrics ~06 1-Graded In Grade 06 Fabrics ~GPM6 F-Round Tungsten Legs [TUN] GPM6 Power/USB Module not Required, Left Side (Se R1 Power/USB Module not Required, Right Side (S ~ ~	T.05 THE LOFT	List: \$2,750.00 Contract Discount %: Sell: \$1,218.25	\$2,750.00 55.70000 \$1,218.25
53	1	GUS 7733 RIVER, 40"w x 20"d x 17"h, Rectangular Coffee Table, Electrical Option Available, Cannot <del>Gaming Hardware Included (Both Sides)</del> Only, GLOBAL SEATING USA ~RVL 1-AVANT HONEY AWH F-ROUND TUNGSTEN LEGS [TUN] R1 POWER/USB MODULE NOT REQUIRED, TOP CENTER (P ~ POWER/USB MODULE NOT REQUIRED, SIDE (SECONDA ~	T.06 THE LOFT	List: \$890.00 Contract Discount %: Sell: \$394.27	\$890.00 55.70000 \$394.27
54	2	GUS 7709NA RIVER, 72.5"w x 29.5"d x 47"h, Extended High Back, 3 Seat Sofa, Armless, Std with Metal legs, <del>Gaming Hardware Included (Both Sides)</del> , Electrical Option Available, GLOBAL SEATING USA Grade 06 Fabrics ~06 1-Graded In Grade 06 Fabrics ~GPM6 F-Round Tungsten Legs [TUN] GPM6 Power/USB Module not Required, Left Side (Se R1 Power/USB Module not Required, Right Side (S ~ ~	T.07 THE LOFT	List: \$5,085.00 Contract Discount %: Sell: \$2,252.66	\$10,170.00 55.70000 \$4,505.32
55	1	KIP PIFR3672T-74PS1718101S Pirouette,Fixed Collaborative,Rectangular,36x72",74P Edge /EWG WARM GREY EDGE Standard FORMICA: FOLKSTONE HEX#6473-58 /LGE GREY LAM 1500-60 /SX STARLIGHT SILVER METALLIC /4EC BLACK WHEEL, SILVER HUB-2 LOCKING/2 NON-LOCK /NMP NO FABRIC MODESTY PANEL /NNN NO GROMMETS, POWERUP OR WIRE MANAGEMENT/NO C	T.08 THE LOFT 6-7 WEEKS LEAD	List: \$1,061.00 Contract Discount %: Sell: \$615.38	\$1,061.00 42.00000 \$615.38
56	1	AGR S923 Scooch- BLUE \$(P2) P2 Paint Opts .PR6 CLR: Silver .FSC FSC Mixed Wood \$(9) Grade 9 Uph .SMOMSIL FAB: Silica 84 Clr: Skyward \$(9) Grade 9 Uph .SMOMSIT FAB: Silica Tech 74 Clr: Urbanite	T.09-A THE LOFT 11-12 WEEKS LEAD	List: \$1,098.00 Contract Discount %: Sell: \$498.49	\$1,098.00 \$4.60000 \$498.49
57	1	AGR S923 Scooch- RED \$(P2) P2 PAINT OPTS .PR6 CLR: SILVER .FSC FSC MIXED WOOD \$(9) GRADE 9 UPH .SMOMSIL FAB: SILICA 31 FIRELIGHT \$(9) GRADE 9 UPH .SMOMSIT FAB: SILICA TECH : 74 CLR: URBANITE	T.09-B THE LOFT 11-12 WEEKS LEAD	List: \$1,098.00 Contract Discount %: Sell: \$498.49	\$1,098.00 \$4.60000 \$498.49

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Item	Qty.	Product	Tag	Unit	Extended
58	1	AGR S923  Swoosh- GREEN \$(P2) P2 PAINT OPTS .PR6 CLR: SILVER .FSC FSC MIXED WOOD \$(9) GRADE 9 UPH MAHARAM FAB OPTS: APT- GARDEN \$(9) GRADE 9 UPH .SMOMSIT FAB: SILICA TECH 74 CLR: URBANITE	T.09-C THE LOFT 11-12 WEEKS LEAD	List: \$1,098.00 Contract Discount %: Sell: \$498.49	\$1,098.00 54.60000 \$498.49
59	1	KSW SYCNC  Sway Lounge Chair,Non-Contrast - RED /SCG COOL GREY /BCG COOL GREY /GNY NYLON GLIDES /NFR COMPLIANCE TO TB 117-2013 /KOM TBD	T.10-A TN TOWER STG 7-8 WEEKS LEAD	List: \$1,788.00 Contract Discount %: Sell: \$1,037.04	\$1,788.00 42.00000 \$1,037.04
60	1	KSW SYCNC  Sway Lounge Chair,Non-Contrast - GREEN /SCG COOL GREY /BCG COOL GREY /GNY NYLON GLIDES /NFR COMPLIANCE TO TB 117-2013 /KOM TBD	T.10-B TN TOWER STG 7-8 WEEKS LEAD	List: \$1,788.00 Contract Discount %: Sell: \$1,037.04	\$1,788.00 42.00000 \$1,037.04
61	1	KSW SYCNC  Sway Lounge Chair,Non-Contrast - BLUE /SCG COOL GREY /BCG COOL GREY /GNY NYLON GLIDES /NFR COMPLIANCE TO TB 117-2013 /KOM TBD	T.10-C TN TOWER STG 7-8 WEEKS LEAD	List: \$1,788.00 Contract Discount %: Sell: \$1,037.04	\$1,788.00 42.00000 \$1,037.04
62	1	KSW SYTB  Sway Table /NP No power /BCG Cool Grey /GND Non-skid glides Standard KI Laminates /LCX CHERRY STORM 7054-60	T.08-B TN TOWER STG 7-8 WEEKS LEAD	List: \$1,404.00 Contract Discount %: Sell: \$814.32	\$1,404.00 42.00000 \$814.32
63	1	DLI QLOBSS  LOBO TABLE * STAINLESS STEEL * 36" X 72" * SILVER SMOOTH FRAME/LEGS * 40MM SQ LOBO 22"-36" ADJ. LEG SET * NON-MAR GLIDE	T.12 MAKER SPACE 9-11 WEEKS LEAD	List: \$2,900.00 Contract Discount %: Sell: \$1,632.70	\$2,900.00 43.70000 \$1,632.70
64	6	VIR 1201927  Stool, 120 Series, 19"-27" adjustable seat height, plastic seat, steel frame, steel- base swivel glides standard with Chrome frame only. GRN34 STANDARD NYLON-BASE GLIDE	T.13 MAKER SPACE 5-7 WEEKS LEAD	List: \$186.00 Contract Discount %: Sell: \$64.17	\$1,116.00 65.50000 \$385.02
65	1	DLI LOT OF CABINETRY  CUSTOM CABINETRY * (1) 36"W X 80"H X 30"D CABINET * (1) 36"X 30"H X 30"D CABINET W/DOORS * (1) 36"X 30"H X 30"D CABINET 4-CUBBY * OILED CHERRY TFL AND GREY COUNTERTOP	T.14 MAKER SPACE 9-11 WEEKS LEAD	List: \$4,830.00 Contract Discaunt %: Sell: \$2,719.29	\$4,830.00 43.70000 \$2,719.29

12

Item	Qty.	Product	Tag	Unit	Extended
66	1	LIA AL-ST-4272-29-PD-WL ARLINGTON STUDY TABLE * 42"W X 72"L X 29"H * POWER/DATA CUTOUT * WIRE LEG * LAMINATE: WILSONART: HUNTINGTON MAPLE 7929-60 * DESIGNER EDGE "B" - HUNTINGTON MAPLE	H.01-A HISTORY RM 8 WEEKS LEAD	List: \$1,319.00 Contract Discount %: Sell: \$718.86	\$1,319.00 45.50000 \$718.86
67	1	LIA LA-MOH4-400-C120-B MOIRE * HOLE MOUNT * 4 POWER * 120" CORD * GLOSS BLACK	H.01-B HISTORY RM 8 WEEKS LEAD	List: \$278.00 Contract Discount %: Sell: \$151.51	\$278.00 45.50000 \$151.51
68	1	DLI WM34-90 WIRE MANAGER * SPIRAL * BLACK	H.01-C HISTORY RM 2 WEEKS LEAD	List: \$135.00 Contract Discount %: Sell: \$76.01	\$135.00 43.70000 \$76.01
69	6	JGC 303A Americana Chair, Armless, Wood Seat and Back M MAPLE FINISHES/COLOR OPTIONS BUT BUTTERSCOTCH ~ NO SELECTION NYG .NYLON GLIDES (SET OF 4) ~ NO SELECTION	H.02 HISTORY 5-6 WEEKS LEAD	List: \$322.00 Contract Discount %: Sell: \$152.31	\$1,932.00 52.70000 \$913.86
70	1	GCU Z2444LEC 18-36"d x 24"w 44"h, Lecturn, Features Angled Stand, Storage, 2 Fixed Shelves, Casters, Shipping Ready, Fused Laminate, High Perform ~ Zira Top Finishes ~ZTOP 1-Avant Honey AWH F-1" Top, Standard Edge A3 Zira Storage Base Finishes ~ZBASE 2-Avant Honey AWH M-Black BK	M.01 MEETING RM ** WEEKS LEAD	List: \$637.00 Contract Discount %: Sell: \$282.19	\$637.00 55.70000 \$282.19
71	20	KIP PINR2460T-74P Pirouette,Nesting Training,Rectangular,24x60",74P Edge /ECX Cherry Storm edge /NNN No Grommets, PowerUp or Wire Management/No C /NMP No fabric modesty panel Standard KI Laminates /LCX CHERRY STORM 7054-60 /SX Starlight Silver Metallic /4EC Black wheel, Silver hub-2 locking/2 non-lock	M.02 MEETING RM 4-5 WEEKS LEAD	List: \$1,098.00 Contract Discount %: Sell: \$636.84	\$21,960.00 42.00000 \$12,736.80
72	90	MIT 1FMTGYGRY00 MESH ONE FOLDING CHAIR * FINISH: GREY ON GREY	M.03 MEETING RM 7 WEEKS LEAD	List: \$118.00 Contract Discount %: Sell: \$77.41	\$10,620.00 34.40000 \$6,966.90
73	3	MIT CRTTREE2 ONE SERIES/SWIFTSET CART-HALF TREE	M.04 MEETING RM 4 WEEKS LEAD	List: \$819.00 Contract Discount %: Sell: \$537.26	\$2,457.00 34.40000 \$1,611.78
74	2	MIT MS30S215P 6' X 8' MOBILE STAGE * 16-24"H * FRAME COLOR: BLACK * BLACK POLYTRACK	M.05 MEETING RM 10 WEEKS LEAD	List: \$5,321.00 Contract Discount %: Sell: \$3,490.58	\$10,642.00 34.40000 \$6,981.16

13

Item	Qty.	Product	Tag	Unit	Extended
					<b>Total: \$286,052.77</b>

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Signing above indicates you have reviewed the above quote and accept it. Items will be ordered as per the quote, so please make sure the items are what you want. All standard Douron terms and conditions apply, as well as payment terms related to this specific account. Signee is responsible for any applicable sales taxes, whether quoted or not. This quote is valid for 30 days.*

*Pricing based on MAPT Contract #2015-42.*

*If paying by credit card, please add 2.5% to the total price.*

14



**Skyline Technology Solutions**  
 6956-F Aviation Blvd.  
 Glen Burnie, MD 21061  
 Phone: (410) 553-2600  
 Fax: (410) 787-2551

## QUOTATION

Quote No. Q0003303  
 Customer ID WOR CO LIBRAR  
 Quote Date 11/2/2017  
 Buyer Jennifer Ranck  
 Project Name Berlin Lib Fiber Con

BILL TO:	SHIP TO:
Jennifer Ranck Worcester County Public Library 307 N Washington Street Snow Hill, MD 21863	Jennifer Ranck Worcester County Public Library 307 N Washington Street Snow Hill, MD 21863

F.O.B. POINT		SHIP VIA		ORDERED BY	
				Jennifer Ranck	
QUOTE DATE		TERMS		SALES PERSON	
11/2/2017		Net 30 Days		Rick Fairhurst	
EXPIRATION DATE					
11/2/2018					

PART NUMBER	QUANTITY	UNITS	M.S.R.P.	UNIT PRICE	DISC %	EXTENDED PRICE
-------------	----------	-------	----------	------------	--------	----------------

PART NUMBER	QUANTITY	UNITS	M.S.R.P.	UNIT PRICE	DISC %	EXTENDED PRICE
MISC JOB MATERIALS	1.00	EA	0.00	2,750.0000	0.00	2,750.00
Misc. Job Materials						
Notes:						
PROJECT MANAGER	2.00	EA	0.00	143.6600	0.00	287.32
Project Manager						
Notes:						
OUTSIDE PLANT TECH	36.00	EA	0.00	92.3500	0.00	3,324.60
Outside Plant Technician						
Notes:						
FIBER OPTIC LINE TEC	12.00	EA	0.00	164.1800	0.00	1,970.16
Fiber Optic Line Technician/Splicer						
Notes:						
STRUCTURE CABLE TECH	24.00	EA	0.00	61.5600	0.00	1,477.44
Structured Cable Tech						
Notes:						
HEAVY EQUIPMENT OPER	6.00	EA	0.00	184.7000	0.00	1,108.20
Heavy Equipment Operator						
Notes:	Installation of Steel Strand Across Railroad (to be performed by Berlin Electric). Skyline Skyline will overlash a new 12 count fiber to the steel strand. Skyline will install a new 2 inch conduit from the pole to the existing vault / 4 inch conduit. Term and Test Each.					

Continued

15



# Skyline Technology Solutions

6956-F Aviation Blvd.  
Glen Burnie, MD 21061  
Phone: (410) 553-2600  
Fax: (410) 787-2551

## QUOTATION

Quote No. Q0003303  
Customer ID WOR CO LIBRAR  
Quote Date 11/2/2017  
Buyer Jennifer Ranck  
Project Name Berlin Lib Fiber Con

BILL TO:	SHIP TO:
Jennifer Ranck Worcester County Public Library 307 N Washington Street Snow Hill, MD 21863	Jennifer Ranck Worcester County Public Library 307 N Washington Street Snow Hill, MD 21863

F.O.B. POINT	SHIP VIA	ORDERED BY
		Jennifer Ranck

QUOTE DATE	TERMS	SALES PERSON	EXPIRATION DATE
11/2/2017	Net 30 Days	Rick Fairhurst	11/2/2018

PART NUMBER	QUANTITY	UNITS	M.S.R.P.	UNIT PRICE	DISC %	EXTENDED PRICE
-------------	----------	-------	----------	------------	--------	----------------

Prices subject to change- we shall not be liable for any loss of profits, business, goodwill, data, interruption of business, nor for incidental or consequential warranty of merchantability or fitness for a particular purpose, and damages related to this agreement. Minimum 20% restocking fee with original packaging .

### Make Purchase Orders to:

Skyline Technology Solutions  
6956 Aviation Blvd., Suite F  
Glen Burnie, MD 21061  
410.553.2600 FAX 410.787.2551

### Order Instructions

### Please Include the Following Information on your PO:

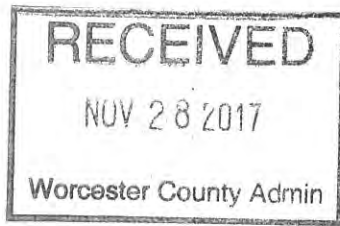
Customer Address and Email  
Ship to Address and Contact Name  
Invoice Name and Address  
PO Number  
Quantities and Part Numbers  
Order Date  
Chassis Serial #(s) - Maintenance Requests  
F.O.B. = Origin

### Vendor Authorization:

Contract Vehicle

16

Total	10,917.72
Total Misc. Charges	0.00
Sales Tax	0.00
<b>TOTAL</b>	<b>10,917.72</b>



EMERGENCY SERVICES  
**Worcester County**  
GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1002  
SNOW HILL, MARYLAND 21863-1193  
TEL: 410-632-1311  
FAX: 410-632-4686

5

FRED E. WEBSTER, JR.  
DIRECTOR

To: Harold Higgins, Chief Administrative Officer

From: Fred Webster, Director of Emergency Services 

Re: Local Government Insurance Trust

Date: 29 November 2017

---

The Department of Emergency Services is seeking permission to apply to the Local Government Insurance Trust for a grant to send two people to the National Hurricane Conference in Orlando, 26 March to 29 March 2018. The total amount of the request to LGIT is \$3,628.00. This amount will cover all cost associated with the conference including hotel, meals, lodging, air fare and transportation costs. Copies of the application, which will require an Elected Official or Designee's signature is attached with this memo.

Travel to the conference will be contingent on LGIT's approval of the entire package. No direct county funds will be expended for the training.

I am available to answer any questions at your convenience.



## Training Grant FY18

## TRAINING GRANT APPLICATION - FISCAL YEAR 2018

The Training Grant Program was developed to provide assistance to members of the Trust who wish to assist their employees with obtaining education and training to reduce liability claims and property damage. Please refer to Training Grant Program Information available on [www.lgit.org](http://www.lgit.org) for detailed application information. NOTE: All information requested MUST be accurately completed. Failure to do so could result in grant denial.

## Name of Local Government\*

Worcester County, Maryland

## Grant Cycle\*

- ☐ Fall  
☒ Winter  
☐ Spring

## Submission Deadline

Fall - September 1, 2017  
Winter - December 15, 2017  
Spring - April 20, 2018

## Expected Distribution Date

September 21, 2017  
January 11, 2018  
May 10, 2018

## Operating Budget of Local Government\*

County: \$188,872,655 / Department: \$2,850,764

## Population\*

Year: 51,454, Summer: 400,00, Annual visitors: 8,000,000

## Contact First Name\*

Thomas

## Contact Last Name\*

Kane

## Title\*

Emergency Management Planner

## Address\*

One W. Market St. Room 1002 Snow Hill, MD. 21863

## Email\*

tkane@co.worcester.md.us

## Phone Number\*

410-632-3080

2

**Title of proposed training (Please provide a brief overview of the training/event you would like to attend.)\***

Attend 2018 National Hurricane Conference in Orlando, Florida, March 26 to March 29, 2018. Travel days are March 25 and March 30. The primary goal of the 2018 National Hurricane Conference is to improve hurricane preparedness, response, recovery and mitigation in order to protect lives and property in the United States and the tropical islands of the Caribbean and Pacific. In addition, the conference serves as a national forum for federal, state and local officials to exchange ideas and recommend new policies to improve Emergency Management. To accomplish these goals, the annual conference emphasizes: lessons learned from hurricane strikes, state of the art programs worthy of emulation, new ideas being tested or considered, information about new or ongoing assistance programs, the ABC's of hurricane preparedness, response, recovery, and mitigation, in recognition of the fact that there is a continued turnover of emergency management leadership and staff.

**Training Expense Summary (Please itemize by including the cost per person to reflect the total amount of grant request.)****Seminar**

\$350.00

**Travel**

310.00

**Meals**

\$224.00

**Lodging**

\$930.00

**# of Attendees**

2

**In-kind/Other Contribution**

misc. taxes and fees

**Total Amount of Grant Request\***

\$3628.00

**PROBLEM (Explain why attending this training/event helps you and your organization. State how this training fits into your overall safety program.)\***

As Maryland's only County on the Atlantic shore, Worcester holds a prominent geographic position in the state. Obviously it has association for many state residents with Ocean City as a yearly destination. But while the beach, boardwalk, and the sea at Ocean City may be the County's most familiar images, the County's other waterways, the bays behind the sandy barrier islands, various inlets and inlet bays, and rivers have played vital roles throughout the County's eventful past. Worcester County realizes that the effects of hurricanes and nor'easters each season require a SMART objective (specific, measurable, action oriented, realistic, and time sensitive). Planning for the effects of these storms is paramount to both the safety of residents and visitors, and safeguarding county property in the event that a major disaster should occur. Attending the 2018 national Hurricane Conference will allow Worcester County the opportunity to learn how to safeguard it's citizens and County property, which may result in a reduction of claims from the county to LGIT. The 2018 National Hurricane Conference will have many lessons learned from the effects of Hurricanes Irma and Harvey and other storms that have impacted the United States and will aid our Emergency Management Division in applying these lessons into the County's Hazard Mitigation Plan and Emergency Operations Plan which both have major impacts on the preservation of life and property. Worcester County would like to send two (2) County representatives to the 2018 National Hurricane Conference in Orlando, Florida. We feel that these decision makers will guide Worcester County toward an overall safe and awareness campaign due to the knowledge gained from this 2018 National Conference.

If you have any questions, please contact me at 410-632-3081. Thank you for your consideration.  
Fred E. Webster Jr., Director of Emergency Services.

**INNOVATIVE SOLUTION** (Describe how obtaining the training/education outlined above will provide a creative and resourceful solution to the problem you have. Also, please explain how the training will reduce claims and affect the line(s) of insurance coverage provided to your local government by LGIT.)\*

With the Atlantic Ocean and the Coastal Bays at our eastern boundary, Worcester County enjoys a natural bounty of recreational and aesthetic benefits. Thirty miles of coastline provide visitors and residents with many recreational activities. This has proven such an allure that many visitors become permanent residents. Census 2010 revealed that Worcester County had an increase of 10.6% in population from the 2000 census and during the summer months the County's population may increase from 51,454 to near 400,000 people. There are ten (10) municipalities within Worcester County and all have some sort of connections to the coastline or its tributaries. According to the tourism departments of these local municipalities, they estimate that as many as 8 million people pass through Worcester County annually. Wind, flooding, and coastal erosion are of concern for Worcester County as development along the shoreline continues. Population and property are increasingly vulnerable. The County's Emergency Operation Plan and Hazard Mitigation Plan each identify ways to reduce this vulnerability and improve disaster response. Lessons learned from the Hurricane Conference will be incorporated in both the Emergency Operations Plan which was recently revised and will also be applied to the County's Hazard Mitigation Plan which looks at preventative measures and rebuilding methods to prevent future damages to property and infrastructure. The Worcester County Department of Emergency Services and Worcester County Commissioners would like to send two (2) personnel to the 2018 National Hurricane Conference in Orlando, Florida. By allowing our personnel to attend the 2018 Hurricane Conference, essential training in hurricane preparedness and the reduction of property loss will be learned from training classes and from experiences of the 2017 Hurricane Season. Emergency Management under the Department of Emergency Services is responsible for coordination of all Public Safety Departments during incidents and planned events. Due to budget cuts over the last several years, limited funding for positions has been incorporated in the budget to attend this very beneficial conference. With storms impacting the United States this year, Harvey and Irma, this would be an ideal opportunity to obtain current training and lessons to update the County's plans. The updating of these plans will assist the County in taking steps to be better prepared and prevent loss of life and property through better planning. With County property being insured by LGIT, this training will help provide necessary information to accomplish this

**Eligibility** (Notice: Please refer to the Training Grant Program Information sheet available on LGIT's website.)

Please check all that apply to your grant submission.\*

- ☒ Intended to reduce the risk of losses covered by LGIT such as general liability, auto liability, auto physical damage, public official liability, law enforcement liability and property damage.
- ☒ Will have a bearing on the Member's insurance coverage held with LGIT.
- ☒ Allows other LGIT member local governments to attend the training.
- ☒ One-page summary attached describing how the training will assist the applicant in performing his/her job duties and contribute to the reduction of claims with LGIT.
- ☒ Description attached detailing training/event including costs, duration, qualifications of the instructor/speaker, etc.
- ☒ Does not include requests for equipment or materials unless directly related to the education/training.
- ☒ Does not include requests for videos.
- ☒ Will be limited to one per local government per fiscal year.
- ☒ Applications for each grant cycle must be received by the deadline indicated above.
- ☒ Recipients agree to provide follow-up questionnaire on the use and effectiveness of the grant received.\*

**IMPORTANT**

Failure to return the completed questionnaire within 120 days of the training's implementation may result in a forfeiture of the grant funds and possible ineligibility for future grant awards for up to two years.

Upload Supporting Documentation (single pdf)

LGIT.grantsummary.FY2018.docx

ATTACHED

4

**Applicant's Full Name and Title\***

Thomas Kane, Emergency Management Planner

**Authorized Official's Name and Title\***

Madison J. Bunting Jr., President of Worcester County Commissioners

**For further information regarding LGIT Grant Programs, please contact:  
Larry Bohlen, Director of Field Services at 443.561.1700 or lbohlen@lgit.org.**

# Local Government Insurance Trust (LGIT)

## Training Grant Application – Fiscal Year 2018

### Grant Summary

Worcester County Maryland is located on the eastern coast of Maryland and is bordered by Sussex County, Delaware to the north; Accomack County, Virginia to the south; Somerset and Wicomico Counties, Maryland to the west; and the Atlantic Ocean to the east. The eastern coast of Worcester County contains Maryland's entire Atlantic Ocean beach along a 31 mile strip of barrier islands and has a total shoreline, including bays, ocean and tidal inlets of approximately 200 miles. It is the seventh largest county in Maryland and comprises an area of 586 square miles. Flooding in Worcester County is aggravated by wide flat plains, predominately low ground elevations and tidal influences on the coastal inlets and lower reaches of major drainage ways. Worcester County reached its 274<sup>th</sup> year in 2016.

In *An Assessment of Maryland's Vulnerability to Flood Damage, August 2005*, Worcester County was listed as number one (#1) for Repetitive Loss Properties in Maryland County's for total FEMA Mitigated and FEMA Non-Mitigated Repetitive Losses. In addition, in the same publication, Worcester County was listed third (3<sup>rd</sup>) for the total Percentage of Land in Flood Zones. The first two spots were other Eastern Shore County's, Dorchester, and Somerset, of which Somerset borders Worcester to the south. Flooding due to **storm surge** is the real threat as evidenced by Super Storm Sandy.

A routine investment in training almost always shows a positive return on investment, in a variety of ways, increased productivity through improved accuracy and efficiency, improved work quality and satisfaction by the refreshment of new information and when the information is relevant to their interests these new skills or information are applied to practical situations. Another purpose of this learned and improved planning from the 2018 National Hurricane Conference would also be the increased ability to avoid interruptions in Worcester County government functions.

Personnel employed with the Emergency Services Department must remain available during any major emergency or disaster within the County. They assist to ensure the safety and welfare of citizens, visitors, workers, first responders, and help coordinate evacuations, traffic control, communications, search and rescue and infrastructure mitigation to prevent future damages. After the storm, Emergency Services coordinates the initial damage assessments, debris removal operations, re-entry, recovery and restoration for the county. Lessons learned are then incorporated into the Emergency Operations Plan, and the Hazard Mitigation Plan. From there we initiate training activities and exercises to prevent losses in the future.

The experiences and ideas presented at the 2018 National Hurricane Conference from Federal, State, Local and private agencies are important learning tools and will allow the county to learn about various disaster plans and take those experiences into considerations. As the various departments in Worcester County become well educated and prepared to safeguard the county, there will be an opportunity to reduce claims which will help prevent losses and that will be a savings to LGIT.



March 26 - March 29, 2018

HILTON ORLANDO

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## 2018 National Hurricane Conference Overview

### Sunday March 25, 2018

Event Start	Event End Time	Description	Location
1:00 pm	5:00 pm	Conference Registration Desk Open	Lake Foyer Registration

### Monday March 26, 2018

Event Start	Event End Time	Description	Location
7:30 am	4:30 pm	Conference Registration Desk Open	Lake Foyer Registration
7:30 am	4:30 pm	Internet Cafe Open (if sponsored)	Clear Lake
8:00 am	12:00 pm	Media Rooms Open	Ruby Lake and Sand Lake
8:30 am	12:00 pm	Training Sessions, including EMI Courses	Lake Meeting Rooms
12:00 pm	1:30 pm	Lunch on your own	
12:00 pm	5:00 pm	Media Rooms Open	Ruby Lake and Sand Lake
12:00 pm	5:00 pm	Exhibitor Setup	Orlando Ballroom
1:30 pm	5:00 pm	Training Sessions, including EMI Courses	Lake Meeting Rooms

### Tuesday March 27, 2018

Event Start	Event End Time	Description	Location
7:30 am	4:30 pm	Conference Registration Desk Open	Lake Foyer Registration
7:30 am	4:30 pm	Internet Cafe Open (if sponsored)	Clear Lake
8:00 am	12:00 pm	Media Rooms Open	Ruby Lake and Sand Lake
8:30 am	12:00 pm	Training Sessions	Lake Meeting Rooms
12:00 pm	1:30 pm	Lunch on your own	
9:30 am	5:00 pm	Exhibit Hall Open	Orlando Ballroom
1:00 pm	5:00 pm	Media Rooms Open	Ruby Lake and Sand Lake
1:30 pm	5:00 pm	Training Sessions, including EMI Courses	Lake Meeting Rooms
5:30 pm	6:30 pm	Welcome Reception	Orlando Ballroom

### Wednesday March 28, 2018

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Event Start	Event End Time	Description	Location
7:30 am	4:30 pm	Conference Registration Desk Open	Lake Foyer Registration
7:30 am	4:30 pm	Internet Cafe Open (if sponsored)	Clear Lake
8:00 am	12:00 pm	Media Rooms Open	Ruby Lake and Sand Lake
8:30 am	10:00 am	RAP Sessions	Lake Meeting Rooms
9:30 am	3:30 pm	Exhibit Hall Open	Orlando Ballroom
10:30 am	1:00 pm	Dedicated Time to Tour Exhibit Hall	Orlando Ballroom
12:00 pm	1:00 pm	Lunch on your own	
1:00 pm	5:00 pm	Media Rooms Open	Ruby Lake and Sand Lake
1:00 pm	5:30 pm	General Session and Annual Awards Presentation	Orange Ballroom

### Thursday March 29, 2018

Event Start	Event End Time	Description	Location
7:30 am	4:30 pm	Conference Registration Desk Open	Lake Foyer Registration
8:30 am	4:30 pm	Internet Cafe Open (if sponsored)	Clear Lake
8:00 am	12:00 pm	Media Rooms Open	Ruby Lake and Sand Lake
8:30 am	12:00 pm	Concurrent Workshops	Lake Meeting Rooms
12:00 pm	1:30 pm	Lunch on your own	
1:00 pm	5:00 pm	Media Rooms Open	Ruby Lake and Sand Lake
1:30 pm	5:00 pm	Concurrent Workshops	Lake Meeting Rooms
5:00 pm		Conference Adjourns	

**Coffee Breaks will be held daily at 8:00 am, 10:00 am and 3:00 pm**

Tweet



#### IMPORTANT LINKS

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#### IMPORTANT FILES

[Attendee Registration Form](#)

[Speaker Registration Form](#)

[NHC Media Policy](#)

[NHC Refund Policy](#)

#### NATIONAL HURRICANE CONFERENCE

2952 Wellington Circle

Tallahassee, FL 32309

**Phone & Fax**

850-906-9224

#### SOCIAL



## 2018 NATIONAL HURRICANE CONFERENCE

March 26-29, 2018 \* Hilton Orlando \* Orlando, FL

Conference Hotel: Hilton Orlando, 6001 Destination Parkway, Orlando, FL 32819 (407) 313-4300

### Attendee Registration:

- ☐ Early (payment received by 2/9/18) .....\$350
- ☐ Regular (payment received 2/10/18-3/9/18) .....\$400
- ☐ Onsite (payment received after 3/9/18) .....\$450
- ☐ Daily .....\$150 per day  
Please check all that apply ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday

Name \_\_\_\_\_

Title \_\_\_\_\_ Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail \_\_\_\_\_ Phone \_\_\_\_\_

### Payment Information:

Make checks payable to: National Hurricane Conference, Inc.  
2952 Wellington Circle, Tallahassee, FL 32309

We accept these credit cards: Amex • MasterCard • VISA • Discover

Credit Card Number \_\_\_\_\_ Expiration \_\_\_\_\_

Cardholder Name \_\_\_\_\_ CVR# \_\_\_\_\_

Cardholder Signature \_\_\_\_\_

#### REFUND POLICY

Cancellations received by Feb 23, 2018 will receive a full refund, less a \$50 cancellation fee. Cancellations received by Feb 24 and on or before March 9, 2018 will receive a 50% refund. No refunds will be made for cancellations received after March 9, 2018. NHC must receive cancellation requests in writing, by email or regular mail. Telephone requests will not be honored. Send requests to NHC Cancellations, 2952 Wellington Circle, Tallahassee, FL 32309 or email: [Lisa@HurricaneMeeting.com](mailto:Lisa@HurricaneMeeting.com) No refunds will be made for cancellations received after March 9, 2018.

National Hurricane Conference, Inc. \* Federal ID # 20-2105613  
2952 Wellington Circle, Tallahassee, FL 32309 \* (850)906-9224 Phone/Fax  
[Lisa@HurricaneMeeting.com](mailto:Lisa@HurricaneMeeting.com)





March 26 - March 29, 2018

HILTON ORLANDO

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## 2018 Hotel



### Hilton Orlando

6001 Destination Parkway  
Orlando, Florida 32819  
(407) 313-4300

\$184.00 Single/Double

[Link to Hotel Registration](#)

[Tweet](#)


#### IMPORTANT LINKS

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#### IMPORTANT FILES

[Attendee Registration Form](#)[Speaker Registration Form](#)[NHC Media Policy](#)[NHC Refund Policy](#)

#### NATIONAL HURRICANE CONFERENCE

2952 Wellington Circle

Tallahassee, FL 32309

**Phone & Fax**

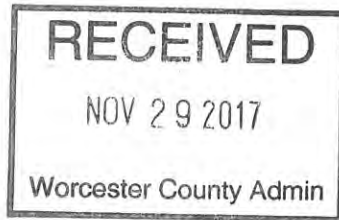
850-906-8224

#### SOCIAL

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EMERGENCY SERVICES  
**Worcester County**  
GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1002  
SNOW HILL, MARYLAND 21863-1193  
TEL: 410-632-1311  
FAX: 410-632-4686

6

FRED E. WEBSTER, JR.  
DIRECTOR

To: Harold Higgins, Chief Administrative Officer

From: Fred Webster, Director of Emergency Services 

Re: Communications Overtime

Date: 27 November 2017

---

The Department of Emergency Services has reached its budgetary approved limit for overtime for FY18. The County Commissioners approved \$20,000 for the year and to date the department has paid out in overtime charges \$18,295.25. Pursuant to Worcester County Personal Rules and Regulations, Section 3.03, subsection D "Once budgetary limits are reached, all overtime may be compensated in compensatory time unless approved in advance by the Commissioners." As of September 1<sup>st</sup> staff was instructed overtime would be needed to be paid out in compensatory time.

The department staffing requirements and scheduling require a minimum of 4 people working 3 – 12 hours shifts plus a 6 hour shift for a total of 42 hours. The department's four shifts times the 42 hours then total the 168 hours in week. So every week the department has at least 24 hours of overtime. New hires also put pressure on our seasoned 911 call takers which require additional overtime hours. New hires take at least a full year of training to be able to function on their own. As of this memo we have two new hires starting on 4 December with still one opening needed to be filled. The department also has two seasoned dispatchers that will be out on approved extended personal leave before the end of the budget year.

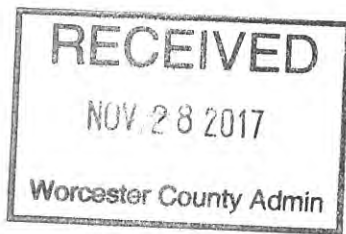
Pursuant to Worcester County Personnel Rules and Regulations, section 3.03, subsection D, I am therefore seeking Commissioner approval for an additional \$35,000 in FY18 for overtime expenses.

I am available to answer any questions that may arise at your convenience.

Thank you for your consideration.

**3.03 OVERTIME**

- A. For the purpose of determining overtime eligibility and in accordance with the Fair Labor Standards Act (FLSA) regulations, all County positions are designated as either "non-classified" (exempt) or "classified" (non-exempt).
- B. Regular full-time classified employees except law enforcement officers and correctional officers, are entitled to overtime compensation for hours worked over 40 hours paid per week. Regular full-time, classified law enforcement officers and correctional officers are entitled to overtime compensation for hours worked over 80 hours paid in a 14-day period concurrent with the pay period. Regular part-time, part-time and temporary classified employees are entitled to overtime compensation for hours worked over 40 per week. When computing overtime, vacation, sick, holiday, personal and miscellaneous leave will count toward calculation of overtime eligibility. Compensatory time taken off will not count toward calculation of overtime eligibility.
- C. All overtime must be authorized in advance by the employee's Department Head. Employees who work unauthorized overtime may be subject to disciplinary action. It is the Department Head's responsibility to minimize overtime by granting time off in lieu of potential overtime prior to the end of the work period defined in Subsection B. above.
- D. Overtime compensation is calculated at one and one-half times the employee's regular rate of pay. With the approval of the Department Head, employees entitled to overtime compensation may request to receive compensatory time or overtime payment in cash subject to annual budgetary constraints. **Once budgetary limits are reached, all overtime may be compensated in compensatory time unless approved in advance by the Commissioners. Any employee who is unwilling to accept compensatory time for overtime compensation shall not work overtime.**
- E. Non-classified employees and elected or appointed officials are not covered by the FLSA overtime provisions and do not receive either overtime pay or compensatory time in lieu of overtime pay.
- F. In cases only where grant funding reimburses the County at 100% of the cost for overtime paid, where the County does not incur any expense whatsoever, an employee may count compensatory time used toward calculation of overtime. Grant-funded overtime must be paid in the pay period the overtime was earned and cannot be converted to compensatory time. It is the Department Head's responsibility to ensure that the grant funds are reimbursable at 100%, available for payment of overtime.




EMERGENCY SERVICES  
**Worcester County**  
GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1002  
SNOW HILL, MARYLAND 21863-1193  
TEL: 410-632-1311  
FAX: 410-632-4686

7

FRED E. WEBSTER, JR.  
DIRECTOR

To: Harold Higgins, Chief Administrative Officer

From: Fred Webster, Director of Emergency Services 

Re: River Run Road Names

Date: 29 November 2017

---

H & B Solutions, on behalf of the River Run Development Association, have formally requested naming of 4 private roads within the development. The names include Wentworth Lane, Brooklawn Lane, Oakland Hills Lane and Augusta Lane. Augusta Lane was previously approved on the River Run site plan submitted in 1992 however the name was never used.

The suggested names have been checked against the current list of road and lane names in the county by the Department of Emergency Services and the county Technical Services Division and do not conflict with any existing names. We are therefore recommending Commissioner approval.

I am available to answer any questions that may arise at your convenience.

Attachments (2)



DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING

**Worcester County**

GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1201

SNOW HILL, MARYLAND 21863

TEL: 410.632.1200 / FAX: 410.632.3008

[www.co.worcester.md.us/drp/drpindex.htm](http://www.co.worcester.md.us/drp/drpindex.htm)

ZONING DIVISION  
BUILDING DIVISION  
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICES DIVISION

TO: Fred Webster, Jr., Emergency Services Director  
FROM: Kelly L. Henry, Technical Services Division Manager  
DATE: November 27, 2017  
SUBJECT: Request to Approve Private Road Names – River Run

\*\*\*\*\*

Please find attached a memo dated November 21, 2017 from Dane Bauer, H&B Solutions LLC requesting the approval of four (4) private road (lane) names for River Run. I have reviewed the road names in the EOC Master Address List, and the County Road Public and Private Road Inventory Lists. I do not see any conflict or duplication with an existing public or private road name in regard to the requested names:

- Wentworth Lane;
- Augusta Lane;
- Brooklawn Lane; and
- Oakland Hills Lane.

In checking the County Private Road Name List, Augusta Lane was approved for River Run on a siteplan submitted in 1992. The layout was revised and the name was not used, until now. The attached exhibit also denotes "Carnouste Lane", which was approved by the County Commissioners in September 2017. The additional road names resolve the addressing matter that we discussed in September.

As always I am available at your convenience if you need more information relative to this matter, please do not hesitate to contact me. Thank you.

Attachments (2)

Cc: Edward A Tudor, Director  
Rita Campbell, DRP Specialist  
Frank Adkins, Roads Superintendent



H&B Solutions, LLC  
37534 Oliver Drive  
Selbyville, DE 19975  
Tel: 410.292.4385

November 21, 2017

Worcester County Government  
Department of Development Review & Permitting  
1 West Market Street, Room 1201  
Snow Hill, MD 21863

Attn: Ms. Kelly Henry  
Technical Services Division Manager

Re: River Run  
Approved Private Roads  
Road Name Request  
Project No. 14015.00

Dear Ms. Henry:

In response to your letter dated September 22, 2017, River Run Development Association has created the following list of road names for your review. A site plan sheet showing the locations of these roads is enclosed. Per various emails between us, it seems these road names are acceptable to you. We would respectfully request that submit a recommendation for approval to the County Commissioners for their acceptance.

1. Wentworth Lane
2. Augusta Lane
3. Brooklawn Lane
4. Oakland Hills Lane

If you need anything further in these regards, please let us know.

Sincerely,

H&B Solutions, LLC

A handwritten signature in black ink, appearing to read 'Dane S. Bauer'.

Dane S. Bauer

Enclosure

Cc: Mr. Fred Webster, Jr., EOC Director (w/ enclosure)  
Mr. Edward Tudor, DRP Director (w/ enclosure)  
Ms. Rita Campbell (w/ enclosure)



DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING

## Worcester County

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CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICES DIVISION

September 22, 2017

Melissa Hall / Dane Bauer  
H & B Solutions, LLC  
37534 Oliver Drive  
Selbyville, DE 19975

RE: Approved Private Roads – River Run

Dear Ms. Hall and Mr. Bauer,

During the County Commissioner's meeting on Tuesday, September 19, 2017, the Commissioner's approved a request from Mr. Lew Meltzer and yourself relative to the creation of an approved private road, Carnouste Lane, in the final phase of River Run (PUD). After becoming aware of this matter on Wednesday, I met with Fred Webster, EOC Director; as it pertains to addressing and compliance with the County's Uniform Property Numbering System. In reviewing the exhibit of the road and townhouse layout submitted for the same meeting, there are actually four or five road segments, not one (see page two). The Commissioners have granted the continued use of approved private roads within this development and the name of "Carnouste Lane". In order to proceed with addressing and signage, you will need to submit four additional road names for approval. Please submit these names to Fred Webster and I for review to assure that there is not any duplication or conflict with existing road names. Once these names are reviewed, a recommendation for approval will be submitted to the Commissioners.

I apologize for this inconvenience. This process will be expedited as soon as proposed names are submitted for review. Please do not hesitate to contact me with any questions you may have regarding this matter.

Sincerely,

Kelly Henry

Technical Services Division Manager

Cc: Fred Webster Jr., EOC Director  
Edward A, Tudor, DRP Director

*Citizens and Government Working Together*







**RESOLUTION APPROVING A PROPOSAL FOR AN APPROVED PRIVATE ROAD  
FOR THE RIVER RUN RESIDENTIAL PLANNED COMMUNITY  
CARNOUSTE LANE**

WHEREAS, the County Commissioners of Worcester County, Maryland received a request from Lew Meltzer and Dane Bauer on behalf of River Run Development Associates, LLC for approval of a certain private road known as Carnouste Lane and associated construction standards within the River Run Residential Planned Community (RPC), said road construction standards shown on the plan attached hereto and made a part hereof; said River Run RPC located to the north of Beauchamp Road, east of MD Route 589, in Worcester County, Maryland; and

WHEREAS, in accordance with the provisions of § Section ZS 1-123 (Approved private roads) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland, the Worcester County Planning Commission reviewed and favorably recommended approval of the proposed approved private road known as Carnouste Lane at its meeting of September 7, 2017; and

WHEREAS, the County Commissioners reviewed the request at their meeting of September 19, 2017 and considered its relationship to existing and planned public roads of the County; the nature of the area to be served by the road; the desirability or necessity of public access to the areas to be served by the road; whether or not the construction and maintenance of the road is financially feasible; the proposed construction and maintenance standards; and the proposed maintenance plan and find that the use of the Approved Private Roads in this situation is warranted.

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County, Maryland that the request for the establishment of the approved private road known as Carnouste Lane and associated construction standard proposed by Lew Meltzer and Dane Bauer on behalf of River Run Development Associates, LLC as described herein is hereby approved.

AND, BE IT FURTHER RESOLVED that this Resolution shall take effect upon its passage.

PASSED AND ADOPTED this 19<sup>th</sup> day of September, 2017.

ATTEST:

Kelly Shannahan For HLH  
Harold L. Higgins - Kelly Shannahan  
Chief Administrative Officer, Assistant CAO

COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND

Madison J. Bunting, Jr.  
Madison J. Bunting, Jr., President

Diana Purnell  
Diana Purnell, Vice President

Anthony W. Bertino, Jr.  
Anthony W. Bertino, Jr.

James C. Church  
James C. Church

Theodore J. Elder  
Theodore J. Elder

Merrill W. Lockfaw, Jr.  
Merrill W. Lockfaw, Jr.

Joseph M. Mitreic  
Joseph M. Mitreic

RESOLUTION NO. 17 - \_\_\_\_

**RESOLUTION APPROVING REVISED NAMES FOR APPROVED PRIVATE ROADS  
IN THE RIVER RUN RESIDENTIAL PLANNED COMMUNITY**

WHEREAS, by Resolution No. 17-20, adopted on September 19, 2017, the County Commissioners of Worcester County, Maryland approved a request for the establishment of an approved private road known as Carnouste Lane and the associated construction standard proposed by Lew Meltzer and Dane Bauer on behalf of River Run Development Associates, LLC; and

WHEREAS, subsequent to the adoption of Resolution No. 17-20, it was determined that Carnouste Lane actually consisted of five separate road segments each of which must have a separate name for addressing purposes; and

WHEREAS, River Run Development Associates, LLC has proposed four names for these additional roads segments as follows: Wentworth Lane, Augusta Lane, Brooklawn Lane, and Oakland Hills Lane; and

WHEREAS, the County Commissioners reviewed the request at their meeting of December 5, 2017 and determined that the proposed lane names for these private road segments in the River Run Residential Planned Community do not conflict with or duplicate any existing public or private road name in Worcester County and are therefore acceptable;

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County, Maryland that the request to rename four of the segments of Carnouste Lane as approved by Resolution No. 17-20, adopted on September 19, 2017, is hereby approved to include the following names as shown on the attached Road Name Concept Plan: Wentworth Lane; Augusta Lane; Brooklawn Lane; and Oakland Hills Lane.

AND, BE IT FURTHER RESOLVED that this Resolution shall take effect upon its passage.

PASSED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2017.

ATTEST:

COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND

\_\_\_\_\_  
Harold L. Higgins  
Chief Administrative Officer

\_\_\_\_\_  
Madison J. Bunting, Jr., President

\_\_\_\_\_  
Diana Purnell, Vice President

\_\_\_\_\_  
Anthony W. Bertino, Jr.

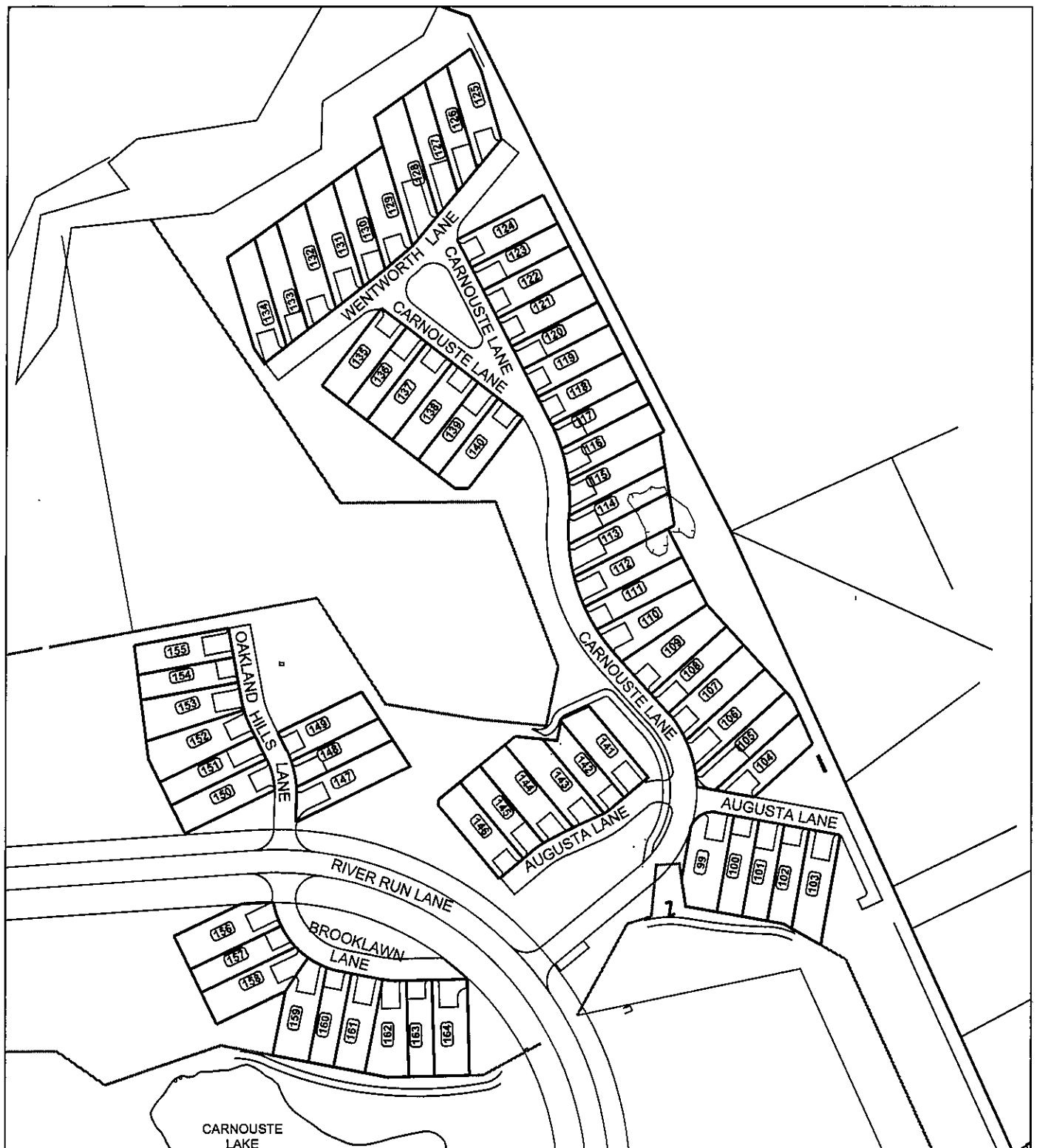
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James C. Church

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Theodore J. Elder

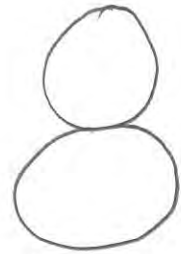
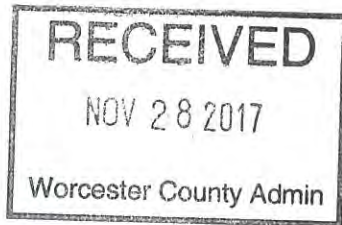
\_\_\_\_\_  
Merrill W. Lockfaw, Jr.

\_\_\_\_\_  
Joseph M. Mitrecic

DRAFT



**ROAD NAME CONCEPT PLAN**  
of the Lands of  
**RIVER RUN**  
**THIRD ELECTION DISTRICT**  
**WORCESTER COUNTY, MARYLAND**



DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING

**Worcester County**

GOVERNMENT CENTER

ONE WEST MARKET STREET, ROOM 1201

SNOW HILL, MARYLAND 21863

TEL: 410-632-1200 / FAX: 410-632-3008

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TECHNICAL SERVICE DIVISION

## MEMORANDUM

TO: Harold L. Higgins, Chief Administrative Officer  
FROM: Edward A. Tudor, Director   
DATE: November 28, 2017  
RE: Nuisance Abatement Order #17-1 - 10307 Racetrack Road -  
Kevin J. Evans T/A Planted Pleasures

\*\*\*\*\*

I am happy to inform you that we have secured an interested contractor and, as of Monday, November 27, 2017, have begun the cleanup of the above referenced property pursuant to the County Commissioners' abatement order. As I indicated the last time I spoke to the County Commissioners with regard to this issue, the cleanup is an ever evolving situation. The site actually contains far more debris and material than we even discovered during preparation for the cleanup. As such it is virtually impossible to determine at this time what the ultimate cost of the work may be. It would be extremely difficult, if not impossible, to formally bid the work. Therefore, in an abundance of caution, I respectfully request that should it appear that the clean up costs will exceed \$10,000.00, the County Commissioners waive formal bidding procedures and allow us to complete the abatement with the contractor we have on site.

If you have any questions please let me know.

cc: Jennifer Keener, Zoning Administrator  
Phil Thompson, Finance Officer  
Lisa Wilkens, Zoning Inspector



DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING

**Worcester County**

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TEL: 410-632-1200 / FAX: 410-632-3008

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November 20, 2017

ZONING DIVISION  
BUILDING DIVISION  
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICE DIVISION

BY REGULAR AND CERTIFIED MAIL

Mr. Kevin J. Evans  
T/A Planted Pleasures  
10307 Racetrack Road  
Berlin, Maryland 21811

Re: Nuisance Abatement Order #17-1 – 10307 Racetrack Road, Tax Map 21, Parcel 110

Dear Mr. Evans:

Please be advised that on or about November 27, 2017, a private contractor accompanied by County personnel will enter upon your above referenced property for the purpose of abating the public nuisance conditions as outlined in the original abatement order issued by the Worcester County Commissioners on July 7, 2017 (copy attached). Your cooperation in this effort would be most appreciated. You will receive an invoice for the total cost of the abatement after its conclusion. If you have any questions regarding this procedure please feel free to contact me.

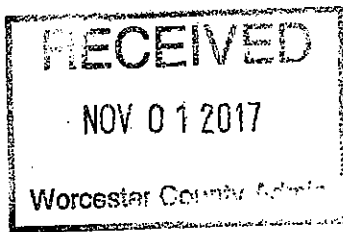
Sincerely,

Edward Tudor  
Director, Development Review and Permitting

cc: Harold Higgins, Chief Administrative Officer  
Maureen L. Howarth, County Attorney  
Jennifer Keener, Zoning Administrator, DRP  
Lisa Wilkens, Zoning Inspector, DRP  
Phil Thompson, Finance Officer

Mr. Tudor updated the Commissioners on the status of the abandoned property owned by Kevin J. Evans T/A Planted Pleasures and located at 10307 Racetrack Road (MD Rte. 589) south of Ocean Pines, which is identified on Tax Map 21 as Parcel 110, and which was declared a nuisance by the Commissioners on September 5, 2017 and granted a 60-day extension to November 5, 2017 to abate the nuisance. Mr. Tudor advised that the property owner has not complied with the terms of the order. In fact, it does not appear that Mr. Evans has taken any steps to abate the nuisance. Therefore, County staff have begun to develop a plan that will include seeking proposals from area contractors to safely abate the nuisance, the cost of which will be billed to Mr. Evans and will become a lien on the property if not paid.

In response to a question by Commissioner Elder, Mr. Tudor stated that due to unseen debris that could damage grass cutters and/or other equipment, competitive bids for the nuisance abatement will likely be based on time and materials costs.



DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING

**Worcester County**

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ZONING DIVISION  
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CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICE DIVISION

## MEMORANDUM

TO: Harold L. Higgins, Chief Administrative Officer  
FROM: Edward A. Tudor, Director *EAT*  
DATE: October 31, 2017  
RE: Nuisance Abatement Order No. 17-1 - Racetrack  
Road - Kevin J. Evans T/A Planted Pleasures

\*\*\*\*\*

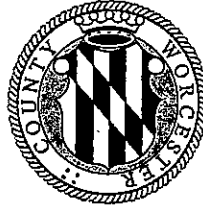
This memorandum serves to provide an update to the County Commissioners on the status of the above referenced nuisance case. The original order required the nuisance to be corrected by November 5, 2017. I regret to inform you that absent incredibly extreme measures being taken this week, the property will not be in compliance with the terms of the abatement order by November 5<sup>th</sup>. As of this writing it does not appear that anything at all has been done to correct the nuisance condition. The Department is currently in the process of planning for what appears will be the need to hire a contractor to facilitate the extensive cleanup.

As always, I will be available to discuss the matter with you and the County Commissioners at your convenience.

### Attachments

cc: Jennifer Keener, Zoning Administrator  
Lisa Wilkens, Zoning Inspector

TEL: 410-632-1194  
FAX: 410-632-3131  
E-MAIL: admin@co.worcester.md.us  
WEB: www.co.worcester.md.us



COMMISSIONERS  
MADISON J. BUNTING, JR., PRESIDENT  
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MERRILL W. LOCKFAW, JR.  
JOSEPH M. MITRECIC

OFFICE OF THE  
COUNTY COMMISSIONERS

HAROLD L. HIGGINS, CPA  
CHIEF ADMINISTRATIVE OFFICER  
MAUREEN F.L. HOWARTH  
COUNTY ATTORNEY

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

September 7, 2017

Mr. Kevin J. Evans  
T/A Planted Pleasures  
10307 Racetrack Road  
Berlin, Maryland 21811

BY REGULAR AND CERTIFIED MAIL

RE: Extension of Nuisance Abatement Order No. 17-1

Dear Mr. Evans:

As you are aware, at their meeting of September 5, 2017, the Worcester County Commissioners agreed to grant you a 60-day extension to abate the nuisance conditions which exist on your property located at 10307 Racetrack Road in Berlin, Maryland as referenced in the original letter to you dated July 7, 2017 (copy attached). All nuisance conditions must be abated no later than November 5, 2017. Failure to abate the nuisance conditions by the extended deadline will result in County forces abating the nuisance conditions at your expense as referenced in Section PH 1-102(d) and (e) of the attached County Code. We trust that you will take this opportunity to abate these nuisance conditions on your own in order to avoid further action by the County.

Thank you for your attention to this matter.

Sincerely,

Harold L. Higgins  
Chief Administrative Officer

HLH/KS:dd

cf: Edward A. Tudor, Director of Development Review & Permitting  
Jennifer Keener, Zoning Administrator, DRP  
Lisa Wilkinson, Inspector, DRP  
Phil Thompson, Finance Officer  
John H. Tustin, Director of Public Works  
CC131/Kevin Evans



TEL: 410-632-1194  
FAX: 410-632-3131  
E-MAIL: admin@co.worcester.md.us  
WEB: www.co.worcester.md.us



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THEODORE J. ELDER  
MERRILL W. LOCKFAW, JR.  
JOSEPH M. MITRECIC

OFFICE OF THE  
COUNTY COMMISSIONERS

HAROLD L. HIGGINS, CPA  
CHIEF ADMINISTRATIVE OFFICER  
MAUREEN F.L. HOWARTH  
COUNTY ATTORNEY

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103  
SNOW HILL, MARYLAND

21863-1195

July 7, 2017

Kevin J. Evans  
T/A Planted Pleasures  
10307 Racetrack Road  
Berlin, MD 21811

BY REGULAR MAIL AND CERTIFIED MAIL

### Nuisance Abatement Order #17-1

You are hereby notified pursuant to Section 1-102 of the Public Health Article of the Code of Public Local Laws of Worcester County, Maryland, the County Commissioners of Worcester County have ordered that you abate the nuisance condition which exists on property owned by you located at 10307 Racetrack Road, Berlin, Maryland 21811, and identified on Worcester County Tax Map 21 as Parcel 110. The precise nature of the nuisance, as determined by the County Commissioners, being the uncontrolled growth of grass, weeds and other vegetation, the unscreened accumulation of personal property in excess of one hundred square feet in area, and several unattended, dilapidated, ramshackled structures, all of which also contributes to your property being prejudicial to property values in the County, and which constitutes a nuisance under the provisions of Subsections PH 1-101(a)(1), (4), (11) and (14) of the County Code. A copy of the law is enclosed for your reference.

**You are hereby ordered to abate such nuisance by July 31, 2017.** Should you wish a hearing on the matter you must sign and deliver the enclosed request for a hearing to the Office of the County Commissioners, Room 1103 - Worcester County Government Center, One West Market Street, Snow Hill, Maryland, 21863-1195, **not later than fifteen (15) days from your receipt of this letter.**

Should you wish technical assistance with regard to the abatement of the nuisance you may contact Lisa Wilkens, Zoning Inspector, at the Worcester County Department of Development Review & Permitting at (410) 632-1200, extension 1135.

For the County Commissioners

Harold L. Higgins  
Chief Administrative Officer

cc: Edward A. Tudor, Director of Development Review & Permitting  
Jennifer Keener, Zoning Administrator, DRP  
Lisa Wilkens, Zoning Inspector, DRP  
Phil Thompson, Finance Officer  
KS/Misc/Nuisance Abatement 17-1

## **Title PH1**

### **HEALTH-RELATED NUISANCES**

#### **SUBTITLE I Environmental Health Hazards**

**§ PH 1-101. Nuisances.**

**§ PH 1-102. Abatement of nuisances.**

**§ PH 1-103. Tattoo establishments.**

**§ PH 1-104. Junk vehicles.**

**§ PH 1-105. Smoking in public buildings.**

**§ PH 1-106. Litter.**

**§ PH 1-107. Skin penetrating body  
adornment.**

**§ PH 1-108. Nightclubs.**

**§ PH 1-109. Adult-oriented businesses,  
entertainment, and material.**

**[HISTORY: Adopted by the Board of County Commissioners of Worcester County 8-25-1981 by Bill No. 81-5 as Title 1 of the Public Health Article of the 1981 Code. Amendments noted where applicable.]**

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#### **SUBTITLE I Environmental Health Hazards**

**§ PH 1-101. Nuisances. [Amended 11-10-1987 by Bill No. 87-5; 4-25-1989 by Bill No. 89-2]**

- (a) Certain conditions to be declared nuisances. The existence of any of the following conditions in the County which are found to be dangerous or prejudicial to the maintenance of property values, health, safety or general welfare of the people of the County by the duly designated County department or official are hereby declared to constitute a public nuisance: **[Amended 11-16-2004 by Bill No. 04-11]**

- (1) The uncontrolled growth of grass, weeds or other rank vegetation, including but not limited to ragweed, poison ivy, poison oak, poison sumac, and all other noxious weeds which are generally known to be either allergenic, a skin irritant, or toxic when ingested, to a height exceeding one foot. **[Amended 5-18-2010 by Bill No. 10-4]**

- A. The above requirement shall not apply where the Department has determined, after an investigation which considers the physical characteristics or actual use of the property or other relevant factors, that the property qualifies as one of the following: properties utilized for a bona fide agricultural purpose, natural wooded areas, stream protection areas, habitat protection areas, steep slope and erodible soil protection areas, stormwater management facilities areas, unimproved areas of more than three acres in size, areas publicly owned and maintained as natural areas, and private open space areas covenanted with the County as recreational areas to be maintained in their natural state. In no case shall noxious weeds as described above be allowed to grow within sixty feet of any property line adjoining an occupied property zoned for residential, commercial or industrial purposes. In addition, the

above requirement shall not apply to wetlands, stream protection areas, habitat protection areas, steep slope and erodible soils protection areas, stormwater management facilities areas and nature study areas. Any uncontrolled growth as described in and subject to the provisions of this section shall be cut to a height not exceeding four inches.

- B. Where it is ascertained that the owner, occupant or person in control of any lot or lands within the County has allowed or maintained on such lot or lands any growth of weeds or other rank vegetation to a height over one foot or that noxious weeds, as defined herein, are growing on lands within the County, written notice shall be served upon the owner, lessee, agent, or tenant having charge of any lot or lands within the County that weeds or other rank vegetation have been allowed to grow to a height exceeding one foot and that such weeds or other vegetation must be cut to a height not exceeding three inches. If the owner or other person having charge of such lands is a nonresident, notice shall be sent by regular United States mail to his address as shown on the tax assessment rolls as maintained by the Maryland Department of Assessment and Taxation. Mailing by regular United States mail shall constitute adequate notice. In addition such notice shall be posted on the lot or lands not less than fifteen days prior to taking any further action and shall contain information describing the nature of the violation, the anticipated corrective action, and whom to contact for further information. If the address of any owner or person having charge of such lot or lands cannot be located after diligent search, posting of such notice on the lot or land shall constitute adequate notice.
- (2) Any accumulation of animal or vegetable matter or manure that is offensive by virtue of odors or vapors or by the inhabitation therein of rats, mice, snakes or vermin of any kind which is or may be dangerous or prejudicial to the public health.
- A. The provisions of this section pertaining to manure shall not apply to legitimate agricultural land use unless said use is immediately adjacent to a residential structure on another lot. In such cases, manure cannot be stored within one hundred feet of the residential structure.
- (3) Any placing, leaving, dumping or accumulation of rubbish, household trash or junk causing or threatening to cause a fire hazard, or causing the inhabitation therein of rats, mice, snakes, or vermin of any kind or the accumulation of stagnant water causing or threatening to cause the breeding of insects which is or may be dangerous or prejudicial to the public health.
- (4) Other than as provided in Subsections (a)(4)A and B below, the outdoor storage or accumulation of personal property occupying greater than one hundred square feet of land area per parcel or lot, including but not limited to the following: appliances, appliance parts, furniture, linens, household goods, lawn mowers, auto, truck, boat, recreational vehicle, motorcycle or bicycle parts, scrap metal, glass, scrap paper, bicycles, wire, electrical or plumbing parts and fixtures, tools, building

supplies and materials not in storage for existing permitted construction activity on the site.

A. When the storage or accumulation of personal property as described in Subsection (a)(4) above is visually screened from adjoining public road rights-of-way and adjoining properties or contained wholly within a completely enclosed structure, the storage or accumulation of personal property may occupy greater than one hundred square feet of land area per parcel or lot.

B. The provisions of this subsection shall not apply to properties utilized for bona fide agricultural purposes.

(5) The deposit or accumulation of any foul, decaying or putrescent substance or garbage, trash, rubbish or other offensive matter upon the ground surface or in or upon any groundwater, abandoned well, sewage system, bathing area, lake, pond, watercourse, ditch, drain, gutter or tidewater, hole or pit.

(6) The overflow of any foul liquids or sewage or the escape of any sewage or sewage gas from any privy, cesspool, septic tank, subsurface tile field or any other type of sewage system which is not connected to a municipal sewage system; or any open cesspool or unsafe sewage system. [Amended 7-26-2005 by Bill No. 05-8]

(7) A toilet or urinal in any public or quasi-public building which is maintained in an unsanitary condition.

(8) The accumulation or deposit of manure, human feces, garbage, cannery wastes or by-products, feathers and poultry offal, carcasses of animals or any form of filth.

(9) A polluted or unsafe water system, well or spring or the pollution of any well or spring. [Amended 7-26-2005 by Bill No. 05-8]

(10) Any premises having an unsafe sewerage system or facility, or that is not provided with a suitable toilet or sanitary privy for all persons gathering, working or living therein. [Amended 7-26-2005 by Bill No. 05-8]

(11) Any dilapidated, burned-out, fallen-down, ramshackled or decayed structure or remnant thereof which is unattended and uninhabitable or unusable for its intended purpose and is beyond reasonable hope of rehabilitation or restoration. The Commissioners, in making a determination of a nuisance condition under this subsection, shall consider the historical significance of the structure and its danger or potential danger to the public.

(12) Any unattended and unprotected man-made hole, cave, crater, cavity, pit or pool or similar surface condition which constitutes or has the potential of becoming a hazardous area to the public because of potential for cave-in, subsidence or collapse or because of an accumulation of water.

(13) The disposition of any animal carcass upon the surface of any land, road or highway.

- (14) Such other similar conditions as the County Commissioners may determine to be prejudicial or dangerous to the health or safety of the people of the County or any of the above or similar conditions as may be determined by the County Commissioners to be prejudicial to property values in the County.

(b) Procedure for determination of nuisance.

- (1) The County Commissioners shall, by resolution, designate County departments or officials to investigate, determine the existence of and issue citations for nuisances.
- (2) The County Commissioners or any department or official designated to enforce this Subtitle may require that nuisance complaints be in writing, signed by the complainant and contain such information as may be necessary to locate and investigate the condition.
- (3) No complaint shall be necessary to institute the investigation of a nuisance.
- (4) Departments and officials designated to enforce this Subtitle shall cooperate with each other in sharing information and making investigations.
- (5) The investigating department or official shall, after investigation, determine whether or not a nuisance exists.

(c) Violations.

- (1) Anyone permitting or maintaining a nuisance as determined hereunder shall be guilty of a civil infraction.
- (2) Each day that a nuisance is permitted or maintained shall constitute a separate infraction.
- (3) A property owner of property on which a nuisance exists, as well as the person causing the nuisance, shall be guilty of such civil infraction.
- (4) Nothing in this Subtitle shall prohibit the abatement of a nuisance under any other legal procedure or relieve a person charged with a civil infraction hereunder from liability under any other civil or criminal enactment.

- (d) Notice. In addition to the penalties contained in Subsection (c) hereof, where it has been determined pursuant to Subsection (b)(5) hereof that a nuisance exists, the Department or official making such determination shall cause written notice to be sent to the property owner, as well as the occupant or other person in possession of the property in question, said notice to describe the nature of the nuisance and the actions necessary for correction. Such notice shall be sent by registered mail to the owners address as identified on the tax assessment rolls as maintained by the Maryland Department of Assessment and Taxation. If the address of any owner or person having charge of such lot or lands which is the subject of the nuisance cannot be located after diligent search or if the aforementioned notice by registered mail is not accepted or otherwise not deliverable, posting of such notice on the lot or land shall constitute adequate notice. Such notice shall be posted on the lot or lands not less than seven days prior to taking any further action and shall contain information describing the nature of the violation, the required corrective action,

and whom to contact for further information. [Added 11-16-2004 by Bill No. 04-11;<sup>1</sup> amended 5-18-2010 by Bill No. 10-4]

(c) Applicability.

- (1) This Subtitle shall apply only in the unincorporated areas of Worcester County and shall not apply to any disposal site operated by the County Commissioners or the Worcester County Sanitary Commission.<sup>2</sup>
- (2) This Subtitle shall not apply to any legal, bona fide, recognized agricultural practice, provided that such practice does not constitute a health hazard.

§ PH 1-102. Abatement of nuisances. [Amended 11-10-1987 by Bill No. 87-5; 8-2-1988 by Bill No. 88-6; 4-25-1989 by Bill No. 89-2]

- (a) County Commissioners may abate. The County Commissioners may abate any nuisance so designated under this Subtitle.
- (b) Procedure. Where necessary corrections have not been completed after the notice requirements as contained in § PH 1-101(d) hereof have been fulfilled, any Department or official charged with the enforcement of this subtitle may cause or request abatement of any nuisance condition in accordance with the following: [Amended 11-16-2004 by Bill No. 04-11; 5-18-2010 by Bill No. 10-4]
  - (1) Where the Department has ascertained there to be a violation of the provisions of § PH 1-101(a)(1) hereof and corrective actions have not commenced after notice as provided for in § PH 1-101(d) hereof, the Department may enter upon the premises and cut or otherwise remove the overgrowth of vegetation in accordance with the standards as set forth in § PH 1-101(a) hereof. All costs associated with cutting and or removal of the vegetation, and a service fee, shall be assessed in accordance with a fee schedule established by resolution of the County Commissioners. The Department shall mail a statement of charges promptly upon completion of the corrective action to the owner of the premises. All such statements shall be due and payable within thirty days of mailing and shall bear interest thereafter in the same percentage as a delinquent County tax bill. Any unpaid and delinquent statement shall become a lien upon all real estate and personal property of the subject in the same manner as delinquent taxes and a notation shall be made upon the tax records of the County Finance Officer.
  - (2) For all nuisance conditions which remain uncorrected after notice as provided for in § PH 1-101(d) hereof, other than that described in Subsection (b)(1) hereof, the appropriate Department or official may request abatement of a nuisance.
- (c) Notice, order, hearing. After the receipt of a request as described in Subsection (b)(2) hereof, the County Commissioners shall notify, in writing, the owner of the property on which the nuisance is located, as shown on the tax assessment rolls of the County as

1. Editor's Note: This bill also redesignated former Subsection (d) as Subsection (e).

2. Editor's Note: The Sanitary Commission was abolished by Bill No. 93-19.

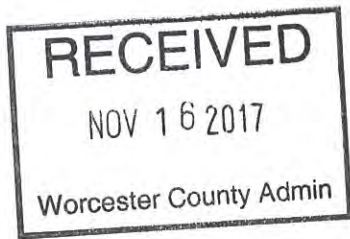
maintained by the Maryland Department of Assessments and Taxation, as well as the occupant or other person in possession of the property in question, of the request for abatement and shall send to such person an order requiring the prompt abatement of such nuisance within a reasonable time, to be set in such order, which is to take into account the nature of the nuisance. The notice shall afford the owner, occupant or other person in possession of the premises the opportunity to be heard by the County Commissioners within a reasonable time, to be set in such order, which time shall take into account the nature of the nuisance. Such notice shall be sent to the owner's address as shown on the tax assessment rolls of the County as maintained by the Maryland Department of Assessments and Taxation by registered United States mail. If the address of any owner or person having charge of such lot or lands cannot be located after diligent search, or if the aforementioned notice by registered mail is not accepted or otherwise not deliverable, it shall be sufficient to post such notice on the lot or land. Such notice shall be posted on the lot or lands not less than fifteen days prior to taking any further action and shall contain information describing the nature of the violation, the anticipated corrective action, and whom to contact for further information. [Amended 11-16-2004 by Bill No. 04-11; 5-18-2010 by Bill No. 10-4]

(d) Abatement by County.

(1) In the event that such person does not abate any such nuisance as prescribed hereby within the prescribed period of abatement or does not appear before the County Commissioners and have such abatement order rescinded by the County Commissioners within the time prescribed, the County Commissioners may enter upon the premises and cause such condition to be removed or otherwise remedied by such means as the County Commissioners may deem most appropriate and expedient.

(2) Any person, upon receipt of an abatement notice as prescribed by this section, may, at any time up to the date on which such person might have been heard with regard to an order to abate, request the County, in writing, to abate such condition, provided that such request states an affirmative agreement on the part of the requesting party to pay the costs of such removal or abatement.

(e) Cost of abatement. Any actual costs incurred by the County in removing, abating or otherwise remedying any nuisance as herein prescribed, including reasonable attorney's fees, shall be charged to the owner of the land on which the nuisance existed as well as all subjects of the civil infraction citation and shall become a lien upon all real estate and personal property of the subject of the civil infraction citation in the same manner as delinquent taxes. In the case of a condominium or cooperative, the lien shall be upon all of the individual units proportionally. It shall be the duty of the County Finance Officer to mail a statement of such charges to the persons responsible at the address shown on the tax assessment rolls of the County or, in the case of no address on the assessment roll, to the last known address. All such statements shall be due and payable within thirty days from the date of receipt thereof and shall bear interest thereafter in the same percentage as a delinquent County tax bill. In the event that any such statement becomes delinquent, a notation of the delinquency shall be made upon the tax records of the County Finance Officer. [Amended 7-26-2005 by Bill No. 05-8]



9

ZONING DIVISION  
BUILDING DIVISION  
DATA RESEARCH DIVISION

DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING  
**Worcester County**  
GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1201  
SNOW HILL, MARYLAND 21863  
TEL: 410-632-1200 / FAX: 410-632-3008  
[www.co.worcester.md.us/drp/drpindex.htm](http://www.co.worcester.md.us/drp/drpindex.htm)

ADMINISTRATIVE DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICE DIVISION

## MEMORANDUM

TO: Harold L. Higgins, Chief Administrative Officer  
FROM: Edward A. Tudor, Director *EAT*  
DATE: November 16, 2017  
RE: County Commissioners' Findings of Fact and Resolutions - Rezoning Case  
Nos. 409 (Jenkins), 410 (Shanley), 411 (Bounds) and 412 (Waterman)

*p.2*

*p.9*

*p.16*

*p.23*

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Attached please find the County Commissioners' Findings of Fact and Resolutions the staff drafted relative to the above referenced rezoning cases. As you are aware, the public hearings were held by the County Commissioners on November 7, 2017. Once the County Commissioners adopt and execute these Findings of Fact and Resolutions please forward signed copies to me so that I may notify the appropriate parties.

If you have any questions or need any further information, please do not hesitate to contact me.

phw  
Attachment



IN THE MATTER OF

\*

THE REZONING APPLICATION OF

\*

REZONING CASE NO. 409

MAC DEAN AND JOAN H. JENKINS

\*

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**FINDINGS OF FACT**

Subsequent to a public hearing held on November 7, 2017 and after a review of the entire record, all pertinent plans and all testimony, the Worcester County Commissioners hereby adopt the findings of the Worcester County Planning Commission and also make the following additional findings of fact as the County Commissioners' complete findings of fact pursuant to the provisions of Section ZS 1-113 of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland.

Regarding the specifics of Rezoning Case No. 409: This case seeks to rezone approximately 20.1 acres of land (hereinafter referred to as the petitioned area) located on Brandywine Lane, a private road situated on the westerly side of MD Route 611 to the south of MD Route 376, from E-1 Estate District to R-1 Rural Residential District. The petitioned area is shown as Lots 1, 2A and 2B of Parcel 338 on Tax Map 33. The petitioned area is currently developed with a single-family residence.

Applicant's testimony before the County Commissioners: J. Carroll Holzer, attorney representing the applicant, began his presentation by stating that he was basing the request for rezoning on a claim of mistake in the existing zoning of the petitioned area and that he wished to adopt the Planning Commission's findings of fact and recommendation on the case as his presentation. Mr. Holzer asserted that there is a mistake in the existing zoning of the property, dating from 2009, because the zoning is in conflict with the Comprehensive Plan which states that the E-1 Estate District was to be eliminated in the last rezoning. Mr. Holzer noted that the original zoning of the petitioned area was R-1 Rural Residential District, which was changed to E-1 Estate District during the 1992 comprehensive rezoning. He asserted that given the previous zoning classification, the existing land uses, and compatibility with the district regulations, during the 2009 comprehensive rezoning the staff and Planning Commission recommended that the petitioned area be changed back to the R-1 Rural Residential District as a result of the recommended elimination of the E-1 Estate District. The County Commissioners, however, chose to retain the E-1 Estate District zoning for the area. Mr. Holzer stated that the property owners are asking to change the zoning of the petitioned area back to R-1 Rural Residential District based on the zoning history of the area and the staff's and Planning Commission's recommendations for the R-1 Rural Residential District and because the property owners were told that the E-1 Estate District would be eliminated, with analysis and rezoning done on a case by case basis. Mr. Holzer noted that in 2016 the County Commissioners accepted the idea that they would look at the E-1 Estate District on a case by case basis as shown by Rezoning Case No. 403 for the Nichols-Neff property, formerly

Pines Shore Golf Course, near Ocean Pines which was zoned E-1 Estate District. That rezoning application was granted on the basis of a mistake in existing zoning. Mr. Holzer maintained that the mistake argument is just as pertinent in the application now under review as it was for Rezoning Case No. 403.

The County Commissioners' findings regarding the definition of the neighborhood: The County Commissioners find that because Mr. Holzer was basing his argument for rezoning solely upon a claim of mistake in existing zoning, a definition of the neighborhood was not applicable.

The County Commissioners' findings regarding population change in the area: As did the Planning Commission, the County Commissioners conclude that there has been no change to the population of the neighborhood since the comprehensive rezoning of 2009.

The County Commissioners' findings regarding availability of public facilities: As indicated in the Planning Commission's findings of fact, the County Commissioners find that as it pertains to wastewater disposal and the provision of potable water, the petitioned area is not within an area which receives public sewer or water service at the present time. According to the response memo from Robert J. Mitchell, Director of the Department of Environmental Programs attached to the Planning Commission's findings, the petitioned area does not have a public sewer or water designation in the *Master Water and Sewerage Plan* and the properties are currently served by private well and septic. Mr. Mitchell further commented that to take advantage of R-1 zoning minimum lot requirements, public sewer would be needed and that there are no plans to extend public sewer south of Mystic Harbour Sanitary District's southern border at this time. He also stated that even if successful soil evaluations for additional onsite sewage areas could be obtained, it is doubtful that the properties in this request could support the density allowed by the R-1 District regulations to fully develop the properties for additional home sites and still comply with regulatory lot requirements, setbacks, and other code limitations. Neither John H. Tustin, P. E., Director of Public Works, nor John Ross, P. E., Deputy Director of Public Works, responded to the request for comments. The County Commissioners find that fire and ambulance service will be available from the Berlin Volunteer Fire Company. No comments were received from the fire company with regard to this particular review. Police protection will be available from the Maryland State Police Barracks in Berlin, approximately fifteen minutes away, and the Worcester County Sheriff's Department in Snow Hill, approximately thirty minutes away. No comments were received from the Maryland State Police Barracks. Lt. Mike Bowen of the Worcester County Sheriff's Office responded that the only anticipated impact would be increased patrols in the area because the requested zoning classification would increase the number of homes already in that area. He also remarked that the traffic should not be a major issue because Stephen Decatur Highway (MD Route 611) already has a major influx of traffic because of Assateague National and State Parks. The petitioned area is within the area served by the following schools: Ocean City Elementary School, Berlin Intermediate School, Stephen Decatur Middle School, and Stephen Decatur High School. No comments were received from the Worcester County Board of Education. In consideration of their review, the

County Commissioners find that there will be no negative impacts to public facilities and services resulting from the proposed rezoning of the petitioned area from E-1 Estate District to R-1 Rural Residential District and that the petitioned area will be adequately served by existing private septic and well facilities, as Mr. Holzer asserted to the Planning Commission that the applicants do not intend to further develop their property.

The County Commissioners' findings regarding present and future transportation patterns: Based upon the Planning Commission's findings of fact and recommendation, the County Commissioners find that the petitioned area is served by Brandywine Lane, a private road which fronts on MD Route 611. This latter roadway is owned and maintained by the State and is classified by the Comprehensive Plan as a "two lane secondary highway/major collector highway." Relative to MD Route 611 the Comprehensive Plan recommends that scenic and transportation corridor planning be conducted to continue this road's rural and coastal character, particularly from MD Route 376 to Assateague Island, that capacity improvements from MD Route 376 to US Route 50 need to be studied and implemented, that interparcel connectors, service roads and other access controls need to be provided, that growth along the mid and southern portion of the corridor should be limited due to sensitivity of nearby lands and the limited capacity of the area's road system, and that widening and intersection improvements of the corridor's northern end needs to be planned. James W. Meredith, District Engineer, for State Highway Administration District 1, stated in his response memo attached to the Planning Commission's findings that rezoning is a land use issue, which is not under the jurisdiction of the State Highway Administration. He also stated if development of the property is proposed in the future, the SHA may require a Traffic Impact Study to determine potential impacts to the surrounding State roadway network and that future development may also require an access permit to be issued from his office. Mr. Meredith further stated that with the exception of his aforementioned comments, SHA has no objection to a rezoning determination by Worcester County. Frank J. Adkins, Worcester County Roads Superintendent, responded by memo attached to the Planning Commission's findings that he had no comments relative to this rezoning application. Based upon their review, the County Commissioners find that there will be no negative impact to the transportation patterns arising from the proposed rezoning of the petitioned area.

The County Commissioners' findings regarding compatibility with existing and proposed development and existing environmental conditions in the area, including having no adverse impact to waters included on the State's impaired waters list or having an established total maximum daily load requirement: Based upon the Planning Commission's findings and the testimony of the applicant's representative, the County Commissioners find that the petitioned area is comprised of three lots totaling 20.1 acres and is developed with one single-family residence. All adjoining and nearby properties along the easterly and westerly sides of MD Route 611 to the south of MD Route 376 are zoned E-1 Estate District, with the exception of the properties at the southerly side of MD Route 376 right at the junction with MD Route 611. Those properties are zoned C-2 General Commercial District. Properties to the north of this intersection are zoned A-2 Agricultural District and C-2 General Commercial District. Sensitive areas along Ayres

Creek are zoned RP Resource Protection District. The County Commissioners concur with the Planning Commission's conclusion that the vicinity surrounding the petitioned area is largely used for low density single-family residential purposes, with limited commercial uses at the intersection of MD Routes 611 and 376. The County Commissioners find that according to Mr. Mitchell's memo attached to the Planning Commission's findings, the petitioned area is located within the Atlantic Coastal Bays Critical Area (ACBCA) and, due to its Resource Conservation Area (RCA) designation, the properties are subject to the one dwelling per 20 acre density requirement. He stated that based upon their specific acreages, it does not appear that the applicants could subdivide these properties any further, as an R-1 zoning designation would permit. Mr. Mitchell also noted that, in addition, new RCA subdivisions are also subject to a 200 foot buffer, which may be required on Parcel 338. The County Commissioners acknowledge that the ACBCA regulations will limit any significant development of the petitioned area but note that the applicants indicated that they do not wish to further develop the petitioned area, merely to bring the zoning into compliance with the Comprehensive Plan and to further protect their property from adverse impacts of potential nearby development. Based upon their review, the County Commissioners find that the proposed rezoning of the petitioned area from E-1 Estate District to R-1 Rural Residential District is compatible with existing and proposed development and existing environmental conditions in the area.

The County Commissioners' findings regarding compatibility with the County's Comprehensive Plan: Based upon the Planning Commission's findings and the testimony of the applicant's representatives, the County Commissioners find that according to the Comprehensive Plan and associated land use plan map, the petitioned area lies within the Agricultural and Green Infrastructure Land Use Categories. With regard to the Agricultural Land Use Category, the Comprehensive Plan states that the importance of agriculture to the County cannot be overstated and that its significance is economic, cultural, environmental, and aesthetic. It furthermore states that agriculture is simply the bedrock of the County's way of life and the County must do all it can do to preserve farming as a viable industry. The Plan states that this category is reserved for farming, forestry and related industries with minimal residential and other incompatible uses permitted and that large contiguous areas of productive farms and forest shall be maintained for agricultural uses and residential and other conflicting land uses, although permitted, are discouraged. With regard to the Green Infrastructure Land Use Category, the Comprehensive Plan states that this category addresses state and locally designated natural and open spaces and that these areas are designated to preserve environmentally significant areas and to maintain the environmental functionality of the County's landscape. It states that greenways improve water quality, provide flood control and maintain the County's rural and coastal character. The County Commissioners agree with the Planning Commission's conclusion that the vicinity of the petitioned area is developed with low density single-family residential and limited commercial uses rather than agricultural uses and that the existing Atlantic Coastal Bays Critical Area regulations help protect the sensitive areas along Ayres Creek. Based upon Mr. Holzer's presentation and the Planning Commission's findings, the County Commissioners find that the general land use recommendations contained in the Comprehensive Plan, under the heading of large-lot zoning, call for the deletion of the

Estate Land Use Category and the associated E-1 Estate District zoning category. Likewise, the County Commissioners concur with the Planning Commission's finding that the purpose and intent statement for the E-1 Estate District regulations contained in the Zoning and Subdivision Control Article states that it is the intent of that section that no additional lands shall be included in this zoning district either by a comprehensive rezoning or individual application and that the district shall be eliminated subsequent to the next state-mandated review of the Comprehensive Plan. The County Commissioners note that during the comprehensive rezoning of 2009 this area was recommended by the staff and the Planning Commission for an R-1 Rural Residential District zoning classification, in keeping with the existing development pattern. However, the County Commissioners chose to retain the existing E-1 Estate District zoning classification dating from 1992. The County Commissioners find that the applicants wish to bring their property into conformance with the recommendations of the Comprehensive Plan and with the purpose and intent statement of the E-1 Estate District by obtaining a R-1 Rural Residential District zoning designation for the petitioned area. Because a comprehensive rezoning of the County in all likelihood will not take place for several years, the applicants wish to pursue that reclassification now instead of waiting. Based upon their review the County Commissioners find that the proposed rezoning of the petitioned area from E-1 Estate District to R-1 Rural Residential District is compatible with the Comprehensive Plan and in keeping with its goals and objectives.

The County Commissioners' findings regarding the recommendation of the Planning Commission: The County Commissioners find that the Planning Commission gave a favorable recommendation to the rezoning of the petitioned area from E-1 Estate District to R-1 Rural District. Having made the above findings of fact, the County Commissioners concur with the recommendation of the Planning Commission and adopt its findings.

Decision of the County Commissioners: As a result of the testimony and evidence presented before the County Commissioners and the findings as set forth above, the County Commissioners find that there is a mistake in the existing zoning of the petitioned area. As detailed in the Planning Commission's findings and the testimony of the applicant's representatives, the County Commissioners find that the petitioned area and surrounding vicinity is low density single-family residential in nature, with limited commercial use. Additionally, the Comprehensive Plan calls for the elimination of the E-1 Estate District zoning classification. Given the nature of the petitioned area and its environs, the County Commissioners conclude that the requested R-1 Rural Residential District is the most compatible zoning classification for the petitioned area and with the Comprehensive Plan. Based upon their review, the County Commissioners conclude that a change in zoning would be more desirable in terms of the objectives of the Comprehensive Plan and hereby approve Rezoning Case No. 409 and thus rezone the petitioned area, shown on Tax Map 33 as Lots 1, 2A and 2B of Parcel 338, from E-1 Estate District to R-1 Rural Residential District.

Adopted as of November 7, 2017. Reduced to writing and signed December 5, 2017.

ATTEST:

COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND

\_\_\_\_\_  
Harold L. Higgins  
Chief Administrative Officer

\_\_\_\_\_  
Madison J. Bunting, Jr., President

\_\_\_\_\_  
Diana Purnell, Vice President

\_\_\_\_\_  
Anthony W. Bertino, Jr.

\_\_\_\_\_  
James C. Church

\_\_\_\_\_  
Theodore J. Elder

\_\_\_\_\_  
Merrill W. Lockfaw, Jr.

\_\_\_\_\_  
Joseph M. Mitrecic

ZONING RECLASSIFICATION RESOLUTION NO. 17-03

A RESOLUTION OF THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, PURSUANT TO SECTION ZS 1-113 OF THE ZONING AND SUBDIVISION CONTROL ARTICLE OF THE CODE OF PUBLIC LOCAL LAWS OF WORCESTER COUNTY, MARYLAND, CHANGING THE ZONING CLASSIFICATION OF CERTAIN PARCELS OF LAND SHOWN ON TAX MAP 33 AS LOTS 1, 2A AND 2B OF PARCEL 338 FROM E-1 ESTATE DISTRICT TO R-1 RURAL RESIDENTIAL DISTRICT

WHEREAS, pursuant to Section ZS 1-113 of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland, Mac Dean and Joan H. Jenkins, applicants, and J. Carroll Holzer, applicants' attorney, filed a petition for the rezoning of approximately 20.1 acres of land shown on Tax Map 33 as Lots 1, 2A and 2B of Parcel 338, located on the westerly side of MD Route 611 to the south of MD Route 376, requesting a change in zoning classification thereof from E-1 Estate District to R-1 Rural Residential District; and

WHEREAS, the Worcester County Planning Commission gave the said petition a favorable recommendation during its review on July 6, 2017; and

WHEREAS, subsequent to a public hearing held on November 7, 2017, following due notice and all procedures as required by Sections ZS 1-113 and 1-114 of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland, the County Commissioners made findings of fact and found that there is a mistake in the existing zoning of the petitioned area and also made findings of fact relative to the other criteria as required by law;

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County that the land petitioned by Mac Dean and Joan H. Jenkins, applicants, and J. Carroll Holzer, applicant's attorney, and shown on Tax Map 33 as Lots 1, 2A and 2B of Parcel 338 is hereby reclassified from E-1 Estate to R-1 Rural Residential District.

BE IT FURTHER RESOLVED that the effective date of this Resolution shall be nunc pro tunc, November 7, 2017.

EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

ATTEST:

COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND

\_\_\_\_\_  
Harold L. Higgins  
Chief Administrative Officer

\_\_\_\_\_  
Madison J. Bunting, Jr., President

\_\_\_\_\_  
Diana Purnell, Vice President

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Anthony W. Bertino, Jr.

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James C. Church

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Theodore J. Elder

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Merrill W. Lockfaw, Jr.

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Joseph M. Mitrecic

IN THE MATTER OF

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THE REZONING APPLICATION OF

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REZONING CASE NO. 410

RAYMOND J. AND

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JEAN M. SHANLEY

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**FINDINGS OF FACT**

Subsequent to a public hearing held on November 7, 2017 and after a review of the entire record, all pertinent plans and all testimony, the Worcester County Commissioners hereby adopt the findings of the Worcester County Planning Commission and also make the following additional findings of fact as the County Commissioners' complete findings of fact pursuant to the provisions of Section ZS 1-113 of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland.

Regarding the specifics of Rezoning Case No. 410: This case seeks to rezone approximately 5.128 acres of land (hereinafter referred to as the petitioned area) located on Brandywine Lane, a private road, located on the westerly side of MD Route 611 and south of MD Route 376, from E-1 Estate District to R-1 Rural Residential District. The petitioned area is shown as Lot 2C of Parcel 338 on Tax Map 33. The petitioned area is currently developed with a single-family residence.

Applicant's testimony before the County Commissioners: J. Carroll Holzer, attorney representing the applicant, began his presentation by stating that he was basing the request for rezoning on a claim of mistake in the existing zoning of the petitioned area and that he wished to adopt the Planning Commission's findings of fact and recommendation on the case as well as those for Rezoning Case No. 409 (Mac Dean and Joan H. Jenkins, applicants) as his presentation. Mr. Holzer asserted that there is a mistake in the existing zoning of the property, dating from 2009, because the zoning is in conflict with the Comprehensive Plan which states that the E-1 Estate District was to be eliminated in the last rezoning. Mr. Holzer noted that the original zoning of the petitioned area was R-1 Rural Residential District, which was changed to E-1 Estate District during the 1992 comprehensive rezoning. He asserted that given the previous zoning classification, the existing land uses, and compatibility with the district regulations, during the 2009 comprehensive rezoning the staff and Planning Commission recommended that the petitioned area be changed back to the R-1 Rural Residential District as a result of the recommended elimination of the E-1 Estate District. The County Commissioners, however, chose to retain the E-1 Estate District zoning for the area. Mr. Holzer stated that the property owners are asking to change the zoning of the petitioned area back to R-1 Rural Residential District based on the zoning history of the area and the staff's and Planning Commission's recommendations for the R-1 Rural Residential District and because the



property owners were told that the E-1 Estate District would be eliminated, with analysis and rezoning done on a case by case basis. Mr. Holzer noted that in 2016 the County Commissioners accepted the idea that they would look at the E-1 Estate District on a case by case basis as shown by Rezoning Case No. 403 for the Nichols-Neff property, formerly Pines Shore Golf Course, near Ocean Pines which was zoned E-1 Estate District. That rezoning application was granted on the basis of a mistake in existing zoning. Mr. Holzer maintained that the mistake argument is just as pertinent in the application now under review as it was for Rezoning Case No. 403.

The County Commissioners' findings regarding the definition of the neighborhood: The County Commissioners find that because Mr. Holzer was basing his argument for rezoning solely upon a claim of mistake in existing zoning, a definition of the neighborhood was not applicable.

The County Commissioners' findings regarding population change in the area: As did the Planning Commission, the County Commissioners conclude that there has been no change to the population of the neighborhood since the comprehensive rezoning of 2009.

The County Commissioners' findings regarding availability of public facilities: As indicated in the Planning Commission's findings of fact, the County Commissioners find that as it pertains to wastewater disposal and the provision of potable water, the petitioned area is not within an area which receives public sewer or water service at the present time. According to the response memo from Robert J. Mitchell, Director of the Department of Environmental Programs attached to the Planning Commission's findings, the petitioned area does not have a public sewer or water designation in the *Master Water and Sewerage Plan* and the properties are currently served by private well and septic. Mr. Mitchell further commented that to take advantage of R-1 zoning minimum lot requirements, public sewer would be needed and that there are no plans to extend public sewer south of Mystic Harbour Sanitary District's southern border at this time. He also stated that even if successful soil evaluations for additional onsite sewage areas could be obtained, it is doubtful that the properties in this request could support the density allowed by the R-1 District regulations to fully develop the properties for additional home sites and still comply with regulatory lot requirements, setbacks, and other code limitations. Neither John H. Tustin, P. E., Director of Public Works, nor John Ross, P. E., Deputy Director of Public Works, responded to the request for comments. The County Commissioners find that fire and ambulance service will be available from the Berlin Volunteer Fire Company. No comments were received from the fire company with regard to this particular review. Police protection will be available from the Maryland State Police Barracks in Berlin, approximately fifteen minutes away, and the Worcester County Sheriff's Department in Snow Hill, approximately thirty minutes away. No comments were received from the Maryland State Police Barracks. Lt. Mike Bowen of the Worcester County Sheriff's Office responded that the only anticipated impact would be increased patrols in the area because the requested zoning classification would increase the number of homes already in that

area. He also remarked that the traffic should not be a major issue because Stephen Decatur Highway (MD Route 611) already has a major influx of traffic because of Assateague National and State Parks. The petitioned area is within the area served by the following schools: Ocean City Elementary School, Berlin Intermediate School, Stephen Decatur Middle School, and Stephen Decatur High School. No comments were received from the Worcester County Board of Education. In consideration of their review, the County Commissioners find that there will be no negative impacts to public facilities and services resulting from the proposed rezoning of the petitioned area from E-1 Estate District to R-1 Rural Residential District and that the petitioned area will be adequately served by existing private septic and well facilities.

The County Commissioners' findings regarding present and future transportation patterns: Based upon the Planning Commission's findings of fact and recommendation, the County Commissioners find that the petitioned area is located on Brandywine Lane, a private road, which provides direct access to MD Route 611 to the south of MD Route 376. MD Route 611 is owned and maintained by the State and the Comprehensive Plan classifies it as a "two lane secondary highway/major collector highway." Relative to MD Route 611 the Comprehensive Plan recommends that scenic and transportation corridor planning be conducted to continue this road's rural and coastal character, particularly from MD Route 376 to Assateague Island, that capacity improvements from MD Route 376 to US Route 50 need to be studied and implemented, that interparcel connectors, service roads and other access controls need to be provided, that growth along the mid and southern portion of the corridor should be limited due to sensitivity of nearby lands and the limited capacity of the area's road system, and that widening and intersection improvements of the corridor's northern end needs to be planned. James W. Meredith, District Engineer, for State Highway Administration District 1, stated in his response memo attached to the Planning Commission's findings that rezoning is a land use issue, which is not under the jurisdiction of the State Highway Administration. He also stated if development of the property is proposed in the future, the SHA may require a Traffic Impact Study to determine potential impacts to the surrounding State roadway network and that future development may also require an access permit to be issued from his office. Mr. Meredith further stated that with the exception of his aforementioned comments, SHA has no objection to a rezoning determination by Worcester County. Frank J. Adkins, Worcester County Roads Superintendent, responded by memo attached to the Planning Commission's findings that he had no comments relative to this rezoning application. Based upon their review, the County Commissioners find that there will be no negative impact to the transportation patterns arising from the proposed rezoning of the petitioned area.

The County Commissioners' findings regarding compatibility with existing and proposed development and existing environmental conditions in the area, including having no adverse impact to waters included on the State's impaired waters list or having an established total maximum daily load requirement: Based upon the Planning Commission's findings and the testimony of the applicant's representative, the County

Commissioners find that the petitioned area is comprised of one lots totaling 5.128 acres and is developed with one single-family residence. All adjoining and nearby properties along the easterly and westerly sides of MD Route 611 to the south of MD Route 376 are zoned E-1 Estate District, with the exception of the properties at the southerly side of MD Route 376 right at the junction with MD Route 611. Those properties are zoned C-2 General Commercial District. Properties to the north of this intersection are zoned A-2 Agricultural District and C-2 General Commercial District. Sensitive areas along Ayres Creek are zoned RP Resource Protection District. The County Commissioners concur with the Planning Commission's conclusion that the vicinity surrounding the petitioned area is largely used for low density single-family residential purposes, with limited commercial uses at the intersection of MD Routes 611 and 376. The County Commissioners find that according to Mr. Mitchell's memo attached to the Planning Commission's findings, the petitioned area is located within the Atlantic Coastal Bays Critical Area(ACBCA) and, due to its Resource Conservation Area (RCA) designation, the properties are subject to the one dwelling per 20 acre density requirement. He stated that based upon their specific acreages, it does not appear that the applicants could subdivide these properties any further, as an R-1 zoning designation would permit. Mr. Mitchell also noted that, in addition, new RCA subdivisions are also subject to a 200 foot buffer, which may be required on Parcel 338. The County Commissioners acknowledge that the ACBCA regulations will limit any significant development of the petitioned area but note that the applicants indicated that they do not wish to further develop the petitioned area, merely to bring the zoning into compliance with the Comprehensive Plan and to further protect their property from adverse impacts of potential nearby development. Based upon their review, the County Commissioners find that the proposed rezoning of the petitioned area from E-1 Estate District to R-1 Rural Residential District is compatible with existing and proposed development and existing environmental conditions in the area.

The County Commissioners' findings regarding compatibility with the County's Comprehensive Plan: Based upon the Planning Commission's findings and the testimony of the applicant's representatives, the County Commissioners find that the petitioned area lies within the Green Infrastructure Land Use Category. With regard to the Green Infrastructure Land Use Category, the Comprehensive Plan states that this category addresses state and locally designated natural and open spaces and that these areas are designated to preserve environmentally significant areas and to maintain the environmental functionality of the County's landscape. It states that greenways improve water quality, provide flood control and maintain the County's rural and coastal character. The County Commissioners agree with the Planning Commission's conclusion that the vicinity of the petitioned area is developed with low density single-family residential and limited commercial uses rather than agricultural uses and that the existing Atlantic Coastal Bays Critical Area regulations help protect the sensitive areas along Ayres Creek. Based upon Mr. Holzer's presentation and the Planning Commission's findings, the County Commissioners find that the general land use recommendations contained in the Comprehensive Plan, under the heading of large-lot zoning, call for the deletion of the Estate Land Use Category and the associated E-1 Estate District zoning category.

Likewise, the County Commissioners concur with the Planning Commission's finding that the purpose and intent statement for the E-1 Estate District regulations contained in the Zoning and Subdivision Control Article states that it is the intent of that section that no additional lands shall be included in this zoning district either by a comprehensive rezoning or individual application and that the district shall be eliminated subsequent to the next state-mandated review of the Comprehensive Plan. The County Commissioners note that during the comprehensive rezoning of 2009 this area was recommended by the staff and the Planning Commission for an R-1 Rural Residential District zoning classification, in keeping with the existing development pattern. However, the County Commissioners chose to retain the existing E-1 Estate District zoning classification dating from 1992. The County Commissioners find that the applicants wish to bring their property into conformance with the recommendations of the Comprehensive Plan and with the purpose and intent statement of the E-1 Estate District by obtaining a R-1 Rural Residential District zoning designation for the petitioned area. Because a comprehensive rezoning of the County in all likelihood will not take place for several years, the applicants wish to pursue that reclassification now instead of waiting. Based upon their review the County Commissioners find that the proposed rezoning of the petitioned area from E-1 Estate District to R-1 Rural Residential District is compatible with the Comprehensive Plan and in keeping with its goals and objectives.

The County Commissioners' findings regarding the recommendation of the Planning Commission: The County Commissioners find that the Planning Commission gave a favorable recommendation to the rezoning of the petitioned area from E-1 Estate District to R-1 Rural District. Having made the above findings of fact, the County Commissioners concur with the recommendation of the Planning Commission and adopt its findings.

Decision of the County Commissioners: As a result of the testimony and evidence presented before the County Commissioners and the findings as set forth above, the County Commissioners find that there is a mistake in the existing zoning of the petitioned area. As detailed in the Planning Commission's findings and the testimony of the applicant's representatives, the County Commissioners find that the petitioned area and surrounding vicinity is low density single-family residential in nature, with limited commercial use. Additionally, the Comprehensive Plan calls for the elimination of the E-1 Estate District zoning classification. Given the nature of the petitioned area and its environs, the County Commissioners conclude that the requested R-1 Rural Residential District is the most compatible zoning classification for the petitioned area and with the Comprehensive Plan. Based upon their review, the County Commissioners conclude that a change in zoning would be more desirable in terms of the objectives of the Comprehensive Plan and hereby approve Rezoning Case No. 410 and thus rezone the petitioned area, shown on Tax Map 33 as Lot 2C of Parcel 338, from E-1 Estate District to R-1 Rural Residential District.

Adopted as of November 7, 2017. Reduced to writing and signed December 5, 2017.

ATTEST:

COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND

\_\_\_\_\_  
Harold L. Higgins  
Chief Administrative Officer

\_\_\_\_\_  
Madison J. Bunting, Jr., President

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Diana Purnell, Vice President

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Anthony W. Bertino, Jr.

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James C. Church

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Theodore J. Elder

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Merrill W. Lockfaw, Jr.

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Joseph M. Mitrecic

ZONING RECLASSIFICATION RESOLUTION NO. 17-04

A RESOLUTION OF THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, PURSUANT TO SECTION ZS 1-113 OF THE ZONING AND SUBDIVISION CONTROL ARTICLE OF THE CODE OF PUBLIC LOCAL LAWS OF WORCESTER COUNTY, MARYLAND, CHANGING THE ZONING CLASSIFICATION OF A CERTAIN PARCEL OF LAND SHOWN ON TAX MAP 33 AS LOT 2C OF PARCEL 338 FROM E-1 ESTATE DISTRICT TO R-1 RURAL RESIDENTIAL DISTRICT

WHEREAS, pursuant to Section ZS 1-113 of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland, Raymond J. and Jean M. Shanley, applicants, filed a petition for the rezoning of approximately 5.128 acres of land shown on Tax Map 33 as Lot 2C of Parcel 338, located on the westerly side of MD Route 611 to the south of MD Route 376, requesting a change in zoning classification thereof from E-1 Estate District to R-1 Rural Residential District; and

WHEREAS, the Worcester County Planning Commission gave the said petition a favorable recommendation during its review on July 6, 2017; and

WHEREAS, subsequent to a public hearing held on November 7, 2017, following due notice and all procedures as required by Sections ZS 1-113 and 1-114 of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland, the County Commissioners made findings of fact and found that there is a mistake in the existing zoning of the petitioned area and also made findings of fact relative to the other criteria as required by law;

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County that the land petitioned by Raymond J. and Jean M. Shanley, applicants, and shown on Tax Map 33 as Lot 2C of Parcel 338 is hereby reclassified from E-1 Estate to R-1 Rural Residential District.

BE IT FURTHER RESOLVED that the effective date of this Resolution shall be nunc pro tunc, November 7, 2017.

EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

ATTEST:

COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND

\_\_\_\_\_  
Harold L. Higgins  
Chief Administrative Officer

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Madison J. Bunting, Jr., President

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Diana Purnell, Vice President

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Anthony W. Bertino, Jr.

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James C. Church

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Theodore J. Elder

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Merrill W. Lockfaw, Jr.

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Joseph M. Mitrecic

IN THE MATTER OF

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THE REZONING APPLICATION OF

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REZONING CASE NO. 411

DONALD B. AND

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DEBORAH J. BOUNDS

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**FINDINGS OF FACT**

Subsequent to a public hearing held on November 7, 2017 and after a review of the entire record, all pertinent plans and all testimony, the Worcester County Commissioners hereby adopt the findings of the Worcester County Planning Commission and also make the following additional findings of fact as the County Commissioners' complete findings of fact pursuant to the provisions of Section ZS 1-113 of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland.

Regarding the specifics of Rezoning Case No. 411: This case seeks to rezone approximately 1.34 acres of land (hereinafter referred to as the petitioned area) located on Raccoon Lane, a private road, to the south of MD Route 376, from E-1 Estate District to R-1 Rural Residential District. The petitioned area is shown as Parcel 211 on Tax Map 33. The petitioned area is currently developed with a single-family residence.

Applicant's testimony before the County Commissioners: J. Carroll Holzer, attorney representing the applicant, began his presentation by stating that he was basing the request for rezoning on a claim of mistake in the existing zoning of the petitioned area and that he wished to adopt the Planning Commission's findings of fact and recommendation on the case as well as those for Rezoning Case No. 409 (Mac Dean and Joan H. Jenkins, applicants) as his presentation. Mr. Holzer asserted that there is a mistake in the existing zoning of the property, dating from 2009, because the zoning is in conflict with the Comprehensive Plan which states that the E-1 Estate District was to be eliminated in the last rezoning. Mr. Holzer noted that the original zoning of the petitioned area was R-1 Rural Residential District, which was changed to E-1 Estate District during the 1992 comprehensive rezoning. He asserted that given the previous zoning classification, the existing land uses, and compatibility with the district regulations, during the 2009 comprehensive rezoning the staff and Planning Commission recommended that the petitioned area be changed back to the R-1 Rural Residential District as a result of the recommended elimination of the E-1 Estate District. The County Commissioners, however, chose to retain the E-1 Estate District zoning for the area. Mr. Holzer stated that the property owners are asking to change the zoning of the petitioned area back to R-1 Rural Residential District based on the zoning history of the area and the staff's and

Planning Commission's recommendations for the R-1 Rural Residential District and because the property owners were told that the E-1 Estate District would be eliminated, with analysis and rezoning done on a case by case basis. Mr. Holzer noted that in 2016 the County Commissioners accepted the idea that they would look at the E-1 Estate District on a case by case basis as shown by Rezoning Case No. 403 for the Nichols-Neff property, formerly Pines Shore Golf Course, near Ocean Pines which was zoned E-1 Estate District. That rezoning application was granted on the basis of a mistake in existing zoning. Mr. Holzer maintained that the mistake argument is just as pertinent in the application now under review as it was for Rezoning Case No. 403. Donald B. Bounds, applicant, stated that he agreed with the comments of Mr. Holzer and felt the petitioned area should be rezoned to R-1 Rural Residential District.

The County Commissioners' findings regarding the definition of the neighborhood: The County Commissioners find that because Mr. Holzer was basing his argument for rezoning solely upon a claim of mistake in existing zoning, a definition of the neighborhood was not applicable.

The County Commissioners' findings regarding population change in the area: As did the Planning Commission, the County Commissioners conclude that there has been no change to the population of the neighborhood since the comprehensive rezoning of 2009.

The County Commissioners' findings regarding availability of public facilities: As indicated in the Planning Commission's findings of fact, the County Commissioners find that as it pertains to wastewater disposal and the provision of potable water, the petitioned area is not within an area which receives public sewer or water service at the present time. According to the response memo from Robert J. Mitchell, Director of the Department of Environmental Programs attached to the Planning Commission's findings, the petitioned area does not have a public sewer or water designation in the *Master Water and Sewerage Plan* and the properties are currently served by private well and septic. Mr. Mitchell further commented that to take advantage of R-1 zoning minimum lot requirements, public sewer would be needed and that there are no plans to extend public sewer south of Mystic Harbour Sanitary District's southern border at this time. He also stated that even if successful soil evaluations for additional onsite sewage areas could be obtained, it is doubtful that the properties in this request could support the density allowed by the R-1 District regulations to fully develop the properties for additional home sites and still comply with regulatory lot requirements, setbacks, and other code limitations. Neither John H. Tustin, P. E., Director of Public Works, nor John Ross, P. E., Deputy Director of Public Works, responded to the request for comments. The County Commissioners find that fire and ambulance service will be available from the Berlin Volunteer Fire Company. No comments were received from the fire company with regard to this particular review. Police protection will be available from the Maryland State Police Barracks in Berlin, approximately fifteen minutes away, and the Worcester County Sheriff's Department in Snow Hill, approximately thirty minutes away. No comments were received from the



Maryland State Police Barracks. Lt. Mike Bowen of the Worcester County Sheriff's Office responded that the only anticipated impact would be increased patrols in the area because the requested zoning classification would increase the number of homes already in that area. He also remarked that the traffic should not be a major issue because Stephen Decatur Highway (MD Route 611) already has a major influx of traffic because of Assateague National and State Parks. The petitioned area is within the area served by the following schools: Ocean City Elementary School, Berlin Intermediate School, Stephen Decatur Middle School, and Stephen Decatur High School. No comments were received from the Worcester County Board of Education. In consideration of their review, the County Commissioners find that there will be no negative impacts to public facilities and services resulting from the proposed rezoning of the petitioned area from E-1 Estate District to R-1 Rural Residential District and that the petitioned area will be adequately served by existing private septic and well facilities.

The County Commissioners' findings regarding present and future transportation patterns: Based upon the Planning Commission's findings of fact and recommendation, the County Commissioners find that the petitioned area is served by Raccoon Lane, a private road which provides direct access to MD Route 376. This latter roadway is State-owned and -maintained and is classified by the Comprehensive Plan as a "two lane secondary highway/major collector highway." Relative to MD Route 376 the Comprehensive Plan states that this highway joins Berlin and US Route 113 to the MD Route 611 corridor and it provides a secondary access when US Route 50 is over capacity. The Comprehensive Plan states that development along this corridor should be minimized to protect adjacent sensitive lands and its capacity and that posting MD Route 376 as a bike route is appropriate. James W. Meredith, District Engineer, for State Highway Administration District 1, stated in his response memo attached to the Planning Commission's findings that rezoning is a land use issue, which is not under the jurisdiction of the State Highway Administration. He also stated if development of the property is proposed in the future, the SHA may require a Traffic Impact Study to determine potential impacts to the surrounding State roadway network and that future development may also require an access permit to be issued from his office. Mr. Meredith further stated that with the exception of his aforementioned comments, SHA has no objection to a rezoning determination by Worcester County. Frank J. Adkins, Worcester County Roads Superintendent, responded by memo attached to the Planning Commission's findings that he had no comments relative to this rezoning application. Based upon their review, the County Commissioners find that there will be no negative impact to the transportation patterns arising from the proposed rezoning of the petitioned area.

The County Commissioners' findings regarding compatibility with existing and proposed development and existing environmental conditions in the area, including having no adverse impact to waters included on the State's impaired waters list or having an established total maximum daily load requirement: Based upon the Planning Commission's findings and the testimony of the applicant's representative, the County Commissioners find that the petitioned area is comprised of one lot totaling 1.34 acres

which is developed with one single-family residence. All adjoining and nearby properties along the easterly and westerly sides of MD Route 611 to the south of MD Route 376 are zoned E-1 Estate District, with the exception of the properties at the southerly side of MD Route 376 right at the junction with MD Route 611. Those properties are zoned C-2 General Commercial District. Properties to the north of this intersection are zoned A-2 Agricultural District and C-2 General Commercial District. Sensitive areas along Ayres Creek are zoned RP Resource Protection District. The County Commissioners concur with the Planning Commission's conclusion that the vicinity surrounding the petitioned area is largely used for low density single-family residential purposes, with limited commercial uses at the intersection of MD Routes 611 and 376. The County Commissioners find that according to Mr. Mitchell's memo attached to the Planning Commission's findings, the petitioned area is located within the Atlantic Coastal Bays Critical Area (ACBCA) and carries a Limited Development Area (LDA) designation. Mr. Mitchell stated that this requires a 100 foot buffer from the creek and that lot coverage and buffer restrictions will limit development, not specifically resubdivision, on this property. He further stated that if a resubdivision were to be requested, his department would need to ensure that a non-conformity with regards to lot coverage on the existing parcel would not be created. He asserts that resubdivision may be difficult for this parcel given these Critical Area requirements. The County Commissioners acknowledge that the ACBCA regulations will limit any significant development of the petitioned area but note that the applicants indicated that they do not wish to further develop the petitioned area, merely to bring the zoning into compliance with the Comprehensive Plan and to further protect their property from adverse impacts of potential nearby development. Based upon their review, the County Commissioners find that the proposed rezoning of the petitioned area from E-1 Estate District to R-1 Rural Residential District is compatible with existing and proposed development and existing environmental conditions in the area.

The County Commissioners' findings regarding compatibility with the County's Comprehensive Plan: Based upon the Planning Commission's findings and the testimony of the applicant's representatives, the County Commissioners find that the petitioned area lies within the Green Infrastructure Land Use Category. With regard to the Green Infrastructure Land Use Category, the Comprehensive Plan states that this category addresses state and locally designated natural and open spaces and that these areas are designated to preserve environmentally significant areas and to maintain the environmental functionality of the County's landscape. It states that greenways improve water quality, provide flood control and maintain the County's rural and coastal character. The County Commissioners agree with the Planning Commission's conclusion that the vicinity of the petitioned area is developed with low density single-family residential and limited commercial uses rather than agricultural uses and that the existing Atlantic Coastal Bays Critical Area regulations help protect the sensitive areas along Ayres Creek. Based upon Mr. Holzer's presentation and the Planning Commission's findings, the County Commissioners find that the general land use recommendations contained in the Comprehensive Plan, under the heading of large-lot zoning, call for the deletion of the

Estate Land Use Category and the associated E-1 Estate District zoning category. Likewise, the County Commissioners concur with the Planning Commission's finding that the purpose and intent statement for the E-1 Estate District regulations contained in the Zoning and Subdivision Control Article states that it is the intent of that section that no additional lands shall be included in this zoning district either by a comprehensive rezoning or individual application and that the district shall be eliminated subsequent to the next state-mandated review of the Comprehensive Plan. The County Commissioners note that during the comprehensive rezoning of 2009 this area was recommended by the staff and the Planning Commission for an R-1 Rural Residential District zoning classification, in keeping with the existing development pattern. However, the County Commissioners chose to retain the existing E-1 Estate District zoning classification dating from 1992. The County Commissioners find that the applicants wish to bring their property into conformance with the recommendations of the Comprehensive Plan and with the purpose and intent statement of the E-1 Estate District by obtaining a R-1 Rural Residential District zoning designation for the petitioned area. Because a comprehensive rezoning of the County in all likelihood will not take place for several years, the applicants wish to pursue that reclassification now instead of waiting. Based upon their review the County Commissioners find that the proposed rezoning of the petitioned area from E-1 Estate District to R-1 Rural Residential District is compatible with the Comprehensive Plan and in keeping with its goals and objectives.

The County Commissioners' findings regarding the recommendation of the Planning Commission: The County Commissioners find that the Planning Commission gave a favorable recommendation to the rezoning of the petitioned area from E-1 Estate District to R-1 Rural District. Having made the above findings of fact, the County Commissioners concur with the recommendation of the Planning Commission and adopt its findings.

Decision of the County Commissioners: As a result of the testimony and evidence presented before the County Commissioners and the findings as set forth above, the County Commissioners find that there is a mistake in the existing zoning of the petitioned area. As detailed in the Planning Commission's findings and the testimony of the applicant's representatives, the County Commissioners find that the petitioned area and surrounding vicinity is low density single-family residential in nature, with limited commercial use. Additionally, the Comprehensive Plan calls for the elimination of the E-1 Estate District zoning classification. Given the nature of the petitioned area and its environs, the County Commissioners conclude that the requested R-1 Rural Residential District is the most compatible zoning classification for the petitioned area and with the Comprehensive Plan. Based upon their review, the County Commissioners conclude that a change in zoning would be more desirable in terms of the objectives of the Comprehensive Plan and hereby approve Rezoning Case No. 411 and thus rezone the petitioned area, shown on Tax Map 33 as Parcel 211, from E-1 Estate District to R-1 Rural Residential District.

Adopted as of November 7, 2017. Reduced to writing and signed December 5, 2017.

ATTEST:

COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND

\_\_\_\_\_  
Harold L. Higgins  
Chief Administrative Officer

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Madison J. Bunting, Jr., President

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Diana Purnell, Vice President

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Anthony W. Bertino, Jr.

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James C. Church

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Theodore J. Elder

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Merrill W. Lockfaw, Jr.

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Joseph M. Mitrecic

ZONING RECLASSIFICATION RESOLUTION NO. 17-05

A RESOLUTION OF THE COUNTY COMMISSIONERS OF WORCESTER COUNTY,  
MARYLAND, PURSUANT TO SECTION ZS 1-113 OF THE ZONING AND SUBDIVISION  
CONTROL ARTICLE OF THE CODE OF PUBLIC LOCAL LAWS OF WORCESTER COUNTY,  
MARYLAND, CHANGING THE ZONING CLASSIFICATION OF A CERTAIN PARCEL OF  
LAND SHOWN ON TAX MAP 33 AS PARCEL 211 FROM E-1 ESTATE DISTRICT  
TO R-1 RURAL RESIDENTIAL DISTRICT

WHEREAS, pursuant to Section ZS 1-113 of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland, Donald B. and Deborah J. Bounds, applicants, filed a petition for the rezoning of approximately 1.34 acres of land shown on Tax Map 33 as Parcel 211, located on Raccoon Lane, a private road, to the south of MD Route 376, requesting a change in zoning classification thereof from E-1 Estate District to R-1 Rural Residential District; and

WHEREAS, the Worcester County Planning Commission gave the said petition a favorable recommendation during its review on July 6, 2017; and

WHEREAS, subsequent to a public hearing held on November 7, 2017, following due notice and all procedures as required by Sections ZS 1-113 and 1-114 of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland, the County Commissioners made findings of fact and found that there is a mistake in the existing zoning of the petitioned area and also made findings of fact relative to the other criteria as required by law;

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County that the land petitioned by Donald B. and Deborah J. Bounds, applicants, and shown on Tax Map 33 as Parcel 211 is hereby reclassified from E-1 Estate to R-1 Rural Residential District

BE IT FURTHER RESOLVED that the effective date of this Resolution shall be nunc pro tunc, November 7, 2017.

EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

ATTEST:

COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND

\_\_\_\_\_  
Harold L. Higgins  
Chief Administrative Officer

\_\_\_\_\_  
Madison J. Bunting, Jr., President

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Diana Purnell, Vice President

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Anthony W. Bertino, Jr.

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James C. Church

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Theodore J. Elder

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Merrill W. Lockfaw, Jr.

\_\_\_\_\_  
Joseph M. Mitrecic

IN THE MATTER OF

\*

THE REZONING APPLICATION OF

\*

REZONING CASE NO. 412

WILLIAM C. WATERMAN, II

\*

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**FINDINGS OF FACT**

Subsequent to a public hearing held on November 7, 2017 and after a review of the entire record, all pertinent plans and all testimony, the Worcester County Commissioners hereby adopt the findings of the Worcester County Planning Commission and also make the following additional findings of fact as the County Commissioners' complete findings of fact pursuant to the provisions of Section ZS 1-113 of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland.

Regarding the specifics of Rezoning Case No. 412: This case seeks to rezone approximately 1.22 acres of land (hereinafter referred to as the petitioned area) located on Raccoon Lane, a private road, to the south of MD Route 376, from E-1 Estate District to R-1 Rural Residential District. The petitioned area is shown as Parcel 190 on Tax Map 33. The petitioned area is currently developed with a single-family residence.

Applicant's testimony before the County Commissioners: J. Carroll Holzer, attorney representing the applicant, began his presentation by stating that he was basing the request for rezoning on a claim of mistake in the existing zoning of the petitioned area and that he wished to adopt the Planning Commission's findings of fact and recommendation on the case as well as those for Rezoning Case No. 409 (Mac Dean and Joan H. Jenkins, applicants) as his presentation. Mr. Holzer asserted that there is a mistake in the existing zoning of the property, dating from 2009, because the zoning is in conflict with the Comprehensive Plan which states that the E-1 Estate District was to be eliminated in the last rezoning. Mr. Holzer noted that the original zoning of the petitioned area was R-1 Rural Residential District, which was changed to E-1 Estate District during the 1992 comprehensive rezoning. He asserted that given the previous zoning classification, the existing land uses, and compatibility with the district regulations, during the 2009 comprehensive rezoning the staff and Planning Commission recommended that the petitioned area be changed back to the R-1 Rural Residential District as a result of the recommended elimination of the E-1 Estate District. The County Commissioners, however, chose to retain the E-1 Estate District zoning for the area. Mr. Holzer stated that the property owners are asking to change the zoning of the petitioned area back to R-1 Rural Residential District based on the zoning history of the area and the staff's and Planning Commission's recommendations for the R-1 Rural Residential District and

because the property owners were told that the E-1 Estate District would be eliminated, with analysis and rezoning done on a case by case basis. Mr. Holzer noted that in 2016 the County Commissioners accepted the idea that they would look at the E-1 Estate District on a case by case basis as shown by Rezoning Case No. 403 for the Nichols-Neff property, formerly Pines Shore Golf Course, near Ocean Pines which was zoned E-1 Estate District. That rezoning application was granted on the basis of a mistake in existing zoning. Mr. Holzer maintained that the mistake argument is just as pertinent in the application now under review as it was for Rezoning Case No. 403.

The County Commissioners' findings regarding the definition of the neighborhood: The County Commissioners find that because Mr. Holzer was basing his argument for rezoning solely upon a claim of mistake in existing zoning, a definition of the neighborhood was not applicable.

The County Commissioners' findings regarding population change in the area: As did the Planning Commission, the County Commissioners conclude that there has been no change to the population of the neighborhood since the comprehensive rezoning of 2009.

The County Commissioners' findings regarding availability of public facilities: As indicated in the Planning Commission's findings of fact, the County Commissioners find that as it pertains to wastewater disposal and the provision of potable water, the petitioned area is not within an area which receives public sewer or water service at the present time. According to the response memo from Robert J. Mitchell, Director of the Department of Environmental Programs attached to the Planning Commission's findings, the petitioned area does not have a public sewer or water designation in the *Master Water and Sewerage Plan* and the properties are currently served by private well and septic. Mr. Mitchell further commented that to take advantage of R-1 zoning minimum lot requirements, public sewer would be needed and that there are no plans to extend public sewer south of Mystic Harbour Sanitary District's southern border at this time. He also stated that even if successful soil evaluations for additional onsite sewage areas could be obtained, it is doubtful that the properties in this request could support the density allowed by the R-1 District regulations to fully develop the properties for additional home sites and still comply with regulatory lot requirements, setbacks, and other code limitations. Neither John H. Tustin, P. E., Director of Public Works, nor John Ross, P. E., Deputy Director of Public Works, responded to the request for comments. The County Commissioners find that fire and ambulance service will be available from the Berlin Volunteer Fire Company. No comments were received from the fire company with regard to this particular review. Police protection will be available from the Maryland State Police Barracks in Berlin, approximately fifteen minutes away, and the Worcester County Sheriff's Department in Snow Hill, approximately thirty minutes away. No comments were received from the Maryland State Police Barracks. Lt. Mike Bowen of the Worcester County Sheriff's Office responded that the only anticipated impact would be increased patrols in the area because the requested zoning classification would increase the number of homes already in that

area. He also remarked that the traffic should not be a major issue because Stephen Decatur Highway (MD Route 611) already has a major influx of traffic because of Assateague National and State Parks. The petitioned area is within the area served by the following schools: Ocean City Elementary School, Berlin Intermediate School, Stephen Decatur Middle School, and Stephen Decatur High School. No comments were received from the Worcester County Board of Education. In consideration of their review, the County Commissioners find that there will be no negative impacts to public facilities and services resulting from the proposed rezoning of the petitioned area from E-1 Estate District to R-1 Rural Residential District and that the petitioned area will be adequately served by existing private septic and well facilities.

The County Commissioners' findings regarding present and future transportation patterns: Based upon the Planning Commission's findings of fact and recommendation, the County Commissioners find that the petitioned area is served by Raccoon Lane, a private road which provides direct access to MD Route 376. This latter roadway is State-owned and -maintained and is classified by the Comprehensive Plan as a "two lane secondary highway/major collector highway." Relative to MD Route 376 the Comprehensive Plan states that this highway joins Berlin and US Route 113 to the MD Route 611 corridor and it provides a secondary access when US Route 50 is over capacity. The Comprehensive Plan states that development along this corridor should be minimized to protect adjacent sensitive lands and its capacity and that posting MD Route 376 as a bike route is appropriate. James W. Meredith, District Engineer, for State Highway Administration District 1, stated in his response memo attached to the Planning Commission's findings that rezoning is a land use issue, which is not under the jurisdiction of the State Highway Administration. He also stated if development of the property is proposed in the future, the SHA may require a Traffic Impact Study to determine potential impacts to the surrounding State roadway network and that future development may also require an access permit to be issued from his office. Mr. Meredith further stated that with the exception of his aforementioned comments, SHA has no objection to a rezoning determination by Worcester County. Frank J. Adkins, Worcester County Roads Superintendent, responded by memo attached to the Planning Commission's findings that he had no comments relative to this rezoning application. Based upon their review, the County Commissioners find that there will be no negative impact to the transportation patterns arising from the proposed rezoning of the petitioned area.

The County Commissioners' findings regarding compatibility with existing and proposed development and existing environmental conditions in the area, including having no adverse impact to waters included on the State's impaired waters list or having an established total maximum daily load requirement: Based upon the Planning Commission's findings and the testimony of the applicant's representative, the County Commissioners find that the petitioned area is comprised of one lot totaling 1.22 acres which is developed with one single-family residence. All adjoining and nearby properties along the easterly and westerly sides of MD Route 611 to the south of MD Route 376 are



zoned E-1 Estate District, with the exception of the properties at the southerly side of MD Route 376 right at the junction with MD Route 611. Those properties are zoned C-2 General Commercial District. Properties to the north of this intersection are zoned A-2 Agricultural District and C-2 General Commercial District. Sensitive areas along Ayres Creek are zoned RP Resource Protection District. The County Commissioners concur with the Planning Commission's conclusion that the vicinity surrounding the petitioned area is largely used for low density single-family residential purposes, with limited commercial uses at the intersection of MD Routes 611 and 376. The County Commissioners find that according to Mr. Mitchell's memo attached to the Planning Commission's findings, the petitioned area is located within the Atlantic Coastal Bays Critical Area (ACBCA) and carries a Limited Development Area (LDA) designation. Mr. Mitchell stated that this requires a 100 foot buffer from the creek and that lot coverage and buffer restrictions will limit development, not specifically resubdivision, on this property. He further stated that if a resubdivision were to be requested, his department would need to ensure that a non-conformity with regards to lot coverage on the existing parcel would not be created. He asserts that resubdivision may be difficult for this parcel given these Critical Area requirements. The County Commissioners acknowledge that the ACBCA regulations will limit any significant development of the petitioned area but note that the applicants indicated that they do not wish to further develop the petitioned area, merely to bring the zoning into compliance with the Comprehensive Plan and to further protect their property from adverse impacts of potential nearby development. Based upon their review, the County Commissioners find that the proposed rezoning of the petitioned area from E-1 Estate District to R-1 Rural Residential District is compatible with existing and proposed development and existing environmental conditions in the area.

The County Commissioners' findings regarding compatibility with the County's Comprehensive Plan: Based upon the Planning Commission's findings and the testimony of the applicant's representatives, the County Commissioners find that the petitioned area lies within the Green Infrastructure Land Use Category. With regard to the Green Infrastructure Land Use Category, the Comprehensive Plan states that this category addresses state and locally designated natural and open spaces and that these areas are designated to preserve environmentally significant areas and to maintain the environmental functionality of the County's landscape. It states that greenways improve water quality, provide flood control and maintain the County's rural and coastal character. The County Commissioners agree with the Planning Commission's conclusion that the vicinity of the petitioned area is developed with low density single-family residential and limited commercial uses rather than agricultural uses and that the existing Atlantic Coastal Bays Critical Area regulations help protect the sensitive areas along Ayres Creek. Based upon Mr. Holzer's presentation and the Planning Commission's findings, the County Commissioners find that the general land use recommendations contained in the Comprehensive Plan, under the heading of large-lot zoning, call for the deletion of the Estate Land Use Category and the associated E-1 Estate District zoning category. Likewise, the County Commissioners concur with the Planning Commission's finding that

the purpose and intent statement for the E-1 Estate District regulations contained in the Zoning and Subdivision Control Article states that it is the intent of that section that no additional lands shall be included in this zoning district either by a comprehensive rezoning or individual application and that the district shall be eliminated subsequent to the next state-mandated review of the Comprehensive Plan. The County Commissioners note that during the comprehensive rezoning of 2009 this area was recommended by the staff and the Planning Commission for an R-1 Rural Residential District zoning classification, in keeping with the existing development pattern. However, the County Commissioners chose to retain the existing E-1 Estate District zoning classification dating from 1992. The County Commissioners find that the applicants wish to bring their property into conformance with the recommendations of the Comprehensive Plan and with the purpose and intent statement of the E-1 Estate District by obtaining a R-1 Rural Residential District zoning designation for the petitioned area. Because a comprehensive rezoning of the County in all likelihood will not take place for several years, the applicants wish to pursue that reclassification now instead of waiting. Based upon their review the County Commissioners find that the proposed rezoning of the petitioned area from E-1 Estate District to R-1 Rural Residential District is compatible with the Comprehensive Plan and in keeping with its goals and objectives.

The County Commissioners' findings regarding the recommendation of the Planning Commission: The County Commissioners find that the Planning Commission gave a favorable recommendation to the rezoning of the petitioned area from E-1 Estate District to R-1 Rural District. Having made the above findings of fact, the County Commissioners concur with the recommendation of the Planning Commission and adopt its findings.

Decision of the County Commissioners: As a result of the testimony and evidence presented before the County Commissioners and the findings as set forth above, the County Commissioners find that there is a mistake in the existing zoning of the petitioned area. As detailed in the Planning Commission's findings and the testimony of the applicant's representatives, the County Commissioners find that the petitioned area and surrounding vicinity is low density single-family residential in nature, with limited commercial use. Additionally, the Comprehensive Plan calls for the elimination of the E-1 Estate District zoning classification. Given the nature of the petitioned area and its environs, the County Commissioners conclude that the requested R-1 Rural Residential District is the most compatible zoning classification for the petitioned area and with the Comprehensive Plan. Based upon their review, the County Commissioners conclude that a change in zoning would be more desirable in terms of the objectives of the Comprehensive Plan and hereby approve Rezoning Case No. 412 and thus rezone the petitioned area, shown on Tax Map 33 as Parcel 190, from E-1 Estate District to R-1 Rural Residential District.

Adopted as of November 7, 2017. Reduced to writing and signed December 5, 2017.

ATTEST:

COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND

\_\_\_\_\_  
Harold L. Higgins  
Chief Administrative Officer

\_\_\_\_\_  
Madison J. Bunting, Jr., President

\_\_\_\_\_  
Diana Purnell, Vice President

\_\_\_\_\_  
Anthony W. Bertino, Jr.

\_\_\_\_\_  
James C. Church

\_\_\_\_\_  
Theodore J. Elder

\_\_\_\_\_  
Merrill W. Lockfaw, Jr.

\_\_\_\_\_  
Joseph M. Mitrecic

ZONING RECLASSIFICATION RESOLUTION NO. 17-06

A RESOLUTION OF THE COUNTY COMMISSIONERS OF WORCESTER COUNTY,  
MARYLAND, PURSUANT TO SECTION ZS 1-113 OF THE ZONING AND SUBDIVISION  
CONTROL ARTICLE OF THE CODE OF PUBLIC LOCAL LAWS OF WORCESTER COUNTY,  
MARYLAND, CHANGING THE ZONING CLASSIFICATION OF A CERTAIN PARCEL OF  
LAND SHOWN ON TAX MAP 33 AS PARCEL 190 FROM E-1 ESTATE DISTRICT  
TO R-1 RURAL RESIDENTIAL DISTRICT

WHEREAS, pursuant to Section ZS 1-113 of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland, William C. Waterman, II, applicant, filed a petition for the rezoning of approximately 1.22 acres of land shown on Tax Map 33 as Parcel 190, located on Raccoon Lane, a private road, to the south of MD Route 376, requesting a change in zoning classification thereof from E-1 Estate District to R-1 Rural Residential District; and

WHEREAS, the Worcester County Planning Commission gave the said petition a favorable recommendation during its review on July 6, 2017; and

WHEREAS, subsequent to a public hearing held on November 7, 2017, following due notice and all procedures as required by Sections ZS 1-113 and 1-114 of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland, the County Commissioners made findings of fact and found that there is a mistake in the existing zoning of the petitioned area and also made findings of fact relative to the other criteria as required by law;

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County that the land petitioned by William C. Waterman, II, applicant, and shown on Tax Map 33 as Parcel 190 is hereby reclassified from E-1 Estate to R-1 Rural Residential District

BE IT FURTHER RESOLVED that the effective date of this Resolution shall be nunc pro tunc, November 7, 2017.

EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

ATTEST:

COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND

\_\_\_\_\_  
Harold L. Higgins  
Chief Administrative Officer

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Madison J. Bunting, Jr., President

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Theodore J. Elder

\_\_\_\_\_  
Merrill W. Lockfaw, Jr.

\_\_\_\_\_  
Joseph M. Mitrecic



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DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING

**Worcester County**

GOVERNMENT CENTER

ONE WEST MARKET STREET, ROOM 1201

SNOW HILL, MARYLAND 21863

TEL: 410-632-1200 / FAX: 410-632-3008

[www.co.worcester.md.us/drp/drpindex.htm](http://www.co.worcester.md.us/drp/drpindex.htm)

ZONING DIVISION  
BUILDING DIVISION  
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICE DIVISION

MEMORANDUM

Possible Public Hearing  
date - January 2, 2018

TO: Harold Higgins, Chief Administrative Officer  
FROM: Edward A. Tudor, Director, Development Review and Permitting *EAT*  
DATE: November 8, 2017  
RE: Request to Schedule Public Hearing – Shady Side Village Residential Planned Community (RPC)

The Department is in receipt of an application submitted by Hugh Cropper, IV, on behalf of Kathleen Clark which seeks to establish a residential planned community (RPC) floating zone on the property known as Shady Side Village, located on the southerly side of MD Route 707 (Old Bridge Road), west of Greenridge Lane. The proposed RPC consists of 36 duplex units and one single-family unit development. It was reviewed by the Planning Commission at its meeting on Thursday, November 2, 2017 and given a favorable recommendation.

Jennifer K. Keener, Zoning Administrator, is in the process of preparing the written findings of fact and recommendation on the Planning Commission's behalf and a copy will be forwarded to the County Commissioners' Office as soon as it is complete. So that we may advise the applicant of the anticipated public hearing date, we ask that the hearing for this case be scheduled by the County Commissioners. \*

For your convenience, a draft advertisement for the required public hearing is attached herewith and an electronic copy has been forwarded to your office as well. The concept plan has been included for the Commissioner's convenience in gaining a sense of the project. The entire package will be made available for the public hearing. If you have any questions, or need any further clarification, please do not hesitate to contact me. As always, I will be available to discuss the matter with you and the County Commissioners at your convenience.

EAT: jkk

From: Robert Mitchell  
Sent: Friday, November 17, 2017 1:00 PM  
To: Kelly Shannahan  
Subject: FW: Shady Side Village RPC

Kelly-

Just received this from Mr. Cropper on the Shady Side RPC. I can confirm that there is a projected decrease in density in West Harbor Village and that Villa Nova one of the few West OC properties that has large blocks of unencumbered West Ocean City EDUs left that we are aware of (15 total).

They would have to go through the transfer proceed under Resolution 97-1 to place the capacity on the site, but they do have the capacity on these identified accounts that could be transferred.

Robert J. Mitchell, LEHS, REHS, Director  
Worcester County Department of Environmental Programs  
1 West Market Street, Room 1306  
Snow Hill, MD 21863  
Phone (410) 632-1220 x 1601  
Fax (410) 632-2012

See pages  
11-12 and 20

From: Hugh Cropper [mailto:hcropper@bbcmlaw.com]  
Sent: Friday, November 17, 2017 12:20 PM  
To: Robert Mitchell  
Cc: kclark@monogrambuilders.com; Todd Burbage; Bob Hand  
Subject: Shady Side Village RPC

Bob:

Kathy Clark has three (3) EDU's attached to account number 10-322553. Kathy Clark has four (4) EDU's from West Harbor Village due to the decrease in density, assigned to account number 10-755689.

This leaves a two (2) EDU deficiency.

Assuming Shady Side Village RPC needs two (2) EDU's, or even if we need up to nine (9) EDU's, Villa Nova Properties, Inc. has agreed to sell those EDU's from account number 10-013615.

Thank you, and have a great day.

Hugh Cropper IV  
Booth Booth Cropper & Marriner, P.C.  
9923 Stephen Decatur Highway, D-2  
Ocean City, Maryland 21842  
410-213-2681-Telephone  
\*\*\*Please note my new email address: hcropper@bbcmlaw.com \*\*\*  
www.bbcmlaw.com

From: Kelly Shannahan  
Sent: Tuesday, November 14, 2017 9:17 AM  
To: Robert Mitchell  
Subject: Sewer Capacity for Proposed Shady Side Village RPC

Bob,

As we just discussed, I need to know where they plan to acquire the additional EDUs before we can present this to the County Commissioners for scheduling of the RPC hearing. If they are unable to demonstrate how they will acquire the EDUs, perhaps they need to revise their plans to reflect a design that utilizes the 28 EDUs that are already assigned to the property.

In the future, perhaps we should require that applicants identify where the additional EDUs will be derived before consideration by the Planning Commission. It seems silly to me to process plans for which insufficient capacity is available. We wouldn't accept plans that do not demonstrate compliance with zoning requirements so why should we accept plans that don't demonstrate that they have adequate sewer capacity? Perhaps we should discuss that matter at our next Sewer Committee meeting.

I look forward to receiving additional information on this application so we can determine how to move forward.

Thanks,

Kelly Shannahan, Assistant Chief Administrative Officer  
Worcester County Administration  
Room 1103 Government Center  
One West Market Street  
Snow Hill, MD 21863-1195  
410-632-1194; 410-632-3131 (fax)

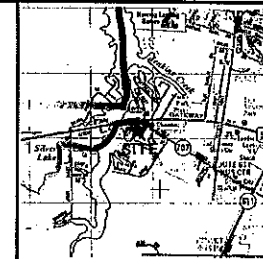
From: Jennifer Keener  
Sent: Tuesday, November 14, 2017 8:41 AM  
To: Kelly Shannahan  
Subject: TRC Report - Shady Side Village

Kelly,

Attached please find the TRC Report for Shady Side Village. I am in the process of preparing the Planning Commission's report, which I can forward along as soon as it is completed. Relative to your request, the TRC comments start on page 9, and the comments from Environmental Programs with my notation per the applicant's statement at TRC is on page 15.

Please let me know if you need anything else.

Jennifer K. Keener, Zoning Administrator  
One West Market Street, Room 1201  
Snow Hill, MD 21863  
(410) 632-1200, extension 1123  
jkkeener@co.worcester.md.us



# SHADYSIDE VILLAGE

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## A RESIDENTIAL PLANNED COMMUNITY

**PARCEL DESCRIPTION**

TAX MAP 26, PARCEL 157  
10th TAX DISTRICT  
WORCESTER COUNTY, MARYLAND

### PROPERTY OWNERS

MONOGRAM BUILDING AND DESIGN INC.  
12319-201 OCEAN GATEWAY  
OCEAN CITY MARYLAND, 21842  
(410) 213-0600

### SITE AREA

**EXISTING**

± 0.06 ACRES TIDAL WETLAND  
± 0.18 ACRES NON TIDAL WETLAND  
± 0.09 ACRES ROAD WIDENING  
± 4.51 ACRES UPLAND  
± 4.52 ACRES GROSS LOT AREA  
± 4.57 ACRES NET LOT AREA

**EXISTING ZONING**

R-4. GENERAL RESIDENTIAL

**PROPOSED USE**

RESIDENTIAL PLANNED COMMUNITY  
36 DUPLEX UNITS  
2 SINGLE FAMILY UNIT  
37 UNITS TOTAL (2.80 UNITS PER ACRE)

AREA BREAKDOWN-RESIDENTIAL= +/-4.67 ACRES

- +/- 1.07 ACRES UNITS AND WALKS
- +/- 1.08 ACRES PARKING AND DRIVES
- +/- 0.14 ACRES CROQUET/HORSE SHOES/PLAYGROUND
- +/- 2.20 ACRES UPLAND OPEN SPACE
- +/- 0.18 ACRES WETLAND OPEN SPACE

### C. OPEN SPACE REQUIRED

1.4 ACRES TOTAL OPEN SPACE (30% OF TOTAL SITE)  
0.7 ACRES UPLAND MINIMUM  
0.7 ACRES WETLAND MAXIMUM  
0.14 ACRES ACTIVE RECREATION (10% OF REQUIRED OPEN SPACE)  
0.26 ACRES PASSIVE RECREATION (20% OF REQUIRED OPEN SPACE)

**OPEN SPACE PROVIDED**

+/- 2.20 ACRES TOTAL OPEN SPACE (+/-17% OF TOTAL SITE)  
+/- 2.02 ACRES UPLAND MINIMUM  
+/- 0.18 ACRES WETLAND MAXIMUM  
0.14 ACRES ACTIVE RECREATION (+/-10% OF REQUIRED OPEN SPACE)  
0.50 ACRES PASSIVE RECREATION (+/- 30% OF REQUIRED OPEN SPACE)

**FLOOD ZONE**

THIS SITE IS LOCATED IN FLOOD ZONE  
A-E (ELEV. 5) AND ZONE X PER FEMA  
COMMUNITY PANEL 24047CD16011 DATED 7-16-15

CRITICAL AREA

THIS SITE IS LOCATED ENTIRELY WITHIN THE INTENSIVE DEVELOPMENT AREA (IDA) OF THE ATLANTIC COASTAL BAYS CRITICAL AREA.

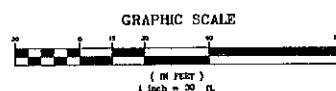
## Worcester County Atlantic Coastal Bays

**CRITICAL AREA LAW NOTE:**

THIS PROPERTY LIES WITHIN THE WORCESTER COUNTY ATLANTIC COASTAL BAYS CRITICAL AREA, ANY AND ALL PROPOSED DEVELOPMENT MUST MEET THE REQUIREMENTS OF TITLE 3 (LAND AND WATER RESOURCES), SUBTITLE 1 (ATLANTIC COASTAL BAYS CRITICAL AREA) OF THE WORCESTER COUNTY CODE OF PUBLIC LOCAL LAWS IN EFFECT AT THE TIME OF THE PROPOSED DEVELOPMENT ACTIVITY.

### LEGEND

--- · · · --- NON TIDAL WETLAND  
 --- · · · --- NON TIDAL WETLAND 25' BUFFER  
 ~~~~~ TREE LINE TO REMAIN  
 → → → TRAFFIC FLOW



CEDAR HEIGHTS SUBDIVISION  
PLATBOOK : C.W.N. 1/49

LOT 6, TAX MAP 28, PARCEL 13  
WYSLAND CHARLES H JR,  
ZONED R-3  
USE : RESIDENCE

LOT 7, TAX MAP 29, PARCEL 100  
DEEM MICHAEL JAY  
ZONED R-4  
USE: RESIDENCE

LOT 6, TAX MAP 20, PARCEL 160  
DEEM MICHAEL JAY  
ZONED R-4  
USE: RESIDENCE

LOT 6, TAX MAP 29, PARCEL 161  
DEEM MICHAEL JAY  
ZONED R-4  
USE: RESIDENCE

LOT 4, TAX MAP 28, PARCEL 181  
MYRES JAMES L & BEATRICE M  
ZONED R-4  
USE : RESIDENCE

LOT 3, TAX MAP 28, PARCEL 197  
COMF LARRY A. & SANDRA L.  
ZONED R-4  
USE: RESIDENCE

LOT 1, TAX MAP 28, PARCEL 163  
COLLINDER EDWARD D. & JUNE D.  
ZONED R-1  
USE: RESIDENCE

LOT 3, TAX MAP 26, PARCEL 408  
SMITH STANLEY & LOTTIE JEAN THORNTON  
PO. BOX 119, OCEAN CITY MD, 21843  
ZONED R-2  
USE: RESIDENCE

LOT 2, TAX MAP 26, PARCEL 409  
O'DOYLE ROGER JOSEPH & ANGELA MARY GOULD  
12727 OLD BRIDGE ROAD  
OCEAN CITY MARYLAND, 21842  
ZONED R-2  
USE : RESIDENCE

\* 28, PARCEL 15B  
SAM D. TRUSTEE  
ONED 8-2  
: RESIDENCE



NOTICE OF PUBLIC HEARING  
FOR  
ESTABLISHMENT OF A  
RESIDENTIAL PLANNED COMMUNITY (RPC)

SHADY SIDE VILLAGE RPC  
SOUTHERLY SIDE OF MD ROUTE 707  
WEST OF GREENRIDGE LANE

TENTH TAX DISTRICT  
WORCESTER COUNTY, MARYLAND

Pursuant to Sections 1-114 and 1-315 of the Worcester County Zoning Ordinance, application has been filed with the Worcester County Commissioners by Hugh Cropper, IV on behalf of Kathleen Clark to establish a Residential Planned Community (RPC) on property located on the southerly side of MD Route 707 (Old Bridge Road), west of Greenridge Lane. Located in the Tenth Tax District of Worcester County, Maryland, the property is designated on Tax Map 26 as Parcel 157. The Worcester County Planning Commission has reviewed the Shady Side Village Residential Planned Community application and has given a favorable recommendation to the Worcester County Commissioners that the Residential Planned Community floating zone be established.

Pursuant to Sections 1-114 and 1-315 of the Worcester County Zoning Ordinance, the County Commissioners will hold a

PUBLIC HEARING  
ON  
TUESDAY, \_\_\_\_\_  
AT \_\_\_\_\_  
COUNTY COMMISSIONERS' OFFICE  
ROOM 1101 - GOVERNMENT CENTER  
ONE WEST MARKET STREET  
SNOW HILL, MARYLAND 21863

At said public hearing the County Commissioners will consider the Residential Planned Community and the recommendation of the Planning Commission, any proposed restrictions, conditions or limitations as may be deemed by them to be appropriate to preserve, improve, or protect the general character and design of the lands and improvements being developed, and the advisability of reserving the power and authority to approve or disapprove the design of building, construction, landscaping or other improvements, alterations and changes made or to be made on the subject land or lands to assure conformity with the intent and purpose of applicable State laws and regulations and the County Zoning Ordinance.

A map of the proposed area, the staff file on the Residential Planned Community application and the Planning Commission's recommendation, which will be entered into record at the public hearing, are on file and available for inspection at the Department of Development, Review and Permitting, Government Center Room 1201, One West Market Street, Snow Hill, Maryland 21863 between the hours of 8:00A.M. and 4:30 P.M., Monday through Friday (except holidays). Interested parties may also call (410) 632-1200.

Madison J. Bunting, Jr., President

**TECHNICAL REVIEW COMMITTEE**

**REPORT**

**SHADY SIDE VILLAGE**

**RESIDENTIAL PLANNED COMMUNITY**

**STEP I**

**October 5, 2017**

## **GENERAL INFORMATION:**

**Date of TRC Review:** October 5, 2017

**Approval requested:** Step I Residential Planned Community – Establishment of the RPC Floating Zone

**Project Description:** Proposed 36 unit duplex and one single-family unit development

**Location:** South side of MD Route 707 (Old Bridge Road), west of Greenridge Lane, Tax Map 26, Parcel 157, Tax District 10, R-4 General Residential District

**Owner:** Kathleen Clark  
12319 Ocean Gateway, Suite 304  
Ocean City, MD 21842

**Land Planner:** R.D. Hand & Associates, Inc.  
12302 Collins Road  
Bishopville, MD 21813

**Existing Conditions:** The 4.82 acre site area is comprised of approximately 4.51 acres of uplands, 0.18 acres of non-tidal wetlands, and 0.06 acres of tidal wetlands. The majority of the property is cleared, with some existing forested areas to the rear.

**Proposed Project:** The Shady Side Village RPC as shown on the Step I plan is proposed to be a duplex and single-family residential development comprised of a total of 37 residential units. Proposed open space totals approximately 2.2 acres, consisting of 2.02 acres of uplands and 0.18 acres of non-tidal wetlands. Within this total, 0.14 acres of active recreation and 0.5 acres of passive recreation are proposed. The Step I plan indicates that there will be one point of access to the project from Maryland Route 707 (Old Bridge Road).

## **COMMENTS RELATIVE TO COMPLIANCE WITH BASIC RPC REQUIREMENTS:**

**Zoning:** A development is required to meet the major RPC standards when consisting of greater than 20 proposed units. RPC's are permitted in the R-4 General Residential District.

**Permitted Uses:** In that the proposed RPC is comprised of duplexes and one single-family dwelling, it complies with the RPC regulations relative to permitted uses.

**Density:** In the R-4 District, a maximum of eight units per one acre of the total gross lot area are allowed. The net lot area is a total of 4.67 acres once tidal wetlands and the road widening along MD Route 707 (Old Bridge Road) have been deducted. The total

permitted density is 37.36 units, and the applicant is proposing 37 units. Thus, the proposed density is approximately 7.92 units per acre.

**Maximum limitation of 70% for residential uses:** The project proposes to utilize 2.15 acres of its land area for residential uses including streets, or 46%.

**Maximum limitation of 20% of retail and service uses:** The project does not propose any commercial uses.

**Minimum requirement of 30% for common use open space and recreational areas:** Given the project's net acreage of 4.67 acres, a total of 1.4 acres is required to be provided for open space. A total of 2.2 acres of the site's acreage is proposed to be set aside in open space. According to the Step I plan, it will consist of 2.02 acres of uplands and 0.18 acres of non-tidal wetlands. Open space is required to have a certain amount of active and passive recreational features, as well as lands preserved in their natural state. The breakdown is required as follows:

- **Minimum of 50% of required open space shall be retained in its natural state:** The project is proposing to provide 1.56 acres of the total open space in a natural state (uplands and wetlands).
- **Minimum of 10% of required open space shall be for active recreation:** The project is proposing to provide 0.14 acres (10%) of the total required open space in active recreation. Active recreation is defined as uses, areas or activities that are oriented towards potential competition and involving special equipment. The project includes features such as croquet and horseshoe areas and a playground as active recreation.
- **Minimum of 20% of required open space shall be for passive recreation:** The project is proposing to provide 0.5 acres (35.7%) of the total open space in passive recreation. Passive recreation is defined as uses, areas or activities oriented to noncompetitive activities which typically require no special equipment. The plan provides walkways to a community fishing and crabbing pier which will be provided as passive recreation.

## **FINDINGS AND RECOMMENDATIONS OF THE TECHNICAL REVIEW COMMITTEE:**

### **1. The relationship of the RPC with the Comprehensive Plan, zoning regulations, and other established policy guidelines:**

The subject property is currently in the "Existing Developed Areas" land use category of the Comprehensive Plan. One aspect of this land use category is to identify areas to be utilized for infill residential development. The project is consistent with surrounding densities and type of development. It is also providing protection to the sensitive wetland areas that are an important environmental feature.

Connectivity to main transportation networks are another feature of the proposed development that are consistent with the Comprehensive Plan. Access will be via a single commercial entrance onto MD Route 707 (Old Bridge Road), therefore limiting multiple points of access. An Access Permit will be required from the State Highway Administration, but no further traffic studies are being requested at this time.

Relative to consistency with the zoning regulations, the Technical Review Committee finds that the project site is zoned R-4 General Residential District, the R-4 District being a zoning classification in which residential planned communities are permitted. It also finds that the project as proposed complies with those requirements cited in §ZS 1-315 relative to maximum density, maximum limitation for residential uses, minimum requirement for common use open space and recreational areas, and types of permitted uses. Furthermore, the Technical Review Committee finds that the submittals relative to the proposed project comply with the requirements cited in §ZS 1-315(k)(2)A1. The Technical Review Committee reminds the Planning Commission that for individual structures, there shall be no minimum lot area, setback, bulk, lot width, or road frontage requirements. Such standards shall be approved by the Planning Commission during the Step II review.

**2. The general location of the site and its relationship to existing land uses in the immediate vicinity:**

The subject property is located on the southerly side of MD Route 707 (Old Bridge Road), west of Greenridge Lane. The Technical Review Committee finds that this area can best be characterized as mainly residential land uses of varying types. The R-4 General Residential District encourages infill development and higher densities to encourage traditional neighborhood development while still utilizing conservation features in its design. Therefore, the Technical Review Committee finds that the proposed use as a duplex and single-family development is consistent with existing land uses in the vicinity.

**3. The availability and adequacy of public facilities, services and utilities to meet the needs of the RPC and the long-term implications the project would have on subsequent local development patterns and demand for public facilities and services:**

The Technical Review Committee finds that the properties proposed to be developed into the Shady Side Village RPC are presently zoned R-4 General Residential District. The surrounding developed lands are similarly zoned for residential uses. Due to the sites' R-4 General Residential District zoning classification, duplex and single-family residential development at a density of

eight dwelling units per one acre is permitted by zoning. Furthermore, residential planned communities of the same density are permitted by that zoning district. Thus, the proposed density of 7.92 dwelling units per acre was anticipated for this immediate vicinity. In addition, the development proposes to cluster the residential dwelling units in an effort to avoid the Critical Area 100' buffer while preserving the existing forested areas and wetlands, which is encouraged by the Comprehensive Plan. Therefore, the Technical Review Committee concludes that the proposed Shady Side Village RPC will not have an adverse long-term implication on development patterns in the area. Relative to certain public facilities, public water and sewer is available to serve the proposed development.

As proposed, there are no fee simple lots therefore the internal travelways are simply private driveways. Should fee simple lots be requested as part of the Step II plan, an approved private road standard will have to be reviewed and approved by the Worcester County Commissioners. Overall, the Technical Review Committee finds that there are adequate public facilities, services and utilities to serve the proposed development.

**4. The consistency of the RPC with the general design standards as contained in Subsections (j)(1) through (j)(5):**

Relative to the protection of key environmental features, the Technical Review Committee finds that the development has taken steps to protect the sensitive areas on the subject property, such as the tract of existing forested areas and non-tidal wetlands located within the 100' Critical Area buffer. The open space provided exceeds the minimum required under the RPC regulations. There are minor impacts to the non-tidal wetlands buffer proposed along the westerly property line where the rear landings/ patios are being proposed. Impact approvals will be required to be obtained from the Maryland Department of the Environment and a copy provided to the Department of Environmental Programs during Steps II and III.

Relative to the general layout and clustering of the development, the Technical Review Committee finds that the proposed RPC consists of clustered duplex buildings and minimizing land impacts, especially to environmentally sensitive lands, while maximizing contiguous open spaces. The traffic circulation patterns promote connectivity within the proposed development, and limit access to the public road system to one commercial entrance. A sidewalk is proposed to be provided along the MD Route 707 road frontage for future connections. Overall, the Technical Review Committee finds that the RPC has demonstrated consistency with the general design standards contained in §ZS 1-315(j)(1) through (j)(5).

- 5. The relationship of the RPC's proposed construction schedule, including any phasing, and the demand for and timely provision of public facilities, services and utilities necessary to serve the project:**

Within the narrative, a note relative to the phasing plan states that phasing of the project will be done based on market demand, and the recreational areas will be prorated based on the number of units constructed in the individual phases. The Zoning Division strongly encourages the Planning Commission to consider how the passive and active recreation will be phased in during their Step II review, to ensure that adequate facilities are being provided as the project is developed, and are not an afterthought as the last improvements to be made.

- 6. The capacity of the existing road network to provide suitable vehicular access for the RPC, the appropriateness of any existing or proposed improvements to the transportation network, the adequacy of the pedestrian and bicycle circulation, and the proposed means of connectivity of the project to surrounding residential, commercial and recreational development and uses:**

The Step I plan indicates that there will be one point of access for vehicular traffic onto MD Route 707 (Old Bridge Road). As previously mentioned, no traffic study is required, just an Access Permit from the State Highway Administration. Relative to the adequacy of pedestrian and bicycle circulation, the road network appears to serve these functions, and a sidewalk has been provided along the front property line should connectivity be provided for in the future. Based on the information provided, the Technical Review Committee concludes that the access point to MD Route 707 (Old Bridge Road) will not have a significantly adverse impact on traffic patterns in the area.

- 7. The relationship of the proposed method of wastewater disposal and provision of potable water service with the goals, objectives and recommendations of the Comprehensive Plan, Comprehensive Water and Sewer Plan, and other established policy guidelines:**

The Technical Review Committee finds that, according to the comments provided by the Department of Environmental Programs, the development is currently served by public sewer via the West Ocean City service area. An additional nine (9) sewer EDU's will have to be purchased based on the number of proposed units. In addition, per the comments, the development has the ability to connect to the Mystic Harbour Sanitary Service Area and will need to submit an application to purchase thirty-seven (37) water EDU's. The applicant's narrative states that they would connect to the West Ocean City service area for water. Clarification should be made obtained by the applicant from the Department of Environmental Programs before an application for service is submitted.



**NOTE: Comments from the individual members of the Technical Review Committee are attached.**

It should be noted that many of the comments submitted by various TRC members pertain to Step II and III of the review process at which time site plans and subdivision plats would be submitted, or to the permit submittals.

Comments of particular concern that should be addressed more immediately are as follows:

1. Please provide an EDU chart with identification of the sanitary areas to serve this property per the Department of Environmental Programs.

**Procedure:** The Planning Commission shall make findings of fact relative to the application and its consistency with the Comprehensive Plan, the terms of the *Zoning and Subdivision Control Article*, and all other applicable laws and regulations. The seven findings of the Technical Review Committee above must also be addressed by the Planning Commission in their report to the Worcester County Commissioners. The Planning Commission shall make a recommendation (favorable or unfavorable) relative to the application which may address the items outlined in the Technical Review Committee Report or other items as appropriate.



**TECHNICAL REVIEW COMMITTEE**

**COMMENTS**

**OCTOBER 5, 2017 REVIEW**

## TECHNICAL REVIEW COMMITTEE

STAFF PERSON: Jennifer K. Keener DATE OF MEETING: October 11, 2017

PROJECT: Shady Side Village - Step I Residential Planned Community - Establishment of the RPC Floating Zone - Proposed 36 unit duplex and one single-family unit development, South side of MD Route 707 (Old Bridge Road), west of Greenridge Lane, Tax Map 26, Parcel 157, Tax District 10, R-4 General Residential District

APPLICANT(S) IN ATTENDANCE: Hugh Cropper, Bob Hance  
Laura Stickley

### TRC MEMBERS IN ATTENDANCE:

- ☒ Keener, Zoning Administrator
- ☐ Campbell, DRP Specialist II
- ☐ Miller, Building Plans Reviewer III
- ☐ Mitchell, Environmental Programs
- ☒ Klump, Environmental Programs
- ☒ Bradford, Environmental Programs
- ☒ Birch, Environmental Programs
- ☒ Gerthoffer, Environmental Programs
- ☐ Phipps-Dickerson, Environmental Programs
- ☐ Owens, Fire Marshal
- ☐ Adkins, County Roads
- ☒ Berdan, County Roads
- ☒ Wilson, State Highway Admin.
- ☒ Ross, W & WW, DPW
- ☐ Clayville, Planning Commission Rep.

X This application is considered to be a Step I RPC plan. Ten copies of the revised concept plan and narrative which address the comments noted within will need to be resubmitted for Planning Commission review. The Technical Review Committee shall prepare a report within 90 days of the receipt of the revised plans and narrative. The applicant and specified representatives will be notified of the tentative date and time at which this application will be considered by the Planning Commission. Should you have any questions regarding the attached comments, please feel free to contact the respective Technical Review Committee member.



DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING

## Worcester County

GOVERNMENT CENTER

ONE WEST MARKET STREET, ROOM 1201

SNOW HILL, MARYLAND 21863

TEL: 410-632-1200 / FAX: 410-632-3008

[www.co.worcester.md.us/drp/drpindex.htm](http://www.co.worcester.md.us/drp/drpindex.htm)

ZONING DIVISION  
BUILDING DIVISION  
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICE DIVISION

### WORCESTER COUNTY TECHNICAL REVIEW COMMITTEE

October 11, 2017

**Jennifer K. Keener, Zoning Administrator**

Department of Development, Review and Permitting

Worcester County Government Office Building

One West Market Street, Room 1201, Snow Hill, MD 21863

\*\*\*\*\*

**Project:** Shady Side Village Step 1 Residential Planned Community — Establishment of the RPC Floating Zone - Proposed Proposed 36 unit duplex and one single-family unit development, South side of MD Route 707 (Old Bridge Road), west of Greenridge Lane, Tax Map 26, Parcel 1 57, Tax District 10, R-4 General Residential District

#### GENERAL PROCEDURE:

The Technical Review Committee shall review the application and meet with the applicants to provide comments for correction or discussion. The applicants are responsible for submitting 10 copies of a revised Step I plan and updated narrative that addresses the Technical Review Committee's concerns. Following the meeting, they shall prepare a report to be forwarded to the Planning Commission for review within 90 days after the receipt of the revised plan.

The Planning Commission shall make findings of fact relative to the application and its consistency with the Comprehensive Plan, the terms of the *Zoning and Subdivision Control Article*, and all other applicable laws and regulations. The seven findings of the Technical Review Committee above must also be addressed by the Planning Commission in their report to the County Commissioners. The Planning Commission shall make a recommendation (favorable or unfavorable) relative to the application which may address the items outlined in the Technical Review Committee Report or other items as appropriate within 90 days.

The County Commissioners shall review the application and the Technical Review Committee Report, the Planning Commission's findings, and hold a public hearing within 90 days of the receipt of the Planning Commission's recommendation. Notice of the public hearing shall have the same procedural formalities as a map amendment. Failure of the County Commissioners to reach a formal decision to approve or disapprove the application within six months of the public hearing shall constitute a denial. Any approval by the County Commissioners must be unconditionally accepted as approved in writing within 90 days.

Step I approval shall be valid for one year and shall automatically terminate if the Step II approval has not been obtained. The County Commissioners may grant a maximum of one additional year provided the request is made a minimum of 60 days in advance of the expiration of the Step I approval and granted prior to the expiration.

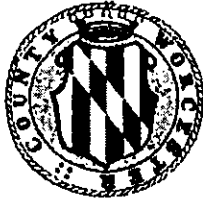
Any questions relative to the review process should be directed to Jennifer K. Keener at (410) 632-1200, extension 1123.

## **SPECIFIC COMMENTS:**

A similar project for townhouse units was approved in 2002 as a major site plan under the previous Zoning Code. Many of the same features have been carried forth in the new proposal. Based on my review of the plans, I have no additional comments for the Step I review.

All of the specific comments as addressed below are more for the Step II review process. Further comments will be provided upon receipt of a more detailed Step II plan.

1. The Planning Commission shall determine the lot requirements as part of the Step II review;
2. I am making an assumption that based on the layout of the units, they will either have garages, or the second parking space will be immediately in front of the unit;
3. One bike rack will be required meeting the requirements of §ZS 1-320(f)(12);
4. Unless these units are to become fee simple, handicap accessible parking will need to be provided;
5. For the 14 parking spaces provided over the minimum, they will have to be of a pervious design per §ZS 1-320(f)(1);
6. Buffering type landscaping will be required along the side property lines per §ZS 1-322(e)(5)A.2, and screening is required along the collector highway per §ZS 1-322(e)(6);



WORCESTER COUNTY TECHNICAL REVIEW COMMITTEE

Department of Development Review & Permitting  
Worcester County Government Center  
1 W. Market St., Room 1201  
Snow Hill, Maryland 21863  
410-632-1200, Ext. 1151  
Fax: 410-632-3008

\*\*\*\*\*

Reviewer: Paul F. Miller

Project: Shady Side Village

Date: 10/11/2017

Tax Map: 26 Parcel: 157 Section:        Lot:        Block:       

SITE SPECIFIC COMMENTS

1. Current Codes: 2015 International Residential Code  
2015 International Energy Conservation Code  
2014 NEC

**(In 2018 the Maryland Codes Administration will begin the process of adopting the 2018 International Codes)**

2. Comply with Worcester County Floodplain Regulations (where applicable).
3. The overall building height is to be clearly indicated on the construction documents. Maximum 45 feet building height permitted for townhomes, an as-built height certification may be required prior to framing inspection.
4. Footings shall be supported on undisturbed natural soils or engineered fill. Soils report and compaction testing required prior to footing inspection.

**There is not enough information provided at this time to provide additional comments.**



GOVERNMENT CENTER

ONE WEST MARKET STREET, ROOM 1003

SNOW HILL, MARYLAND 21863-1194

TEL: 410-632-5666

FAX: 410-632-5664

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## TECHNICAL REVIEW COMMITTEE COMMENTS

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PROJECT: **Shady Side Village RPC**  
LOCATION: **Tax Map 26; Parcel 157**  
CONTACT: **Kathleen Clark**  
MEETING DATE: **October 11, 2017**

TRC #: **2017499**

COMMENTS BY: **Matthew Owens**  
**Chief Deputy Fire Marshal**

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As you requested, this office has reviewed plans for the above project. Construction shall be in accordance with applicable Worcester County and State of Maryland fire codes. This review is based upon information contained in the submitted TRC plans only, and does not cover unsatisfactory conditions resulting from errors, omissions or failure to clearly indicate conditions. A full plan review by this office is required prior to the issuance of a building permit. The following comments are noted from a fire protection and life safety standpoint.

### Scope of Project

The establishment of the RPC Floating Zone – proposed 36 unit duplex and one single family unit development.

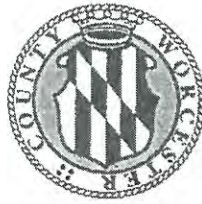
### General Comments

1. A water supply for fire protection shall be identified indicating the following:
  - a. Water Source
  - b. Engineering study for reliability of water source
  - c. Size (in gallons) of water source
  - d. Replenishment of water supply
  - e. Diameter of in ground pipe
  - f. Number of hydrants
  - g. Location of hydrants
  - h. Roadway width and surface types
  - i. Distance from hydrant to roadway
2. If public water source, approved plans by the public works department.
3. Water source plans must be approved prior to recording of plat.

4. Fire hydrants shall be located within 3 ft. of curb line. Placement of fire hydrants shall be coordinated with this office prior to installation.
5. Obstructions shall not be placed or kept near fire hydrants, fire department inlet connections, or fire protection system control valves in a manner that would prevent such equipment or fire hydrants from being immediately visible and accessible.
6. All underground water mains and hydrants **shall be installed, completed, and in service** prior to construction work or as soon as combustible material accumulates, which ever comes first. A stop work order will be issued if fire hydrants are not in service prior to construction work start.
7. Fire Lanes shall be provided at the start of a project and shall be maintained throughout construction. Fire lanes shall be not less than 20 ft. in unobstructed width, able to withstand live loads of fire apparatus, and have a minimum of 13 ft. 6 in. of vertical clearance. Fire lane access roadways must be established prior to construction start of any structure in the project. Failure to maintain roadways throughout the project will be grounds to issue stop work orders until the roadway access is corrected.
8. Coordinate 9-1-1 addressing with Worcester County Department of Emergency Services (410) 632-1311.

#### **Specific Comments**

1. An automatic fire sprinkler system shall be installed in all single family and multi-family proposed structures.
2. The fire hydrant placement shall be approved by the Fire Marshal's Office.
3. Complete set of building plans shall be submitted and approved prior to start of construction.
4. No further comments at this time.



**Worcester County**  
Department of Environmental Programs  
Environmental Programs Division

**Memorandum**

**To:** Technical Review Committee (TRC) for October 11, 2017 Meeting  
**From:** Environmental Programs Staff  
**Subject:** Shady Side Village RPC, TM 26 P 157  
**Date:** September 26, 2017

Environmental Programs comments are based on the plans submitted. These comments are subject to change every time a change is made to the plans that affect water and/or sewage for this site.

- All existing wells and septic tanks have been sealed /filled.
- There are 28 sewer EDUs from the West Ocean City Sanitary Service Area for this property and these plans require nine (9) additional EDUs to be purchased and transferred into this property as this is not in the Mystic Harbour Sanitary Service Area for sewer. An EDU Chart will need to be placed on the site plan and will also need to identify the sanitary areas that will supply services to this RPC.
- There is a water main available to the property but no water EDUs have been purchased. You would need to purchase thirty-seven (37) water EDUs from the Mystic Harbour Sanitary Service Area and pay hook-up fees. Please contact Jessica Wilson, the Enterprise Fund Controller at 410-632-0686 ext. 1217 for these applications and fees.
- Plumbing permits will be needed. Gas permits will be needed as well if utilized. Gas is available to this property. As part of the site utility work, a plumbing permit will need to be obtained.

\*Applicant stated they have (7) EDUs to transfer, will purchase (2) additional EDUs

**Citizens and Government Working Together**





DEPARTMENT OF  
ENVIRONMENTAL PROGRAMS

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1305  
SNOW HILL, MARYLAND 21863  
TEL: 410.632.1220 / FAX: 410.632.2012

LAND PRESERVATION PROGRAM  
STORMWATER MANAGEMENT  
SEDIMENT AND EROSION CONTROL  
SHORELINE COMMISSION  
AGRICULTURAL PRESERVATION  
ADVISORY BOARD

WELL & SEPTIC  
WATER & SEWER PLANNING  
PLUMBING & GAS  
CRITICAL AREAS/FORESTRY  
COMMUNITY HYGIENE

### MEMORANDUM

DATE: October 2, 2017  
TO: Worcester County Technical Review Committee  
FROM: Joy S. Birch, Natural Resources Planner *(JSB)*  
RE: October 11, 2017 Technical Review Committee Meeting

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Shady Side Village RPC – Proposed 36 unit duplex and one single-family unit development, Tax Map 26, Parcels 157.

**Critical Area:** This project is located in the Atlantic Coastal Bays Critical Area (ACBCA) program boundary designated Intensely Developed Area (IDA) and within 100' buffer. Please see following comments:

- Not needed for Step I, move II & III*
1. Ensure all items required within a Critical Area site plan NR 3-109 (d)(1) have been provided.
  2. Provide us with a Critical Area Report as defined within NR 3-109 (d)(2).
  3. Please add the standard Atlantic Coastal Bays Critical Area note: **Worcester County Atlantic Coastal Bays Critical Area Law:** *This property lies within the Worcester County Atlantic Coastal Bays Critical Area. Any and all proposed development activities must meet the requirements of Title 3 (Land and Water Resources), Subtitle I (Atlantic Coastal Bays Critical Area) of the Worcester County Code of Public Local Laws, as from time to time amended, in effect at the time of the proposed development activities.*
  4. Provide documents that the site will meet the 10% pollution reduction requirements. The Department can provide you with a copy of the worksheet if needed.

5. Illustrate and/or provide documentation that the 15% afforestation requirement will be accomplished.
6. Please provide our department a copy of the MDE authorization letter, allowing improvement to be within the 25' non tidal wetland buffer.
7. This project meets the requirement for the Maryland Critical Area Commission Project Notification parameters, therefore provide additional copies of the plan, Critical Area Report, 10% rule compliance details, and all other pertinent documents when submitted, will be forwarded to Commission Staff for review and comment.
8. Please submit the Critical Area review fee of \$320.50 for this Major Subdivision; however, there will be additional review fee's collected at each step of the review process.

**Storm Water Management & Erosion and Sediment Control:**

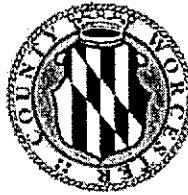
**Storm Water Management & Erosion and Sediment Control:**

SWM Concept Plan approval has been received.

**General Provisions:**

- All Erosion and Sediment controls should comply with the 2011 Maryland Standards and Specifications for Erosion and Sediment Control.
- All Stormwater Management practices shall be designed to meet the requirements of the 2007 Maryland Stormwater Management Act.
- All projects over one (1) acre shall be required to file for a General Permit / Notice of Intent (NOI) for construction activity through Maryland Department of Environment. This is mandated through the Environmental Protection Agency's (EPA) National Pollutant Discharge Elimination System (NPDES). Any permits to be issued by Worcester County for disturbance that exceeds one acre will not be issued without NOI authorization being obtained prior to.

cc: File;  
R. D. Hand & Associates, Inc.;  
Jenelle Gerthoffer, NR Administrator;  
David Bradford, NR Deputy Director.



Worcester County  
DEPARTMENT OF PUBLIC WORKS  
6113 TIMMONS ROAD  
SNOW HILL, MARYLAND 21863

MEMORANDUM

JOHN H. TUSTIN, P.E.  
DIRECTOR

JOHN S. ROSS, P.E.  
DEPUTY DIRECTOR

TEL: 410-632-5623  
FAX: 410-632-1753

DIVISIONS

MAINTENANCE  
TEL: 410-632-3766  
FAX: 410-632-1753

ROADS  
TEL: 410-632-2244  
FAX: 410-632-0020

SOLID WASTE  
TEL: 410-632-3177  
FAX: 410-632-2000

FLEET  
MANAGEMENT  
TEL: 410-632-5675  
FAX: 410-632-1753

WATER AND  
WASTEWATER  
TEL: 410-641-5251  
FAX: 410-641-5185

TO: Jennifer Kenner, Zoning Administrator  
Rita Campbell, DRP Specialist II  
FROM: Frank J. Adkins, Roads Superintendent (FA)  
DATE: October 2, 2017  
SUBJECT: TRC Meeting – October 11, 2017

Section 1-325 Site Plan Review

A. Duffie Boatworks

1. No comments – borders State Highway.

Construction Plans/Final Plat Review

A. Triple Crown

1. Will require a road construction bond to be in place before construction may begin.
2. Geo-tech must be on-site at all times during construction and all reports are to be submitted to the Roads Division on a daily basis.

Residential Planned Community

A. Shady Side Village RPC

1. No comments – borders State Highway

cc: John H. Tustin, P.E.

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**MDOT**  
MARYLAND DEPARTMENT  
OF TRANSPORTATION  
STATE HIGHWAY  
ADMINISTRATION

Larry Hogan  
Governor  
Boyd K. Rutherford  
Lt. Governor  
Pete K. Rahn  
Secretary  
Gregory Slater  
Administrator

October 5, 2017

Ms. Jennifer Keener, Zoning Administrator  
Department of Developing, Review and Planning  
Worcester County Government Center  
One West Market Street, Room 1201  
Snow Hill MD 21863

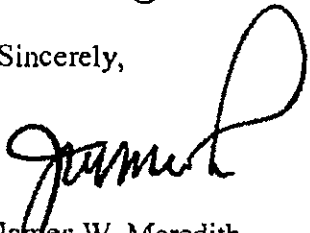
Dear Ms. Keener:

Thank you for the opportunity to review the submittal for the proposed Shadyside Village, located on the southerly side of MD 707, west of Greenridge Road, in Worcester County. The Maryland Department of Transportation State Highway Administration (MDOT SHA) has reviewed the plans and we are pleased to respond.

The plan proposes the construction of a 36 unit duplex and one (1) single-family unit development, with a commercial two-way entrance. As the plan proposes the new construction of a commercial development with a commercial access onto MD 707, it will require a Commercial Access Permit from this office.

Subject to our aforementioned comments, the applicant must submit four sets of approved plans, two sets of the Stormwater Report, and a CD containing the plans and supporting documentation in PDF format directly to Mr. James W. Meredith at 660 West Road, Salisbury, MD 21801, attention of Mr. Dan Wilson. If you have any questions or require additional information please contact Mr. Dan Wilson, Access Management Consultant, at 410-677-4048, by using our toll free number (in Maryland only) at 1-800-825-4742 (x4048), or via email at [dwilson12@sha.state.md.us](mailto:dwilson12@sha.state.md.us).

Sincerely,



James W. Meredith  
District Engineer

cc: Ms. Jana Potvin, Assistant District Engineer-Traffic, MDOT SHA  
Mr. Dennis Rodgers, Resident Maintenance Engineer, MDOT SHA  
Mr. Dan Wilson, Access Management Consultant, MDOT SHA

**WORCESTER COUNTY  
DEPARTMENT OF PUBLIC WORKS  
WATER & WASTEWATER DIVISION  
INTEROFFICE MEMORANDUM**

**TO:** Jennifer K. Keener, Zoning Administrator  
Development Review and Permitting  
**FROM:** John S. Ross, P.E., Deputy Director  
**DATE:** September 29, 2017  
**SUBJECT:** TRC Meeting – October 11, 2017

**I. Site Plan Review**

A. Sketch Plan - Duffie Boatworks- Proposed construction of a 23,050 square foot boat construction and maintenance facility and 6,600 square feet of self-storage units, Tax Map 27, Parcels 628, 464, & 251, Lots 11, 13 & 16, Tax District 10, C-2 General Commercial District, located on the westerly side of Stephen Decatur Highway (MD Route 611), south of Old Bridge Road (MD Route 707), Paglierani Family, LLC, property owner/ Duffie Boatworks, LLC, contract purchaser/ developer/ Vista Design, Inc., land planner;

1. Water and Sewer lines are available along Stephen Decatur Highway
2. Confirm that adequate EDU's are assigned to the properties.
3. Reserve comments pending final site drawings

**2. Construction Plans/ Final Plat Review**

A. Triple Crown Estates Residential Planned Community – proposed construction of the infrastructure and the creation of 30 two-family lots, located at the southern terminus of King Richard Road, north of Gum Point Road, Tax Map 21, Parcels 67 and 74, Tax District 3, R-1 Rural Residential and RP Resource Protection Districts, Triple Crown Estates, LLC, owner/ developer/ Soule & Associates, P.C., surveyor;

1. Prepare a public works agreement prior to the start of construction
2. Schedule a pre-construction meeting with the Water and Wastewater Division prior to start of construction

**3. Residential Planned Community**

A. Shady Side Village - Step I Residential Planned Community - Establishment of the RPC Floating Zone - Proposed 36 unit duplex and one single-family unit development, South side of MD Route 707 (Old Bridge Road), west of Greenridge Lane, Tax Map 26, Parcel 157, Tax District 10, R-4 General Residential District, Kathleen Clark, owner/ R.D. Hand & Associates, Inc., land planner;

1. Water and Sewer lines are available along Old Bridge Road
2. Confirm that adequate EDU's are assigned to the property
3. Reserve comments pending final site drawings

Cc: John Tustin

- A. All expansions or additions to existing cooperative manufactured or mobile home parks shall comply the following regulatory requirements, in addition to those contained in Subsections (f)(1) and (f)(2) hereof, shall apply.
- B. Where manufactured or mobile home parks are allowed by special exception and for all expansions or enlargements of an existing nonconforming cooperative manufactured or mobile home park pursuant to § ZS 1-122 hereof, the special exception application shall be accompanied by a conceptual site plan as required in § ZS 1-116 hereof. The Board of Zoning Appeals shall review the application for special exception in concept only. In granting a special exception for an expansion or addition of a cooperative manufactured or mobile home park, the Board of Zoning Appeals may require that the existing portion of the manufactured or mobile home park comply with all or some of the provisions imposed on the expanded or added area as part of the approval.
- C. All expanded or enlarged cooperative manufactured or mobile home parks shall be subject to site plan review and approval by the Planning Commission in accordance with the provisions of § ZS 1-325 hereof. In the approval of a site plan for a cooperative manufactured or mobile home park, the Planning Commission may require special conditions to be met, such as additional setback requirements, additional landscaping, sidewalks, drainage facilities, traffic control and deed restrictions, in order to safeguard the general health, safety and welfare of the public.
- D. Once the aforementioned site plan has been reviewed and approved by the Planning Commission, the developer shall submit a recordable plat and the proposed documents establishing the cooperative manufactured or mobile home park, said plat and documents to be in accordance with Subsection (f)(3)B hereof and to follow the same procedural format.
- E. No site plan or plat approval for a cooperative manufactured or mobile home park shall be granted until the Department of Public Works, Roads Division, has reviewed and approved the proposed design and construction of the park's roads, parking and drainage facilities and the placement of the manufactured or mobile home units in relation to such facilities. All roads in cooperative manufactured or mobile home parks shall comply with the roads standards for campground subdivisions. All roads in cooperative manufactured or mobile home parks shall be private and shall not be accepted by the County Commissioners for maintenance. Adequate easements or rights-of-way for utilities shall be provided.

**§ ZS 1-315. RPC residential planned communities.**

- (a) Purpose and intent. Residential planned communities are intended to encourage the best possible design of building forms and site planning for tracts of land under a unified plan of development. Holistic control over an entire development, rather than lot-by-lot regulation, and flexibility in requirements is intended to produce a well-designed

development that will provide a variety of housing types, preserve open space and natural vegetation for scenic and recreational uses, reduce impervious surfaces, and have a beneficial effect upon the health, safety and general welfare of the people of the County. The regulations established in this section allow flexibility and thus permit and encourage more imaginative and environmentally sensitive development. To ensure that a residential planned community shall conform to the character and nature of the district in which it is located, achieve a maximum of coordination between the residential planned community and neighboring land uses, promote the intent and purposes of this Title and encourage the most appropriate use of land within the area of the residential planned community, specific and additional standards are established as set forth in this section.

- (b) Classification, location and area requirements. Residential planned communities shall be reviewed and approved by the pertinent body and shall be designated as either minor or major. Major residential planned communities shall be established as floating zones by the County Commissioners. Minor residential planned communities shall be defined as those having twenty or fewer residential units while major residential planned communities shall be those having more than twenty residential units. A series of separate minor residential planned communities created from the same parcel as it existed on the effective date hereof shall be considered a major residential planned community when the cumulative effect of such separate residential planned communities meets the criteria of a major residential planned community. Residential planned communities may be permitted in accordance with the provisions hereof in the E-1, V-1, R-1, R-2, R-3 and R-4 Districts. Land zoned RP which is within the boundaries of the property subjected to a residential planned community may be included within the residential planned community boundaries. Land within the boundaries of the residential planned community which is located in any C or CM District may be included in the residential planned community if the area of the C or CM District does not exceed five percent of the area of the residential planned community.
- (c) Permitted uses and structures. The following uses and structures may be permitted in a residential planned community:
- (1) Minor residential planned communities: Permitted principal uses and structures shall be limited to the permitted principal uses and accessory uses allowed by the district regulations of the underlying zoning district. Any use allowed by special exception is permitted in a minor residential planned community, provided the approval of the Board of Zoning Appeals is obtained. Commercial use up to the maximum percentage cited herein shall be limited to the permitted principal uses cited in the C-1 Neighborhood Commercial District regulations.
  - (2) Major residential planned communities: Permitted principal uses and structures shall be the permitted principal uses, special exception uses and accessory uses allowed by the R-4 General Residential District, regardless of the underlying zoning district. Residential units may be located in, over or as a part of buildings or structures also used for commercial purposes. Commercial use up to the maximum percentage cited herein shall be limited to the permitted principal and special exception uses cited in the C-2 General Commercial District regulations. Uses cited as special exceptions uses shall not require approval by the Board of Zoning Appeals.

- (3) Any use or structure which is determined by the County Commissioners to be of the same general character as the above-permitted uses or accessory uses not specifically mentioned in another district but is deemed by the County Commissioners to be compatible with the character and intent of the residential planned community.
- (d) Area limitations for uses. Within a residential planned community, the following percentages of the total gross lot area [as defined in § ZS 1-305(a) hereof] but excluding state wetlands [as defined in § ZS 1-103(b) hereof] shall be devoted to the following uses:
- (1) For minor residential planned communities:
- A. Retail and service uses: a maximum of five percent and limited to the permitted principal uses cited in the C-1 District regulations. No retail or service uses are permitted in a residential planned community in the E-1 District.
  - B. Common use open space and recreational areas: While a minimum percentage is not required, common use open space and recreational areas are encouraged. Where possible, those areas contained in the one-hundred-year floodplain should be dedicated as open space or recreational areas.
  - C. Residential uses: There is no maximum percentage. Residential use shall be limited to single-family and two-family dwellings, multi-family dwellings, townhouses, manufactured homes and planned senior developments. Land devoted to residential use shall be deemed to include those streets, alleys and parking and service areas which abut and service primarily the residences or groups of residences.
- (2) For major residential planned communities:
- A. Retail and service uses: a maximum of twenty percent and limited to the permitted principal and special exception uses cited in the C-2 District regulations. No retail or service uses are permitted in a residential planned community in the E-1 District.
  - B. Common use open space: a minimum of thirty percent and in accordance with the following provisions and requirements:
    - 1. Open space shall be limited to areas for recreation or the growing of trees, vegetable, field or nursery crops or for purposes of conservation of natural resources. Where possible, those areas contained in the one-hundred-year floodplain should be dedicated as open space.
    - 2. Recreational areas shall be limited to public and private noncommercial social and recreational areas, public and private (commercial and noncommercial) golf courses, private (noncommercial) marinas and playgrounds.



3. The terms "open space" and "recreational areas" shall not include space devoted to roads and parking. Except as provided in Subsection (d)(2)B2 hereof, open space shall be free of residential, service, business or industrial structures and uses.
4. Reasonable restrictions and fees may be placed upon the use of active recreation areas.
5. Requirements for open space shall be as follows:
  - (i) A minimum of fifty percent of the required open space must be retained in its natural state and not used to satisfy the requirements for passive or active recreation. No more than fifty percent of this area may be private wetlands.
  - (ii) A minimum of ten percent of the required open space must be for active recreation.
  - (iii) A minimum of twenty percent of the required open space must be for passive recreation.
  - (iv) All open space and areas for active and passive recreation required by Subsection (d)(2)B5 hereof shall be dedicated, developed and perpetually protected to satisfy the requirements as contained herein.
6. The Planning Commission may grant waivers to this subsection where it determines that conditions exist such that the full provisions for open space as required by this subsection are otherwise satisfied. The Planning Commission shall consider proximity to public open spaces, lot size and other appropriate factors.

C. Residential uses: a maximum of seventy percent. Residential use shall be limited to single-family and two-family dwellings, multi-family dwellings, townhouses, manufactured homes and planned senior developments. Land devoted to residential use shall be deemed to include those streets, alleys and parking and service areas which abut and service primarily the residences or groups of residences but may not include usable open space or recreational areas.

(e) Residential density. The maximum number of residential units which may be permitted in a residential planned community in areas other than those designated as Growth Areas by the Land Use chapter of the Comprehensive Plan shall be as follows. Major fractions of units may be counted as a full unit.

- (1) In the E-1 District, one unit per two acres of the total gross lot area exclusive of any land in the RP, C or CM Districts.
- (2) In the V-1 District, five units per one acre of the total gross lot area exclusive of any land in the RP, C or CM Districts.

- (3) In the R-1 District, one unit per one acre of the total gross lot area exclusive of any land in the RP, C or CM Districts.
  - (4) In the R-2 District, four units per one acre of the total gross lot area exclusive of any land in the RP, C or CM Districts.
  - (5) In the R-3 District, six units per one acre of the total gross lot area exclusive of any land in the RP, C or CM Districts.
  - (6) In the R-4 District, eight units per one acre of the total gross lot area exclusive of any land in the RP, C or CM Districts.
  - (7) Land in the RP, C or CM Districts may be included within the residential planned community in accordance with Subsection (b) hereof but the acreage of such land may not be included within the total lot area used for the calculation of permitted density.
- (f) Residential planned communities in areas designated as Growth Areas by the Land Use chapter of the Comprehensive Plan. Such projects shall promote mixed-use community centers with declining density toward the perimeter of the growth area, thus creating a center, an edge and a variety of housing types in between. The average residential density shall be no less than three and one-half dwelling units per acre of the total lot area used for residential, open space and recreation purposes. The core of the growth area should provide a maximum density of up to ten dwelling units per acre and mixed uses to provide commercial services to meet the residents' and visitors' needs and various housing types. Maximum lot sizes at the growth area's core shall not exceed five thousand square feet. Residential densities shall decrease as one moves away from the core of the growth area, to a perimeter density of not more than one dwelling unit per acre. Maximum lot sizes at the growth area's perimeter shall not exceed twenty thousand square feet. A surrounding natural forested or agricultural greenway should be the outermost perimeter of the growth area in order to blend into the surrounding landscape. The densities cited herein are applicable to the growth area as a whole, not to individual parcels within the growth area. Individual projects should be reviewed relative to their placement within the growth area and how their proposed design helps achieve the growth area's design principles and densities cited herein.
- (g) Lot, road and parking requirements. For individual structures, there shall be no minimum lot area, setback, bulk, lot width, area or road frontage requirements. Such standards shall be as approved by the Planning Commission. No structure or group of structures, such as semidetached dwellings or a row of townhouses, shall be erected within ten feet of any other structure or group of structures. The supplemental regulations contained in Subtitle ZS1:III hereof shall apply. All roads, parking areas and access points shall meet County standards. However, in those areas designated for commercial uses, the parking space dimensions of not less than sixty percent of the required parking shall measure not less than ten feet in width and eighteen feet in length. The parking space dimensions of not more than forty percent of the required parking shall measure not less than nine feet in width and eighteen feet in length.
- (h) Height regulations. Buildings and structures within two hundred feet of the development perimeter shall be limited to the maximum height permitted by the underlying zoning

district. All other buildings in the residential planned community shall be limited to a maximum height of six stories and seventy feet. No accessory structure shall exceed either two stories or twenty-five feet in height.

- (i) Other regulations. In regulating the development of a residential planned community, the provisions of this section shall first apply. When a matter is not specifically regulated by this section, the other provisions of this Title and of the underlying zoning district in which the residential planned community is located shall apply.
- (j) General design standards. In order to provide for more efficient use of land, protection of the environment, more livable communities, and consistency with the Comprehensive Plan, the following design standards shall apply to all residential planned communities:
  - (1) All development plans shall first identify key environmental features and then design the development plan in such a manner as to protect and avoid disturbance of these resources. Special consideration shall be given to wetlands, forested areas, existing significant trees, floodplains, source water and aquifer recharge protection areas, areas of critical or special habitat, water bodies on the state's impaired waters list or having an established total maximum daily load requirement and other important environmental features.
  - (2) Particularly for major residential planned communities, provide clustered, mixed use (where appropriate), pedestrian-scale development, preferably taking its design guidance in terms of scale, layout, uses, architectural style and landscaping from existing County towns and villages, to allow convenient access to products and services, improve community vitality and diminish the need for vehicle trips.
  - (3) Cluster residential and commercial land uses to minimize the consumption of vacant lands, maximize open space and reduce impervious surfaces.
  - (4) Limit the use of culs-de-sac and dead-end streets and instead promote street, trail and sidewalk connectivity to reduce vehicle miles traveled and improve community walkability.
  - (5) Preserve existing forested areas and natural areas as greenways within and around developments for environmental and recreational purposes and to blend the man-made and natural environments.

(k) Review and approval procedure.

- (1) For minor residential planned communities: Review and approval shall take place in two steps. The first step must be completed in its entirety, including the obtaining of all necessary approvals, prior to initiating the second step.
  - A. Step I concept plan approval. In this step the applicant shall submit adequate plans and other pertinent documents sufficiently addressing the required elements for review by the Technical Review Committee and Planning Commission and this submission shall constitute the residential planned community application.

1. The Step I concept plan shall include the following:
  - (i) A sketch plan at a readable scale. The submitted plan shall show contours at five-foot intervals, except where the average slope is less than three percent, in which case two-foot contours are required, all existing natural and man-made features, existing zoning, a vicinity map, and the Chesapeake or Atlantic Coastal Bays Critical Area boundary and designation, if applicable.
  - (ii) A preliminary determination of sensitive areas, including but not limited to a preliminary delineation of any tidal or nontidal wetlands, a delineation of the one-hundred-year floodplain, and a forest stand delineation, particularly existing significant trees.
  - (iii) A conceptual schematic plan generally identifying the type, location, densities and acreage of all proposed land uses.
  - (iv) A requested land use density for the total project.
  - (v) A schematic plan generally identifying the proposed drainage pattern and potential stormwater management measures.
  - (vi) The proposed method and adequacy of wastewater disposal and potable water supply.
  - (vii) A written statement addressing the residential planned community's consistency with the Comprehensive Plan, zoning regulations and other established development policy guidelines, its topography and relationship to existing natural and man-made features, both on site and in the immediate vicinity, efforts to adequately protect sensitive areas, the availability and suitability of vehicular access, and the availability and adequacy of water and sewer facilities.
  - (viii) Such other information as the Technical Review Committee or Planning Commission may require.
2. The Technical Review Committee shall meet with the applicant to review the Step I concept plan and shall subsequently in writing identify areas of concern and issues to be addressed by the Planning Commission. The Technical Review Committee may solicit other agency comments prior to making its recommendation and may require additional information, studies or reports.
3. The Planning Commission shall then meet with the applicant to review the Step I concept plan and the Technical Review Committee's comments and recommendations. The Planning Commission shall address the areas identified by the Technical Review Committee and such other areas of concern and such requirements as it may deem necessary and appropriate. The Planning Commission shall take action to either approve, with or without conditions, or disapprove the Step I concept plan and thus the residential planned community application.

Alternatively, the Planning Commission may remand the residential planned community application back to the Technical Review Committee for further review and refinement and then subsequently consider and act upon the revised application. The Planning Commission's findings and decision shall be made in writing and made a part of the record. Once the Planning Commission has approved the Step I concept plan, the applicant may proceed with seeking approval of the Step II implementation plan.

- B. Step II implementation plan. This step shall guide the project through the customary subdivision process as prescribed in Title 2 of this Article or the site plan review process as prescribed in § ZS 1-325 hereof, as appropriate.
1. The Step II implementation plan consists of detailed subdivision plats or site plans which shall be submitted for review and approval in the manner specified in the subdivision and site plan regulations as applicable. All such plats or plans shall conform to Step I concept plan approvals. The Technical Review Committee or Planning Commission may request such information and details on the plats or plans as is determined necessary. Any construction shall comply with the approved Step II implementation plan.
  2. Requirements relative to action by the Planning Commission on the Step II implementation plan shall be those specified in the subdivision or site plan regulations as applicable.
  3. Expiration of subdivision plats or site plans approved as part of the Step II implementation plan shall be as prescribed in Title 2 of this Article or in § ZS 1-325 hereof, respectively. In the event of the expiration of the Step II approval, all previous residential planned community approvals, including the Step I concept plan approval, are rendered null and void.

- (2) For major residential planned communities: Review and approval shall take place in three sequential steps. Each step must be completed in its entirety, including the obtaining of all necessary approvals, prior to initiating the next step.

- A. Step I concept plan approval. In this step the applicant shall submit adequate plans and other pertinent documents sufficiently addressing the required elements for review by the Technical Review Committee, Planning Commission and the County Commissioners and this submission shall constitute the residential planned community application.

1. The Step I concept plan shall include the following:
  - (i) A sketch plan at a readable scale. The submitted plan shall show contours at five-foot intervals, except where the average slope is less than three percent, in which case two-foot contours are required, all existing natural and man-made features, existing zoning, a vicinity map, and the Chesapeake or Atlantic Coastal Bays Critical Area boundary and designation, if applicable.

- (ii) A preliminary determination of sensitive areas, including but not limited to a preliminary delineation of any tidal or nontidal wetlands, a delineation of the one-hundred-year floodplain, a forest stand delineation, greenways, areas of critical or special habitat, source water and aquifer recharge protection areas, and proposed methods for protection of important environmental features.
- (iii) A conceptual schematic plan generally identifying the type, location, densities and acreage of all proposed land uses.
- (iv) A requested land use density for the total project.
- (v) A schematic plan generally identifying the proposed drainage pattern and potential stormwater management and minimization of impervious surfaces.
- (vi) A preliminary capacity and availability analysis of water and wastewater facilities for projects proposed to be served by existing public utilities or, where new facilities are proposed to serve the project, a preliminary feasibility analysis of wastewater disposal capabilities and potable water production.
- (vii) The existing and proposed circulation patterns for vehicles, pedestrians and bicycles, both internal and external to the project, and a preliminary capacity analysis of the existing road network's ability to serve the project without undue detriment to levels of service.
- (viii) Such other information as the Technical Review Committee, Planning Commission or County Commissioners may require.
- (ix) A written statement addressing the following:
  - a. The residential planned community's conformance with the goals, objectives and recommendations of the Comprehensive Plan, compliance with the zoning regulations and other established development policy guidelines, and with the Comprehensive Plan, zoning regulations, development policy guidelines and annexation policies of any municipality within one mile of the proposed project's boundaries.
  - b. The general location of the site, a description of existing and anticipated land use in the immediate vicinity and the residential planned community's compatibility with those land uses.
  - c. The availability and adequacy of public facilities, services and utilities to meet the needs of the residential planned community and the long-term implications the project would

have on subsequent local development patterns and demand for public facilities and services.

- d. The consistency of the residential planned community with the general design standards as contained in Subsections (j)(1) through (j)(5) hereof.
  - e. The relationship of the residential planned community's proposed construction schedule, including any phasing, and the demand for and timely provision of public facilities, services and utilities necessary to serve the project.
  - f. The capacity of the existing road network to provide suitable vehicular access for the residential planned community, the appropriateness of any existing or proposed improvements to the transportation network, the adequacy of the pedestrian and bicycle circulation, and the proposed means of connectivity of the project to surrounding residential, commercial and recreational development and uses.
  - g. The relationship of the proposed method of wastewater disposal and provision of potable water service with the goals, objectives and recommendations of the Comprehensive Plan, Comprehensive Water and Sewer Plan, and other established policy guidelines.
2. The Technical Review Committee shall meet with the applicants and shall review the residential planned community application, including the Step I concept plan and required written statement. The Technical Review Committee shall, subsequent to the meeting and review, identify areas of concern and issues to be addressed by the Planning Commission. It shall report its findings and recommendations to the applicants and to the Planning Commission in writing in a report known as the "Technical Review Committee Report." The Technical Review Committee may solicit other agency comments prior to making its report and may require additional information, studies or reports. The Technical Review Committee shall review the submission and present its report within ninety days after receipt of the applicant's submission of a complete application, unless extended by the Planning Commission.
  3. The Planning Commission shall then meet with the applicant to review the submission and the Technical Review Committee Report and may as a group visit the site of the proposed project. The Planning Commission shall produce findings based on the items considered under Subsections (k)(2)A1(ix)a through (k)(2)A1(ix)g hereof. The Planning Commission shall also produce a recommendation to the County Commissioners as to approval or disapproval of the residential planned community application, which may address the areas identified in the Technical Review Committee Report and such other areas of concern

and such requirements as the Planning Commission may deem necessary and appropriate to advise the County Commissioners. The Planning Commission shall submit its recommendation within ninety days after receipt of the Technical Review Committee Report, unless extended by the County Commissioners.

4. The County Commissioners shall consider the application and recommendation and hold a public hearing within ninety days of receipt of the Planning Commission's recommendation, unless extended by the County Commissioners. The hearing shall have the same procedural formalities as a map amendment as described in § ZS 1-113(c) hereof. Notice of such public hearing shall be as required in § ZS 1-114 hereof. The County Commissioners shall review the application, Technical Review Committee Report and Planning Commission's recommendation and shall, following the public hearing, approve or disapprove the application and, if approved, establish the residential planned community floating zone. Failure of the County Commissioners to reach a formal decision to approve or disapprove the application within six months of the public hearing shall constitute a denial of the application. In granting an approval, the County Commissioners may impose conditions which shall become a part of the approval regulating the residential planned community. In addition, the County Commissioners may require independent reports of consultants, at the expense of the developer, prior to Step I concept plan approval. Any residential planned community approved by the County Commissioners must be unconditionally accepted as approved, in writing, by the applicant requesting such use within ninety days after approval by the County Commissioners. Failure to so accept, in writing, any such residential planned community so approved by the County Commissioners shall be considered a rejection and abandonment by the applicant of the approval, and thereafter any such residential planned community so approved shall be null and void and of no effect whatsoever. Any transfers of the property shall be subject to the approved plan. Step I concept plan approval by the County Commissioners shall be considered a reclassification and subject to appeal as such.
  5. Step I approval shall automatically expire and terminate unless the Step II approval is obtained within one year from the date of Step I approval. The County Commissioners may extend the Step I approval for a maximum of one additional year, provided the one-year extension is requested not less than sixty days prior to the expiration of the Step I approval and granted prior to expiration as well.
- B. Step II master plan approval. Upon completion of Step I, an applicant shall develop and submit to the Technical Review Committee and the Planning Commission a detailed plan which shall serve as a master plan for the entire project and which shall be in accordance with the Step I approval.



1. The applicant shall meet with the Technical Review Committee and Planning Commission in that order. The Planning Commission shall have the authority to approve or disapprove the application.
2. The master plan shall conform to the regulations as set forth in this Title and include any details and specifications as may be required by the Technical Review Committee and the Planning Commission. The master plan shall include, at a minimum, the following:
  - (i) An accurate topographic and boundary line survey of the project site, including the survey location of the perimeter of all forested areas, existing significant trees, the one-hundred-year floodplain line, the Critical Area boundary line, where applicable, the tidal and nontidal wetland lines and their buffers, location of important habitat or sensitive areas, and source water and aquifer recharge areas and a location map showing its relationship to surrounding properties.
  - (ii) Proposed extent of forest clearing, wetland and buffer impacts, Critical Area buffer impacts or variances, and the proposed percentage of impervious area.
  - (iii) The use, type, size and location of proposed structures, particularly with regard to the provision of mixed uses and clustering.
  - (iv) The general size, arrangement and location of any lots and proposed building groups.
  - (v) The pattern of existing and proposed access points, public and private roads, vehicular travelways, parking, pedestrian and bicycle paths, internal and external circulation and connectivity, particularly to surrounding residential, commercial and recreational development and uses, and the intended design and construction standards.
  - (vi) The general location, type and size of proposed landscaping.
  - (vii) The location of existing and proposed water and wastewater facilities, including how and when such facilities are to be provided.
  - (viii) Architectural drawings, elevations, sketches or models illustrating the general design, character and pedestrian-scale of the proposed structures and a written description of how they relate to the architectural style and landscape design in the existing County towns, villages, and surrounding development.
  - (ix) The general location of recreational and open space areas and areas reserved or dedicated for public uses, such as schools, community centers, libraries, fire stations and park sites, and any open space to be owned and maintained by a property owners' association. Areas

proposed for active and passive recreation shall be shown, along with a description of the facilities and equipment to be provided in these areas.

- (x) The existing topography and drainage pattern and the proposed stormwater management system showing basic topographic changes.
  - (xi) Statistical data on the total size of the project area, density computations, proposed number of residential units by type, compliance with area limitations and requirements for uses, area in streets, area in parking and parking tabulation and any other similar data pertinent to a comprehensive evaluation of the proposed development.
  - (xii) A detailed time schedule for the implementation and construction of the development and, if appropriate, a plan for phasing the construction of the residential planned community, showing the general geographical coverage of future plats or plans, their approximate sequence of submission, each of which must meet pertinent requirements either on their own or in conjunction with prior phases.
3. The Technical Review Committee will meet with the applicant and review the Step II master plan and any associated documents. The Technical Review Committee shall, within ninety days after the submission of a complete application, submit its written findings and recommendation to the Planning Commission. In the review of the application, the Technical Review Committee and, subsequently, the Planning Commission shall be guided by the standards set forth in this Title and principles of good planning and shall also give consideration to whether:
- (i) The plans for the development fulfill the goals and objectives and comply with the recommendations of the Comprehensive Plan and are compatible with and complement the character and nature of existing and anticipated development in the vicinity of the proposed development.
  - (ii) The design of the development will, as its first priority, protect to the greatest extent feasible existing forested areas and greenways, floodplains, the Critical Area, where applicable, tidal and nontidal wetlands, sensitive areas or special habitats, and source water and aquifer recharge areas.
  - (iii) The residential planned community's design lends itself to a clustered, pedestrian scaled development, providing mixed uses where appropriate, and is in keeping with the scale, layout, uses, architectural style and landscape design of existing County towns and villages and blends the natural and built environments.

- (iv) The residential planned community's design minimizes impervious surfaces and the consumption of vacant lands while maximizing open space.
  - (v) The project's layout and design promote street, trail and sidewalk connectivity within the project and to and through adjoining properties and neighborhoods.
  - (vi) The types and extent of uses and structures in the project will not adversely affect the future development or value of undeveloped neighboring areas or the use, maintenance and value of neighboring areas already developed.
  - (vii) The development will secure for the residents of the County a development which is consistent with the Comprehensive Plan and which is compatible with and complementary to established development in the County.
4. The Planning Commission will meet with the applicant and review the Step II master plan, any associated documents and the Technical Review Committee's recommendations. In its review, the Planning Commission is empowered to request any changes or additional information that it may deem necessary. Following its review, the Planning Commission shall either approve or disapprove the application. In the case of disapproval, the Planning Commission shall present the applicant with a written report of its findings, including the reasons for disapproval. In the case of approval, the Planning Commission may attach conditions concurrent with the approval of the residential planned community and impose time limits on the development.
5. Substantial modification of the plan, as determined by the Department, may only be processed as a new Step II master plan in accordance with the provisions hereof and shall require Planning Commission review and action. Any significant modification to the detailed time schedule will require Planning Commission approval upon a showing of reasonable cause by the developer filed in writing. Minor modifications to the Step II master plan may be approved by the Department when limited to the layout, road alignment, landscaping, and stormwater management. Other amendments to the Step II approval and any conditions which may be imposed thereon may be granted by the Planning Commission upon the request of the applicant. Changes in the density or bulk of the residential planned community's structures may only be approved by the County Commissioners as an amendment to the approved Step I concept plan after a duly advertised public hearing where they determine the change to be of such significance that a public hearing is necessary.

6. Failure to comply with the conditions and regulations as herein established and as specifically made applicable to a particular project may be cause for cancellation of the approval for said project.
  7. All approvals shall be in writing. An applicant may withdraw an application for a residential planned community at any time within sixty days after Step II master plan approval. In the event of withdrawal, the Step I concept plan and Step II master plan approvals shall be rendered null and void.
  8. Step III implementation plan approval must be obtained within three years from the date of the Step II master plan approval or the Step I concept plan and Step II master plan approvals shall automatically expire. Provided that a request for extension is made in writing no less than sixty days prior to the expiration, the Planning Commission may grant a single one-year extension to the Step II master plan approval. For the purposes of this subsection, Step III implementation plan approval shall be construed to be obtaining the approval of final plats or site plans, as appropriate, for no less than twenty percent of the residential units or residential lots in the residential planned community.
  9. The Department shall delineate and designate approved residential planned communities on the Official County Zoning Maps for informational and reference purposes.
- C. Step III implementation plan approval. This step shall guide the project through the customary subdivision process as prescribed in Title 2 of this Article or the site plan review process as prescribed in § ZS 1-325 hereof, as appropriate, and the project shall be subject to all procedures and requirements as contained therein. All subdivision plats, site plans or other necessary documents submitted as part of the Step III implementation plan shall be in accordance with the approved Step II master plan.
1. Detailed implementation plans consisting of subdivision plats or site plans, as appropriate, shall be submitted to the Technical Review Committee and Planning Commission for review and approval. All such plans shall conform to the approved Step II master plan.
  2. Construction shall not commence until all required approvals and permits have been obtained and all construction must be conducted in accordance with the approved subdivision plats, site plans or other necessary documents that serve as the approved Step III implementation plan.
  3. Limitations on review time and the expiration of subdivision plats or site plans approved as part of Step III implementation plan shall be as prescribed in Title 2 of this Article or in § ZS 1-325 hereof, respectively. In the event of the expiration of the Step III implementation plan approval, all previous residential planned

community approvals, including the Step I concept plan and Step II master plan, are rendered null and void.

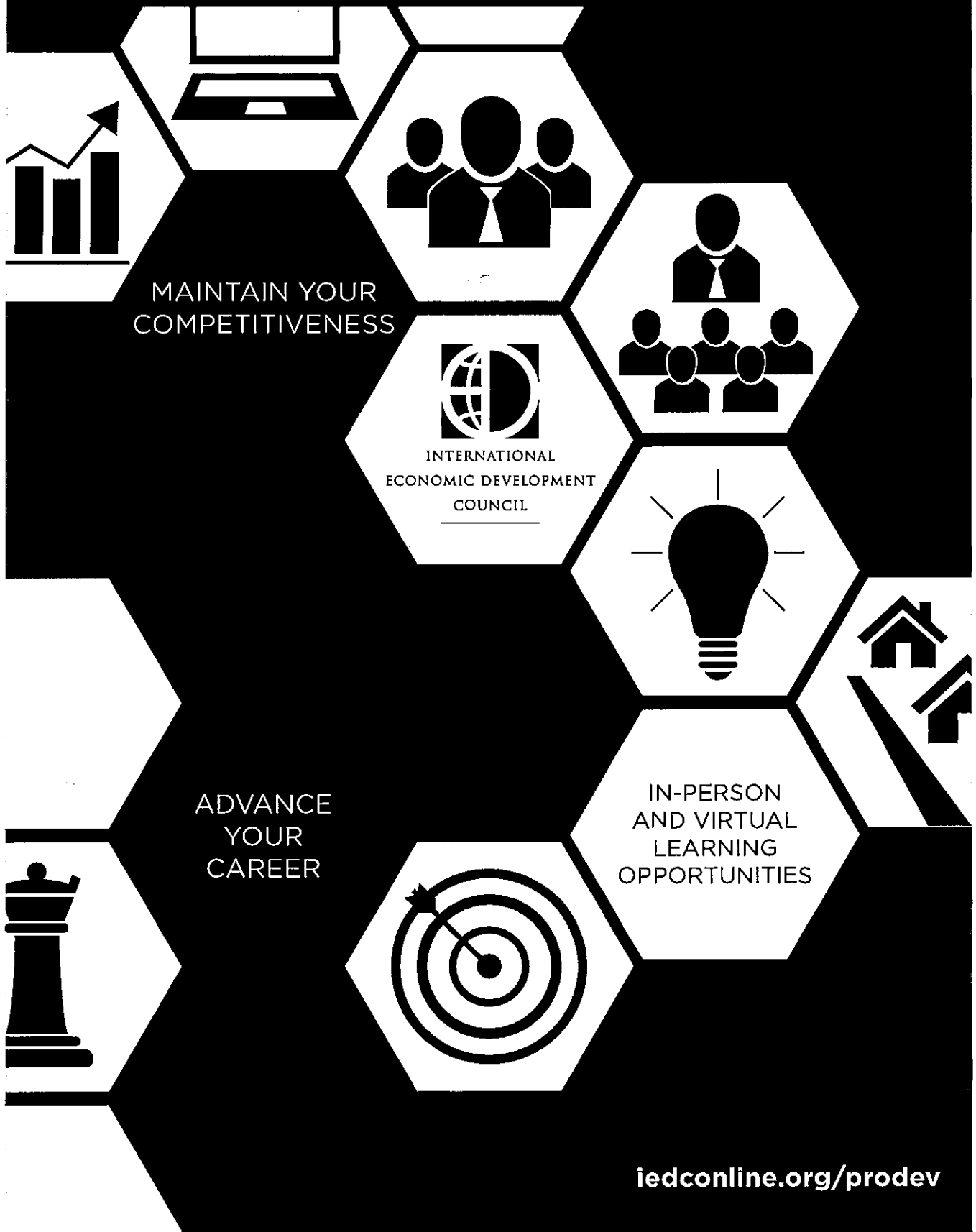
- (l) Appeals. There shall be but one opportunity for appeal to the Circuit Court from a decision of the County Commissioners or Planning Commission under this section. That appeal shall be from the action of the County Commissioners or Planning Commission in granting, conditioning or denying the Step I concept plan application for a major or minor residential planned community, respectively, and shall be subject to appeal in the same manner as a map amendment.

**§ ZS 1-316. Planned senior developments.**

- (a) Purpose. The purpose and intent of this section is to encourage the best possible design of planned senior developments (PSD), under a unified plan of development intended to provide comprehensively planned housing for senior citizens over the age of fifty-five years and to provide those services necessary for the community's residents to allow those individuals to function despite declining mobility, perception and cognition which may occur with aging. The regulations established in this section are intended to provide a variety of housing types and care facilities and to preserve open space and natural vegetation for scenic and recreational uses, thereby contributing to the health, safety and general welfare of the residents within a neighborhood that is compatible in terms of land use, building type and population mix. Unitary control over the entire process is intended to foster a comprehensive design of the planned senior development, utilizing the site's potential for privacy, recreation, socialization, transportation and other beneficial living activities for the community's residents.
- (b) Resident limitations. At least one person in each dwelling unit or assisted living unit must be at least fifty-five years of age, and no more than three persons may reside in a dwelling unit or assisted living unit.
- (c) Location and area requirements. The planned senior development is permitted as a special exception in the R-1, R-2, R-3 and R-4 Districts, upon review and approval by the Board of Zoning Appeals and Planning Commission. The minimum required lot area for a planned senior development shall be ten acres in all districts.
- (d) Permitted uses and structures. The following uses and structures may be permitted in a planned senior development:
  - (1) Single-family and two-family dwellings.
  - (2) Multi-family dwellings.
  - (3) Residential structures which may contain independent living units, assisted living units, adult day-care facilities and/or nursing care units which may have interconnecting walks, breezeways, corridors or similar connecting structures which constitute a single operating unit.
  - (4) Rest homes, nursing homes, assisted living facilities, and adult day-care facilities.

# IEDC Professional Development Catalog

January - December 2018



# Becoming a Certified Economic Developer (CEcD)

All Candidates for the Certified Economic Developer exam must first meet three (3) requirements.

## 1) Experience Requirement:

Completion of four years of consecutive, paid, full-time economic development or related experience.

## 2) Professional Development Requirement:

Completion of four core courses and two elective courses.

### Core Courses:

- Introduction to Economic Development or Basic Economic Development Course
- Business Retention & Expansion
- Economic Development Credit Analysis
- Real Estate Development and Reuse

### Elective Courses:

- Economic Development Finance Programs
- Economic Development Marketing and Attraction
- Economic Development Strategic Planning
- Entrepreneurial and Small Business Development Strategies
- Managing Economic Development Organizations
- Neighborhood Development Strategies
- Technology-Led Economic Development
- Workforce Development

*We offer a number of equivalencies and special waivers  
Visit [www.iedconline.org](http://www.iedconline.org) for full details.*

## 3) Primer Requirement

New candidates applying to sit for an exam must participate in a "A Primer to the CEcD Exam Process: What You Need to Know," either in-person or via webinar. This workshop provides candidates with a complete overview of the Certified Economic Developer (CEcD) exam process, from application to the oral examination. They will learn tools and techniques for preparing for the exam and witness a mock oral interview. This workshop is offered at the Annual Conference and Economic Future Forum, free of charge. It will also be offered at least once a year in webinar format.

## Help Your Staff Become Certified

Make an investment in your staff, their future in the profession, and the future of your organization by encouraging their path towards becoming certified.

## The Value of Certified Economic Developers to Employers

As leaders of your organization, you want to show your stakeholders and community that you are committed to professional excellence. Having one or more Certified Economic Developers on your team demonstrates your organization's competency and enhances your credibility.

As an employer, your investment in verification can have long - lasting benefits. It can:

- Boost your staff's level of confidence and professionalism
- Improve your staff's education and knowledge
- Enhance the image and credibility of your organization



## Economic Development Credit Analysis (3 day course)

This hands-on course presents business financing tools and available private financing options, as well as how the public sector can complement bank financing. Course participants will perform credit analysis by determining how well a company buys and sells to make a profit. Learn how to read financial reports, financial statements, balance sheets and profit and loss statements. Enroll now to understand the basics of structuring deals for small businesses that often combine public and private sector financing programs.

### Course Highlights:

- Business credit analysis and deal structuring/restructuring
- Credit risk, maturity risk, rate risk and liquidity
- Determining if a firm is productive and profitable
- Analysis of small business lending programs
- Negotiation and loan packaging options
- Review SBA, HUD, USDA and commercial lending programs
- Overview of real estate financing and lending tools

### Course Offerings:

#### February 21-23, 2018 • Baltimore, MD

Early rate by: January 12

Regular rate: January 13 - February 9

Late rate after: February 9

*Held in partnership with Maryland Economic Development Association.*

#### April 25-27, 2018 • Minneapolis, MN

Early rate by: March 16

Regular rate: March 17 - April 13

Late rate after: April 13

*Held in partnership with Minnesota Economic Development Foundation and Greater MSP.*

#### July 25-27, 2018 • San Antonio, TX

Early rate by: June 15

Regular rate: June 16 - July 13

Late rate after: July 13

*Held in partnership with University of Texas at San Antonio.*



MEREDITH M. MEARS  
Director  
[mmears@co.worcester.md.us](mailto:mmears@co.worcester.md.us)

KATHRYN GORDON  
Deputy Director  
[kgordon@co.worcester.md.us](mailto:kgordon@co.worcester.md.us)



DEPARTMENT OF  
ECONOMIC DEVELOPMENT

## Worcester County

100 Pearl Street Suite B  
Snow Hill, Maryland 21863  
Phone: 410-632-3112  
Fax: 410-632-5631

11

Copy it all  
on photo mode



**TO:** Harold Higgins, Chief Administrative Officer  
**FROM:** Merry Mears, Director *MM*  
**DATE:** November 16, 2017  
**RE:** Continued IEDC Professional Development Course

.....

The International Economic Development Council (IEDC) offers training courses throughout the year to economic development professionals seeking to become a Certified Economic Developer (CEcD). From February 21-23, 2018, an Economic Development Credit Analysis course will be offered in Baltimore, Maryland. To sit for the Certified Economic Developer exam, the participant must complete four core courses and two elective courses. The Credit Analysis course offered in February 2018 is among the four core courses. This course presents the basics of structuring deals for small businesses that often combine public and private sector financing programs that will stimulate private sector investment resulting in the creation of permanent, private sector jobs and increased productivity.

Complete expense information is listed below:

|                           |                                                                   |
|---------------------------|-------------------------------------------------------------------|
| IEDC Tuition:             | \$595.00 (early registration by January 12, 2018)                 |
| Hotel:                    | \$516.00 (\$129/night * 4 nights) *plus applicable taxes and fees |
| Meal & Incidental (M&IE): | \$252.00 (IRS 2018 Per Diem rate of \$63 for 4 days)              |

---

**TOTAL:** \$1,363.00

I fully recommend that Kathryn Gordon takes part in this valuable experience, and I ask for Commissioner approval to engage her in this learning opportunity.

MEREDITH M. MEARS  
Director  
[mmears@co.worcester.md.us](mailto:mmears@co.worcester.md.us)

100 Pearl Street Suite B  
Snow Hill, Maryland 21863  
Phone: 410-632-3112

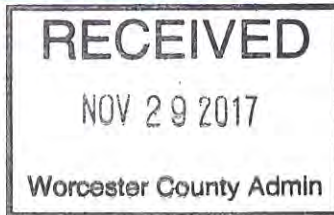
Fax: 410-632-5631

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DEPARTMENT OF  
ECONOMIC DEVELOPMENT

12



## Worcester County

**TO:** Harold Higgins, Chief Administrative Officer  
**FROM:** Kathryn Gordon, Deputy Director   
**DATE:** November 28, 2017  
**RE:** Step Up and Reach for the Stars STEM Camp, Leadership Cohort and Internship Program 2018 Contract

.....

The Worcester County Economic Development (WCED) office is preparing for the 2018 Step Up and Reach for the Stars STEM (Science, Technology, Engineering and Mathematics) Camp, Leadership Cohort and Internship Program. Overhauled in 2013 to engage local students with the local business community, this program continues to grow in popularity each year. County businesses continue to express their desire to participate by accepting interns, and local students continue to compete for valuable learning experiences with business mentors.

As you know, during 2017 our office was successful in re-establishing the partnership with NASA Wallops. This partnership resulted in the placement of two interns at the NASA Wallops facility in 2017, and in 2018, we look forward to doubling that number.

Since 2013, your investment has engaged 239 Worcester County STEM students from middle school through college in experiential workforce development activities. Feedback from employers demonstrates that the interns they receive through our program provide valuable project management that will result in job offers. We have already seen retention of two college graduates with local businesses at this early juncture.

Attached you will find the updated Independent Contractor's Agreement for the 2018 program, as well as the 2018 budget. Since funding has been approved for the summer of 2018 program during the FY18 budget cycle, I am requesting approval of the attached MOU only.

We appreciate your continued support of this invaluable Worcester County based workforce development program.

**County Commissioners of Worcester County, Maryland**  
**INDEPENDENT CONTRACTORS AGREEMENT**  
**(For Contracts Under \$250,000.00)**

**THIS AGREEMENT**, is made this \_\_\_\_ day of \_\_\_\_, 2017, by and between the **COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND**, of Room 1103, Government Center, One West Market Street, Snow Hill, Maryland 21863-1195, hereinafter called “County” and Fawn Mete of Sinepuxent Group LLC, of 515 Dueling Way, Berlin MD 21811, hereinafter “Contractor.”

1. **Services.** The County hereby contracts with Contractor to perform the following services as an Independent Contractor for the County:
  - Provide a Science, Technology, Engineering and Mathematics (STEM) oriented day camp for 20 students from July 16 through July 26, 2018 hosted at The Red Doors Community Center at St. Paul’s By the Sea, a non-profit community center located at 302 N. Baltimore Avenue, Ocean City, Maryland.
  - Provide up to 30 high school and university students that are residents in Worcester County the opportunity to explore a STEM related career via a six week paid summer internship, or a paid leadership development program, co-sponsored by Worcester County and local business partners. The internship program runs from June 1 to July 26, 2018, and the leadership development program runs from June 25 to July 26, 2018.
  - Provide a valuable economic investment in Worcester County by engaging student interns in a series of professional development activities and mentoring services to pique interest in local STEM career opportunities while fostering the personal, professional and social skills essential to their success in the 21<sup>st</sup> century workforce.
  - Support local business initiatives in the science, technology, engineering and mathematics sectors of Worcester County’s economy by sponsoring motivated

students for subsidized employment positions.

- Contractor will subcontract to individuals to work as camp staff on an independent contractor basis. Interns are not employees or subcontractors of the County or the Contractor, they are employees of the business at which they are interning.

2. **Terms of Agreement.** This Agreement shall commence upon signing. Contractor services shall be completed no later than August 30, 2018.
3. **Payment.** Contractor shall be paid periodically upon written invoices for completed work submitted and approved by the County. Total amount of the contract will not exceed \$77,000 (seventy-seven thousand and 00/100 dollars). Contractor shall be paid \$75/hour and work on the project for a total of 440 hours. County shall not be required to pay for incomplete work. At the time of any payment or upon request, Contractor shall provide complete and proper lien releases, in such form as County may require, from all entities or persons having any right to claim a lien on account of the work.
4. **Performance by Contractor.** Contractor shall expeditiously proceed with Contractor's services hereunder and shall devote such time as may be necessary to complete them within the time provided. Contractor shall perform this contract promptly, properly, completely, in accordance with all codes, in a workmanlike manner and in accordance with industry standards and all plans and specifications. Contractor pledges any and all payments paid or due hereunder for the faithful performance hereof.
5. **County will Provide:** County will provide the following services, materials, space or support as follows:
  - linkage to employers willing to undertake internships.
  - linkages to transportation options for the program.
  - 21 notebook computers and 1 mobile lab cart with charging capability, computers and mobile lab cart will remain the property of Worcester County throughout the

program and beyond.

6. **Termination for Cause.** County may terminate this Agreement for any cause upon notice to Contractor. For the purposes hereof, "Cause" shall include, but not be limited to:

- A. Material breach of Contract
- B. Dishonesty, Fraud or Criminal Activity
- C. Incapability to perform
- D. Nonperformance
- E. Substandard performance
- F. Termination of any grant to the County which provides funding for this Contract.

In the event of termination, Contractor shall be entitled to be paid for work performed to date of termination, subject to the limitations herein set forth.

7. **Contract Official.** Contractor shall report directly to, and receive instructions as necessary from Meredith Mears, Director of Economic Development, who shall be the County Contract Official. Final decisions with respect to the Contract on behalf of the County will be made by the Worcester County Commissioners.
8. **Confidential Information - Reports.** Contractor agrees that information received by Contractor during the administration of the Contract may be considered confidential and upon notice agrees to keep such information confidential. Any report by Contractor shall be the sole and exclusive property of the County and may not be released to any other person or entity without the express written permission of the County.
9. **Employment of Others - Subcontractors.** Any Subcontractors of the Contractor shall be first approved in writing by the County prior to engagement. County may,



from time to time, provide other employees to assist Contractor with performance of Contractor services or to perform related services required of Contractor hereunder. This Contract is not assignable and will be performed personally by Contractor as set forth in Contractor's proposal.

10. **Inducement.** Contractor has represented to County that Contractor is fully qualified to perform the services hereunder in a professional, state of the art manner to the highest standards within the parameters of this Contract and specifically that the services required of Contractor hereunder may be accomplished under this Contract for the compensation stated herein. Nothing herein shall require County to pay any overage or additional payment; the Contract price herein stated being firm. Any limitation on County's liability hereunder, shall not be a limitation on services required of the Contractor.
11. **Independent Contractor.** The parties hereto do hereby agree that Contractor is an independent contractor in its performance of its obligations hereunder. Accordingly, Contractor shall be responsible for the payment of all taxes including, without limitation, Federal, State and Local taxes, State Income Tax, Social Security Tax, Unemployment Insurance Tax and all other taxes or business license fees as required arising out of Contractor's performance hereof. Contractor specifically agrees that to the extent required by law, Contractor shall carry Workers' Compensation Insurance in statutory required amounts and Liability Insurance unless waived in writing by County and agrees to provide County with copies of policies as requested. The Contractor agrees to indemnify and hold harmless County with respect to all the Contractor's activities hereunder including, without limitation, claims for negligence or malfeasance against Contractor and as well as Workers' Compensation claims. If this contract is for professional services, contractor shall provide a minimum of \$1,000,000.00 (one million and 00/100 dollars) Errors and Omissions Insurance. At the option of the County, the Contractor may be required to add the County as an additional insured to any insurance that is required hereunder.

12. **Illegality of Performance.** If for any reason this Agreement or its execution by County Commissioners is determined to be illegal, ultra-vires or not in accordance with the law by County Commissioners, then County Commissioners may in their sole discretion and in good faith, declare it null and void.
13. **Immunity/limitation on Actions Against County Commissioners.** Nothing herein or any related agreement or any amendment hereto shall under any circumstances constitute or be construed as a waiver of immunities or limitations of liability that the County Commissioners, their officers, employees, agents, or servants, may have in by virtue of and in accordance with any law, including sovereign, statutory, qualified, official, common law, public general law or public local law immunity. No action may be brought with respect hereto other than in the appropriate State Court in Worcester County, Maryland. Contractor hereby consents and agrees to such provision and further waives any right to jury trial in any action relating hereto. County Commissioners, as a body politic, has become a party hereto only in the capacity stated herein. No individual elected County Commissioner, contractor, employee, agent, or servant of County shall have any personal liability hereunder. Any indemnity herein or arising out of this Agreement, on the part of the County Commissioners, shall be only to the extent permitted by law and shall be subject to the non-waiver of immunity, limitations of liability and all other provisions of this Agreement. County Commissioners' liability under or arising out of this agreement shall be subject to annual budget appropriation and strictly conditioned thereon. The non-waiver and the limitation of liability to County Commissioners hereunder shall be contractual and it is agreed that such limitation is fair and equitable under the totality of the circumstances hereof. It is further agreed and understood that this provision is of the essence.
14. **Hold Harmless - Indemnification.** The Contractor shall defend, indemnify and hold harmless the County, its employees, agents and officials from any and all liabilities, claims, suits, or demands including attorney's fees and court costs which may be

incurred or made against the County, its employees, agents or officials resulting from any act or omission committed in the performance of the duties imposed by and performed under the terms of the contract. The Contractor shall not be responsible for acts of gross negligence or willful misconduct committed by the County.

15. **Insurance.** Contractor shall also provide Motor Vehicle Insurance and General Liability Insurance in amounts and with companies satisfactory to County. At the option of the County, the Contractor may be required to add the County as an additional insured to any insurance that is required hereunder.
16. **Bonds.** Contractor shall provide such bonds as required by the bid specifications. Contractor hereby binds Contractor to pay and satisfy to the extent legally required all suppliers, subcontractors or others having any right to a claim or action under the Maryland Little Miller Act and hereby pledges any amounts paid or due hereunder as payment security to provide for such payments or satisfactions. Contractor shall provide all lien releases required by County. Where lien releases satisfactory to County are not provided, County may withhold payment to Contractor to the extent determined by County to be reasonably necessary to adequately provide for such claim or action.
17. **Delays and Extensions of Time.** The Contractor agrees to prosecute the work continuously and diligently and no changes or claims for damages shall be made by him for any delays or hindrances, from any cause whatsoever during the progress of any portion of the services specified in this Agreement. Such delays or hindrances, if any, may be compensated for by an extension of time for such reasonable period as the County may decide. Time extensions will be granted only for excusable delays such as delays beyond the control and without the fault or negligence of the Contractor as determined by the County.
18. **Equal Opportunity Employer.** The Contractor represents to County that Contractor is an Equal Opportunity Employer.
19. **Notice of Political Contributions.** The Contractor shall comply with the political



contribution reporting requirements under Title 14 of the Election Law Article, Maryland Annotated Code, to which the contractor may be subject.

20. **Notices.** All notices and communications hereunder shall be in writing and shall be deemed given when sent postage prepaid by registered or certified mail, return receipt requested, and, if intended for the County Commissioners, shall be addressed to it, to the attention of its President, at Room 1103, Government Center, One West Market Street, Snow Hill, Maryland 21863-1195, or at such other address of which the County provided, and if intended for the Contractor, shall be addressed to its attention at The Red Doors Community Center at St. Paul's By The Sea, 302 North Baltimore Avenue, Ocean City, MD, 21842, or at such other address of which the Contractor shall have given notice to the County in the manner herein provided.

**ATTEST:**

**COUNTY COMMISSIONERS OF WORCESTER  
COUNTY, MARYLAND**

\_\_\_\_\_  
Harold L. Higgins  
Chief Administrative Officer

By: \_\_\_\_\_ (SEAL)  
Madison J. Bunting, Jr., President

**ATTEST:**

**Sinepuxent Group LLC**

\_\_\_\_\_  
By: \_\_\_\_\_ (SEAL)  
Fawn Mete

**2018 Proposed STEP UP and Reach for the Stars STEM Program Budget- \$77K Worcester County  
+\$10K from Tri County Council/Rural Maryland Development Fund**

| Staff Costs                           |                                                                                                                                         | Quantity | Rate     | Time      | Unit | Proposed<br>Total  |
|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|----------|----------|-----------|------|--------------------|
|                                       | Curriculum and Instruction Specialists                                                                                                  | 1        | \$125.00 | 72 hours  |      | \$9,000.00         |
|                                       | Program Manager- F. Mete                                                                                                                | 1        | \$75.00  | 440 hours |      | \$33,000.00        |
|                                       | Junior Counselor                                                                                                                        | 1        | \$125.00 | 2 weeks   |      | \$250.00           |
|                                       | Camp Counselors                                                                                                                         | 1        | \$200.00 | 8 day     |      | \$1,600.00         |
|                                       | <b>Total Staff Costs</b>                                                                                                                |          |          |           |      | <b>\$43,850.00</b> |
| <b>Materials</b>                      |                                                                                                                                         |          |          |           |      |                    |
|                                       | Hardware Upgrades                                                                                                                       | 0        | \$0.00   | EA        |      | \$0.00             |
|                                       | Software and Licensing                                                                                                                  | 0        | \$0.00   | EA        |      | \$250.00           |
|                                       | Design & Print (Color Brochures, Flyers, Copies)                                                                                        | 1        |          | EA        |      | \$600.00           |
|                                       | Website Design                                                                                                                          | 0        | \$600.00 | EA        |      | \$0.00             |
|                                       | Recruiter Coaching TDD                                                                                                                  |          |          |           |      | \$600.00           |
|                                       | T-Shirts                                                                                                                                | 30       | \$16.00  | EA        |      | \$480.00           |
|                                       | Recognition Ceremony Materials                                                                                                          | 1        | \$100.00 | EA        |      | \$100.00           |
|                                       | Office Supplies                                                                                                                         | 1        | \$300.00 | EA        |      | \$300.00           |
|                                       | First Aid Supplies                                                                                                                      | 1        | \$50.00  | EA        |      | \$50.00            |
|                                       | Camp Water/Snacks                                                                                                                       |          |          |           |      | \$200.00           |
|                                       | Aerospace Engineering and Digital Technology camp supplies                                                                              | 1        |          | EA        |      |                    |
|                                       | Intern Professional Development Materials                                                                                               | 1        | \$200.00 | EA        |      | \$200.00           |
|                                       | <b>Total Materials</b>                                                                                                                  |          |          |           |      | <b>\$2,780.00</b>  |
| <b>Facilities and Travel</b>          |                                                                                                                                         |          |          |           |      |                    |
|                                       | Transportation - Vehicles (donated)                                                                                                     | 3        | \$0.00   | 8 days    |      | \$0.00             |
|                                       | Guest Speaker Mileage                                                                                                                   | 1        | \$100.00 |           |      | \$100.00           |
|                                       | Transportation - Drivers                                                                                                                | 3        | \$80.00  | 8 days    |      | \$1,920.00         |
|                                       | High Ropes Challenge Field Trip                                                                                                         | 1        | \$700.00 | 1 day     |      | \$700.00           |
|                                       | Jolly Roger                                                                                                                             | 20       | \$10.00  | 1 pass    |      | \$200.00           |
|                                       | Ocean Pines Aquatics (Submersible Robotics)                                                                                             |          |          |           |      | \$200.00           |
|                                       | Fuel for camp vans                                                                                                                      | 1        | \$200.00 | 2 weeks   |      | \$200.00           |
|                                       | Facilities and Administration (usage, utilities, administrative support, additional insurance, director on site, camp payroll, copying) | 1        | \$500.00 | 10 days   |      | \$5,000.00         |
|                                       | Insurance                                                                                                                               | 1        | \$50.00  | 8 weeks   |      | \$500.00           |
|                                       | <b>Total Facilities and Travel</b>                                                                                                      |          |          |           |      | <b>\$8,820.00</b>  |
| <b>NASA-WFF</b>                       |                                                                                                                                         |          |          |           |      |                    |
|                                       | Undergraduate Internship Full Stipends                                                                                                  | 2        | \$6,000  | 1 stipend |      | \$12,000.00        |
|                                       | <b>Total</b>                                                                                                                            |          |          |           |      | <b>\$12,000.00</b> |
| <b>Student Stipends</b>               |                                                                                                                                         |          |          |           |      |                    |
|                                       | High School and College STEM Intern Stipends                                                                                            | 12       | \$11.00  | 100 hours |      | \$13,200.00        |
|                                       | Worcester STEM Leadership Cohort and Supplemental Stipends to Orbital ATK/NASA-WFF STEP UP Interns funded through outside sources       | 20       | \$250    | 1 stipend |      | \$5,000.00         |
|                                       | <b>Total STEP UP/WSLC Program</b>                                                                                                       |          |          |           |      | <b>\$18,200.00</b> |
| <hr/>                                 |                                                                                                                                         |          |          |           |      |                    |
| <b>Total Estimated Cost</b>           |                                                                                                                                         |          |          |           |      | <b>\$85,650.00</b> |
| <b>Overhead</b>                       |                                                                                                                                         |          |          |           |      | <b>\$1,350.00</b>  |
| <b>Total Proposed Budget</b>          |                                                                                                                                         |          |          |           |      | <b>\$87,000.00</b> |
| <b>Total Requested County Funding</b> |                                                                                                                                         |          |          |           |      | <b>\$77,000.00</b> |
| <b>Tri-County Council Funding</b>     |                                                                                                                                         |          |          |           |      | <b>\$10,000.00</b> |
| <b>Over / (Under)</b>                 |                                                                                                                                         |          |          |           |      | <b>\$0.00</b>      |

MEREDITH M. MEARS  
Director  
[mmears@co.worcester.md.us](mailto:mmears@co.worcester.md.us)

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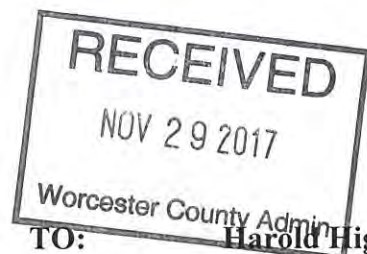


KATHRYN GORDON  
Deputy Director  
[kgordon@co.worcester.md.us](mailto:kgordon@co.worcester.md.us)

13

DEPARTMENT OF  
ECONOMIC DEVELOPMENT

## Worcester County



**TO:** Harold Higgins, Chief Administrative Officer  
**FROM:** Meredith Mears, Director *MM*  
**DATE:** December 5, 2017  
**RE:** Community Foundation of the Eastern Shore – Economic & Social Impact Study

.....

In September of this year, I met with Erica Joseph, President of the Community Foundation of the Eastern Shore (CFES) to discuss the economic impact of the nonprofit sector on Maryland's Eastern Shore. As you know, there are many local philanthropists and several non-profit groups dedicated to the success of community members in Worcester County. These groups provide substantial resources to our citizens in the form of fiduciary impact and job opportunities.

CFES is embarking on a regional study that will examine the progress communities in our region are making with regard to quality of life indicators for our citizens. As you know, quality of life is a large factor that contributes to the economic success of our County. It is also how our office positions the County in our marketing and attraction efforts ("*Worcester County, Where a Good Life is Good for Business*"). Study results are expected to communicate to philanthropists the significance of funding nonprofit organizations while investing in communities served by these organizations in our region.

The total and discounted cost of the study for CFES is \$16,100. The amount CFES requested of WCED as a funding partner is \$1,500. There is funding in economic development line item (100.1801.6530.040) to assist, and it is my recommendation that we participate.

# Community Foundation

OF THE EASTERN SHORE

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Gayle H. Widdowson  
Stephanie T. Willey  
Dr. Julius D. Zant

President  
Erica N. Joseph

November 27, 2017

Ms. Merry Mears, Director  
Worcester County Economic Development  
100 Pearl St Ste 2  
Snow Hill, MD 21863-1272

Dear Mrs. Mears:


Thank you for taking the time to meet with me regarding the proposal to examine the economic and social impact of the nonprofit sector on Maryland's Eastern Shore.

As outlined, we will conduct this study with the support of Maryland Nonprofits and expected to join us in funding this effort is the United Way of the Lower Eastern Shore, Salisbury Chamber of Commerce, Greater Salisbury Committee, and the Greater Ocean City Chamber of Commerce. We will also hope to engage the Somerset County Economic Development, Cambridge Chamber of Commerce and Tri County Council, along with you in what will be a strong, local partnership.

The full proposal was provided to you in our meeting, but I am happy to provide an addition copy as needed. I would like to request support in the amount of \$1,500 toward the total cost of \$16,100 (this reflects a discount that CFES receives as a member of Maryland Nonprofits).

We look forward to you support and participation in this project. We know the value that the nonprofit corporations in our region bring to the community and look forward to the outcomes of this partnership.

Sincerely,

  
Erica Joseph  
President



Excellence. Accountability. Impact.™



marylandnonprofits.org

1500 Union Avenue | Suite 2500 | Baltimore, MD 21211  
410.727.6367 | 800.273.6367 | Fax 410.235.2190

**Proposal to  
Community Foundation of the Eastern Shore, Inc.  
From Maryland Nonprofits Consulting Group**

**October 24, 2017  
(Revised)**

**I. Background & Project Overview**

The Community Foundation of the Eastern Shore, Inc. is a public foundation serving Somerset County, Wicomico County, Worcester County and Dorchester County. Established in 1984, the Community Foundation provided more than \$60 million in grants and scholarships to the local community. The Foundation collaborates with individuals, families, and businesses to match their charitable interests with community needs and strengthen local nonprofits through grants and resources.

The Community Foundation of the Eastern Shore, Inc. is seeking consulting assistance to conduct a study to examine the economic and social impact of nonprofit organizations in the Lower Shore region of Maryland, and the progress communities in this region are making on the Quality of Life Initiative indicators. The purpose of this study will be to communicate with citizens and elected officials the key role the nonprofit sector plays in improving and advancing the quality of life in the Lower Shore region, as well as to increase understanding of the importance of funding nonprofit organizations and investing in communities served in this region.

Maryland Nonprofits can provide expert coordination of this proposed project as the consulting team has experience in conducting similar research through the Quality of Life Initiative, the Prince George's 2030 project, the regional Nonprofits Count report, the Charles County Nonprofit Economic & Social Impact Study, the Johns Hopkins Nonprofit Economic Data and Nonprofit Listening Post Projects, and the Calvert County Nonprofit Study.

**II. Scope of Work**

Maryland Nonprofits proposes conducting a research study to include a survey of nonprofit organizations headquartered in and/or working in the Lower Eastern Shore and secondary analysis of existing quality of life and nonprofit sector data. The proposed study components are as follows:

**A. Project Team Development & Launch Meeting**

Maryland Nonprofits recommends the development of a project team comprised of local nonprofit, business, and government representatives in the four targeted counties. This project team will contribute to the development of the content of the online survey; assist the Community Foundation with stakeholder outreach and engagement, and dissemination



of the survey to nonprofit organizations in the targeted counties; and participate in project related meetings, calls, and stakeholder convenings as needed.

The consultant team will convene a project launch meeting with members of the project team to review and discuss the goals of the research study, including providing an overview of the study process and components and developing specific timelines and milestones to be achieved. The consultant team will also discuss the project team's role throughout the study, including identifying leads for key tasks that fall outside the scope of the consultant team, to ensure a streamlined engagement.

#### B. Survey Design & Data Collection

The consultant team will work with the project team to develop the content of an online survey to examine the programmatic, operational, and financial management aspects of nonprofit organizations headquartered in and/or serving the residents of Somerset, Wicomico, Worcester, and Dorchester counties. Core questions to be examined the survey include:

- a. What is the current state of service/program demand?
- b. Are nonprofits financially and programmatically equipped to manage the demand for services?
- c. What are the current challenges (financial, programmatic, staffing, board, etc.) facing organizations?
- d. Are nonprofits accessing the capital they need?
- e. What programmatic and organizational actions are nonprofits taking and planning to take in response to their situation?

The survey will be used to collect information on various topics, including demographic information (organization type/field, budget size, and location); the state of organizational finances and revenues; financial and revenue streams expectations; financial and programmatic actions; and the characteristics and needs of communities served.

A draft survey protocol will be circulated to the Client project team to collect edits and feedback on the survey. Following the initial round of edits on the survey by the project team, the consultants will hold a protocol review call to gain consensus on the final content of the survey. The consultant team will develop the final survey content and design the online survey.

In addition to the design of the survey, the consultants will develop draft content to support the dissemination of the survey by the Community Foundation. Maryland Nonprofits recommends that the Community Foundation identifies and engages other partners in the dissemination and marketing of the survey to ensure a robust participation by nonprofits in each of the targeted counties.

*Deliverables: Draft and final survey protocol; Draft dissemination/communication content for emails.*

#### C. Secondary Data Analysis

The consultants will research and gather available county-level data from the following sources:

- a. **Quality of Life Indicators Data.** In 2015, Maryland Nonprofits launched the Quality of Life Initiative to create a long-term vision and strategy for the future of Maryland that includes equity, sustainability, creativity, and community well-being at its core. The Initiative focuses on advancing the following 12 quality of life indicators: education, health and well-being, income, housing, safety, transportation, environment, business creation, community engagement, recreation, arts and culture, and justice. The consultant team will access the corresponding indicator data to examine the progress of the targeted counties on these quality of life metrics within the scope of the available data.
- b. **Internal Revenue Service Data.** The consultant team will access data from the National Center for Charitable Statistics at The Urban Institute to examine the number of registered and reporting nonprofits, nonprofit revenues and assets, and the average charitable contributions to nonprofits in the targeted counties.
- c. **Quarterly Census of Employment and Wages Data.** The consultant team will access and examine the most recently available county-level employment and wage data from the Maryland Department of Labor, Licensing, and Regulation or the Bureau of Labor Statistics to examine the size and changes to nonprofit employment in the targeted counties.

**D. Survey Data Analysis**

The consultant will analyze the local nonprofit sector survey in preparation for developing an executive summary and presentation highlighting the key findings and significant trends impacting the quality of life and nonprofits in the Lower Shore region.

**E. Executive Summary and PowerPoint Development**

The consultant will develop and provide the draft content of an executive summary (10-15 pages) highlighting the key findings from the study for review and one round of edits by the Client project team. Following the finalization of the summary's content, the consultant will develop PowerPoint slides to accompany the summary.

*Deliverables: Draft and final content of executive summary and PowerPoint slides.*

**F. County Stakeholder Convenings**

The consultant team will present the findings of the study at four (4) convenings organized by the Community Foundation and its key partners in the Lower Eastern Shore. It is recommended that two-hour convening is held in each county to fully engage and gather stakeholder feedback on the outcomes of the study.

**G. Graphic Design**

If desired, Maryland Nonprofits will develop, revise (up to two rounds of edits) and provide a professionally designed PDF version of the executive summary for use by organization.

*Deliverable: Draft and final designed executive summary.*

**III. Overall Approach to Work**

To maximize the impact of our work and to ensure that we provide our clients with meaningful results, we take a participatory approach. We work closely with clients to develop a thorough understanding of the project, its context, and its goals. We collaborate with them in the creation of an evaluation design that is uniquely tailored to their needs. We also provide regular updates on progress and findings. We go above and beyond simply producing a report and, instead, provide an approach where the end result informs thought and action.

#### **IV. Project Staff and Experience**

For over two decades, Maryland Nonprofits has worked to promote a thriving, effective nonprofit sector in the State of Maryland. Maryland Nonprofits' mission is to strengthen the capacity of nonprofit organizations and promote collaboration for greater quality of life and equity. Our membership is representative of the sector, running the gamut from start-up nonprofits to long-established agencies; all are working to meet the educational, physical, emotional, cultural, and spiritual needs of the people and communities they serve.

Maryland Nonprofits has been a recognized capacity builder for 25 years, committed to a sustainable and robust nonprofit sector through our membership of more than 1,200 nonprofits and associates. Guided by the nationally acclaimed Standards for Excellence® code, our organization is governed by a 17-person Board of Directors.

Maryland Nonprofits has 15 full-time and part-time employees in addition to being led by Heather Iliff, President & Chief Executive Officer. The Maryland Nonprofits Consulting Group, responsible for the services outlined in this proposal, is directed by Wendy Wolff and is comprised of in-house consultants: Paddy Morton, Legal Consultant and Sawida Kamara, Project Management and Research Consultant. Additionally, the Consulting Group works cooperatively with a roster of approximately 30 Associate Consultants with varying expertise and a wealth of experience in the nonprofit sector.

The services of Maryland Nonprofits Consulting Group are designed to meet the needs of public-interest organizations. Our consultants bring a range of professional experience including strategic planning, board development, organizational development, human resources, cultural competency, financial management, and legal services. The nationally-acclaimed Standards for Excellence® program is the foundation of our work to advance the highest standards of ethics and accountability in nonprofit management and governance. We serve more than 100 organizations each year with high-quality, affordable, and accessible consulting and training services.

For the purposes of this engagement, Maryland Nonprofits will be tapping into the expertise of two consultants: Project Management and Research Consultant, Sawida Kamara, and Associate Consultant, Chelsea Newhouse. Both professionals bring significant accomplishments and unique contributing factors that will support success for this project.

#### **Sawida Kamara, Project Management and Research Consultant**

Sawida Kamara is a Project Management and Research Consultant with the Maryland Nonprofits Consulting Group. She has over 14 years of experience working in the areas of capacity building, research and project management in the healthcare, academic and



government sectors. Prior to joining Maryland Nonprofits, Ms. Kamara managed and evaluated systems change, health workforce development, and leadership development projects at the Johns Hopkins Bloomberg School of Public Health, Children's National Medical Center, and the Maryland State Department of Health & Mental Hygiene.

At Maryland Nonprofits, Ms. Kamara provides strategic planning, workforce development planning, and needs assessment services to a range of clients including Anne Arundel County Department of Health, St. Mary's County Health Department, Charles County Charitable Trust, United Way of Calvert County, Family & Communities Partnerships of Kent County, Howard County Health Department, Howard County Local Health Improvement Coalition, Grassroots Crisis Intervention Center, and the Baltimore City Health Department. Alongside this work, Ms. Kamara also manages research efforts at Maryland Nonprofits including conducting local and regional nonprofit social and economic impact studies, the biennial Maryland Salary Survey, and is the author of *Nonprofits Count: The Economic & Social Impact of Nonprofits in Maryland, the District of Columbia and Virginia*.

She holds a Master's in Public Health degree from the Medical College of Virginia at Virginia Commonwealth University and is a licensed consultant with the Standards for Excellence ® Institute.

#### **Chelsea Newhouse, Associate Consultant**

Chelsea Newhouse is the Communication Associate at the Johns Hopkins Center for Civil Society Studies (ccss.jhu.edu), which conducts research and training with a focus on the nonprofit sector, philanthropy, and volunteering in the United States and 50 countries around the world. Prior to joining the Center in 2008, Ms. Newhouse received her Bachelor of Arts in Philosophy from the University of Virginia, and worked as a fundraiser for Clean Water Action and the Democratic National Committee and Grassroots Campaigns, Inc. Ms. Newhouse serves as Chair of the Maryland Nonprofits Quality of Life Data Subcommittee.

In her role at the Center, Ms. Newhouse is responsible for both setting and carrying out strategies for the dissemination of the Center's research to a wide array of audiences, including development of news releases, blog posts, email campaigns, infographics, flyers, and social media content; website design and management; and authoring, editing, and designing detailed research reports. In addition to her communications role, Ms. Newhouse manages several research projects—including the Johns Hopkins Nonprofit Economic Data Project, which taps the Bureau of Labor Statistics Quarterly Census of Employment and Wages to develop reports on nonprofit employment and wages in states, counties, and regions across the U.S.; the Nonprofit Works initiative, which brings these data to the public through a web application; and the Philanthropication thru Privatization Project, which explores a new approach to capturing privatization revenues for the formation or support of foundations around the world. Ms. Newhouse also worked closely with the Project Manager for the Johns Hopkins Nonprofit Listening Post Project, which surveyed a broad range of nonprofit organizations nationwide to identify key trends and challenges facing them and the innovative strategies they adopted in response.

Ms. Newhouse is author or co-author of several research reports arising from these Projects, including: *New York Capital Region Nonprofits: A Major Economic Engine* (2017); *What Do*

*Nonprofits Stand For? Renewing the nonprofit value commitment* (2012); and *Report on the Listening Post Project Chicago Roundtable on Nonprofit Advocacy and Lobbying* (2010).

## V. Budget

Maryland Nonprofits offers consulting services to its members at a discounted rate of \$175 per hour (the non-member rate is \$250/hour). It is expected that Community Foundation of the Eastern Shore, Inc. will be in good standing with their membership in order to receive the discounted consulting rate. Tolls and mileage are additional costs at the federal mileage reimbursement rate in effect at the time of the program (currently \$0.535 per mile).

The project is estimated to take a maximum of **92 hours** and will be completed within an estimated period of 5-7 months depending on the desired scheduling of convenings. The total estimate of this project including graphic design service is **\$16,100 (Member Rate)**.

The following describes the proposed activities at each stage along with general hours for budget clarification purposes:

| Activity                                                                                                                                                                                                                                                                                       | Estimated Hours |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Project Launch Meeting<br>- Schedule, prep, and facilitate two-hour in-person project launch meeting                                                                                                                                                                                           | 6               |
| Survey Design & Collection<br>- Develop and revise online survey protocol<br>- Schedule, prep, and hold 1-hour protocol review call with project team<br>- Finalize survey content and design online survey<br>- Develop survey dissemination/communication email content                      | 20              |
| Secondary Data Analysis<br>- Research, gather, and analyze existing county-level data<br>- Develop summary data tables and charts in Excel                                                                                                                                                     | 10              |
| Survey Analysis<br>- Analyze survey data                                                                                                                                                                                                                                                       | 8               |
| Executive Summary and PowerPoint Slides Development<br>- Develop draft content (including charts and tables) of executive summary<br>- Develop and design PowerPoint slides (including charts and tables)<br>- Revise and finalize summary content (two rounds of edits) and deliver to client | 22              |
| County Stakeholder Convenings<br>- Prep and present tailored study findings at four (4), two-hour stakeholder convenings organized by client                                                                                                                                                   | 14              |
| Graphic Design<br>- Develop, revise (two rounds of edits) and deliver final designed version of executive summary                                                                                                                                                                              | 12              |
| <b>Total Estimated Hours</b>                                                                                                                                                                                                                                                                   | <b>92</b>       |

## **VI. Terms of this Proposal**

This proposal is confidential and is for the exclusive use of Community Foundation of the Eastern Shore, Inc. Maryland Nonprofits affirms that the above-named consultant is available for this assignment within the next six months. Maryland Nonprofits reserves the right to substitute the consultant or postpone commencement of the project, with the agreement of the client, in the event of unforeseen circumstances such as illness or departure of a staff member. Maryland Nonprofits will honor the terms of this proposal for a period of 6 months after the date of the proposal. After six months, Maryland Nonprofits will confer with the client and either affirm the same proposal or make amendments as needed.

MEREDITH M. MEARS  
Director  
[mmears@co.worcester.md.us](mailto:mmears@co.worcester.md.us)

100 Pearl Street Suite B  
Snow Hill, Maryland 21863  
Phone: 410-632-3112  
Fax: 410-632-5631

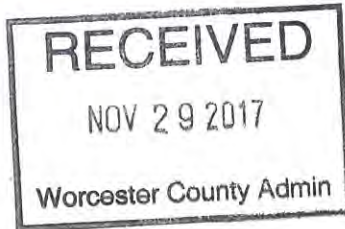
KATHRYN GORDON  
Deputy Director  
[kgordon@co.worcester.md.us](mailto:kgordon@co.worcester.md.us)



DEPARTMENT OF  
ECONOMIC DEVELOPMENT

## Worcester County

14



**TO:** Harold L. Higgins, Chief Administrative Officer  
**FROM:** Meredith Mears, Director *MM*  
**DATE:** December 5, 2017  
**RE:** Worcester County Revolving Loan Fund

.....

Our office has been approached by the Tri County Council of the Lower Eastern Shore with the opportunity to provide revolving loan funds (RLF) to our local business community that will spur economic development and small business growth. We are aware of funds available for this use through the Maryland Department of Commerce (\$100,000) and the Tri-County Council (\$100,000). If approved, the funds dedicated to our County would be made available to small business owners based on a strict set of criteria would ensure these funds would be properly integrated into the community (see attached). There is no direct funding request of the County at this time.

The purpose of establishing the Lower Shore Revolving Loan Fund is to support economic development, job creation and retention efforts through assisting new and existing businesses. This, combined with the recent state level loss of dedicated funds for the VLT Loan Program compels me to request the County Commissioners approve the attached resolution, signifying our County's participation in this valuable program.

**RESOLUTION ENDORSING A LOCAL ECONOMIC DEVELOPMENT REVOLVING LOAN FUND FOR PROJECTS IN WORCESTER COUNTY, MARYLAND TO BE ADMINISTERED BY THE TRI-COUNTY COUNCIL FOR THE LOWER EASTERN SHORE OF MARYLAND**

WHEREAS, TRI-COUNTY COUNCIL FOR THE LOWER EASTERN SHORE OF MARYLAND (the "Grantee") has submitted application to receive a grant of funds from the MARYLAND DEPARTMENT OF COMMERCE ("The Department") from the Maryland Economic Development Assistance and Authority Fund ("MEDAAF") in the amount of \$100,000 (the "Grant"), to use such funds for the purpose of further capitalization of the Grantee's local economic development revolving loan fund (the "Fund") for projects in Worcester County, Maryland; and

WHEREAS, the Grantee has agreed that the Grant shall be used in accordance with Maryland Law relating to MEDAAF, namely, Sections 5-301-5-349 of the Economic Development Article of the Annotated Code of Maryland (the "Act"), as from time to time amended, for the purposes set forth in the application for funds; and

WHEREAS, the Act requires the County Commissioners of Worcester County, Maryland (the "County") to make a matching grant (the "Match") to the Fund, the funds for which will be provided by the Grantee; and

WHEREAS, in accordance with Section 5-319 of the Act, the Department requires a resolution of the County endorsing the financial assistance from the Department for the project described in this Resolution; and

WHEREAS, the County has designated the Grantee as the "designated agency" for purposes of the act to administer the Fund, apply for and accept the Grant, and to make the Match to the Fund; and

WHEREAS, Tri-County Council for the Lower Eastern Shore of Maryland, has agreed to administer the "Fund" and make the Match to the Fund in accordance with the procedures set forth in the application; and

WHEREAS, the County has determined that it is in the best interests of the citizens of Worcester County, that the County endorse the financial assistance described in this Resolution.

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County, Maryland pursuant to the authority granted to the County that the Department provide financial assistance for the following project:

1. The County Commissioners of Worcester County, Maryland (the "County") hereby endorses the Grantee's application for funds, authorizes the Grantee's acceptance of a grant from the Department in the amount of \$100,000 and the execution of a Grant Agreement between the Grantee and the Department.
2. The County hereby endorses a \$100,000 match from the Tri-County Council Revolving Loan Fund (the "Fund").
3. The County hereby designates the Grantee as the "designated agency" to apply for and accept the Grant, and to make the Match to the Fund.

DRAFT

4. The "Fund" shall be administered in accordance with the Grant Agreement and the Application for Financial Assistance- from Maryland Economic Development Assistance and Authority Fund (MEDAAF) - Assistance to Local Governments for Funding Local Revolving Loan Funds.
5. The County hereby certifies that the project is consistent with the County's plan for economic development.

AND, BE IT FURTHER RESOLVED that this Resolution shall take effect upon its passage in accordance with applicable law.

PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

ATTEST:

COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND

\_\_\_\_\_  
Harold L. Higgins  
Chief Administrative Officer

\_\_\_\_\_  
Madison J. Bunting, Jr., President

\_\_\_\_\_  
Diana Purnell, Vice President

\_\_\_\_\_  
Anthony W. Bertino, Jr.

\_\_\_\_\_  
James C. Church

\_\_\_\_\_  
Theodore J. Elder

\_\_\_\_\_  
Merrill W. Lockfaw, Jr.

\_\_\_\_\_  
Joseph M. Mitrecic

§§ 5-317, 5-318.

Reserved.

Part IV. Financial Assistance from Fund.

§ 5-319. Evaluation and approval of requests for financial assistance.

(a) *Approval by Secretary or Authority.* — (1) Financial assistance from the Fund not exceeding \$2,500,000 may be approved by the Secretary.

(2) Except as provided in paragraph (3) of this subsection, financial assistance from the Fund exceeding \$2,500,000 requires approval by the Authority.

(3) For a qualified distressed county project, the Secretary may approve financial assistance exceeding \$2,500,000.

(b) *Requests exceeding \$2,500,000.* — Except as provided in subsection (a)(3) of this section, with respect to requests for financial assistance exceeding \$2,500,000:

(1) the Department shall evaluate the requests; and

(2) the Authority shall:

(i) evaluate the requests that have first been evaluated by the Department;

(ii) determine whether to approve the requests; and

(iii) set the terms and conditions of the financial assistance.

(c) *Approval of financial assistance to local government or Corporation; assignments.* — (1) Except as provided in paragraph (2) of this subsection, financial assistance provided to a local government or the Corporation for a project shall be approved by a formal resolution of:

(i) the governing body of the jurisdiction in which the project is located; or

(ii) if the recipient of the financial assistance is the Corporation, its board of directors.

(2) If the recipient of the financial assistance is the Corporation for a qualified distressed county project, the financial assistance shall be approved by formal resolutions of both the board of directors of the Corporation and the governing body of the jurisdiction in which the project is located.

(3) A project that is funded by a grant from the Fund to a local government or the Corporation, and carried out by the local government or the Corporation, shall be consistent with the strategy or plan for economic development of the county or municipal corporation in which the project is located.

(4) If the Department provides financial assistance to a local government for a project, an interest in that project is later transferred to a third party, and the transfer of the interest is financed by the local government:

(i) the local government may assign the financing documents to the Department as a repayment of or return on the Department's financial assistance to the local government; and

(ii) the assignment may not be considered a new financing under this subtitle.

(d) *Endorsement and support for local economic development opportunities.* — For a local economic development opportunity, the local government of the jurisdiction in which the project is located shall provide:

(1) a formal resolution of the governing body of the jurisdiction in which the project is located that endorses the financial assistance to be provided from the Fund; and

(2) as determined by the Department or Authority to evidence the support of the local government for the project:

(i) a guarantee, secured by the full faith and credit of the county or municipal corporation in which the project is located, of all or part of the financial assistance to be provided by the Fund;

(ii) the financing of part of the costs of the project equal to at least 10% of the financial assistance to be provided from the Fund; or

(iii) both. (An. Code 1957, art. 83A, §§ 5-1403(b), 5-1405(f)-(h); 2008, ch. 306, § 2; ch. 73, § 2.)

SPECIAL REVISOR'S NOTE

As enacted by Ch. 306, Acts of 2008, this section was new language derived without substantive change from former Art. 83A, §§ 5-1403(b) and 5-1405(f), (g), and (h). However, Ch. 73, Acts of 2008, added subsection (c)(4) of this section concerning the assignment of interests in certain projects for which the Department has provided financial assistance to a local government.

In subsection (a)(2) of this section, Ch. 306 substituted the reference to "requir[ing] approval" by the Authority for the former phrase "shall be approved" by the Authority for clarity.

In subsection (b)(2)(i) of this section, Ch. 306 deleted the former reference to "staff" as included in the reference to the "Department".

In subsection (d)(2)(i) of this section, Ch. 306 added the reference to financial assistance "to be provided by the Fund" for consistency within the subsection.

Also in subsection (d)(2)(i) of this section, Ch. 306 deleted the former reference to the

"amount of" the financial assistance as surplusage.

The Economic Development Article Review Committee noted, for the consideration of the General Assembly, that under subsection (c)(1)(i) or (3) of this section, it was unclear whether the governing body of a county might be authorized to approve financial assistance for a project located in a municipal corporation in that county, or only the governing body of the municipal corporation itself.

Defined terms:

|                                          |         |
|------------------------------------------|---------|
| "Authority"                              | § 5-301 |
| "Corporation"                            | § 5-301 |
| "County"                                 | § 1-101 |
| "Department"                             | § 1-101 |
| "Financial assistance"                   | § 5-301 |
| "Fund"                                   | § 5-301 |
| "Local economic development fund"        | § 5-301 |
| "Local economic development opportunity" | § 5-301 |
| "Local government"                       | § 5-301 |

**Effect of amendments.** — Section 2, ch. 73, Acts 2008, effective July 1, 2008, added (c)(4).

**Editor's note.** — Section 3, ch. 73, Act 2008, effective July 1, 2008, provides that "Section 2 of this Act shall take effect on the taking effect of Chapter 306 (H.B. 1050) of the Acts of the

General Assembly of 2008. If Section 2 of this Act takes effect, Section 1 of this Act shall be abrogated and of no further force and effect." Chapter 306, Acts 2008, takes effect October 1, 2008.



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COMMISSIONERS  
MADISON J. BUNTING, JR., PRESIDENT  
DIANA PURNELL, VICE PRESIDENT  
ANTHONY W. BERTINO, JR.  
JAMES C. CHURCH  
THEODORE J. ELDER  
MERRILL W. LOCKFAW, JR.  
JOSEPH M. MITRECIC

OFFICE OF THE  
COUNTY COMMISSIONERS

**Worcester County**

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

TO: Commissioners 21863-1195  
FROM: Harold L. Higgins, Chief Administrative Officer *HH*  
RE: Maryland Department of Natural Resources Reaffirmation Letter  
DATE: November 27, 2017

15

HAROLD L. HIGGINS, CPA  
CHIEF ADMINISTRATIVE OFFICER  
MAUREEN F.L. HOWARTH  
COUNTY ATTORNEY

On November 9, 2017, Commissioner Bunting, Commissioner Church and I attended a meeting convened by Bill Anderson, Assistant Secretary Department of Natural Resources. Minutes from that meeting are attached for your review. As noted per page 2 of those minutes a re-affirmation letter would be executed to re-affirm the County's support of the Ocean City Inlet dredging project. The original letter of May 19, 2015 was drafted in accordance with the provisions of Section 107 of the River and Harbor Act of 1960, as amended, which authorizes the Federal government to plan, design and implement projects in the interests of navigation.

As suggested by Terry McGean, Ocean City Engineer, the 50% non-federal cost share for this project could be taken from the Ocean City Beach Replenishment fund. The fund is in good financial shape and could absorb the County's and City's cost of this project, projected at this time to be \$150,000 each. Therefore attached for your review and approval is the MDNR Non Federal Partner Reaffirmation Letter which requires Commissioner President Madison J. Bunting signature.

Thank you for your consideration.





*Larry Hogan, Governor*  
*Boyd Rutherford, Lt. Governor*  
*Mark Belton, Secretary*  
*Joanne Throwe, Deputy Secretary*

NON-FEDERAL PARTNER REAFFIRMATION LETTER  
Continuing Authorities Program – Section 107

November 15, 2017

District Engineer  
U.S. Army Engineer District, Baltimore  
P.O. Box 1715  
Baltimore, Maryland 21203-1715

Dear Sir:

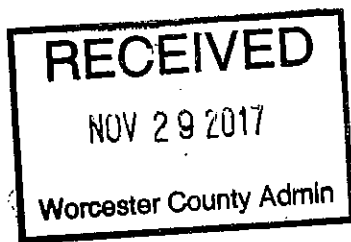
This is to reaffirm the support of the Maryland Department of Natural Resources together with Worcester County and the Town of Ocean City for the Ocean City Inlet dredging project as the parties originally affirmed in our Letter of Request dated May 19, 2015. The Maryland Department of Natural Resources together with the Worcester County and the Town of Ocean City are willing and have the financial capability to execute a feasibility cost sharing agreement for the project, and a project partnership agreement for the project should the project be approved.

Sincerely,

Mark J. Belton, Secretary  
Maryland Department of Natural Resources

Madison J. Bunting, President  
Worcester County Commissioners

Richard W. Meehan, Mayor  
Town of Ocean City



**Meeting Notes**  
**Ocean City Inlet Discussions**  
**Worcester County Government Center**  
**November 9, 2017**  
**11 AM**

**Attendees:** Tony Clark, US Army Corps of Engineers; Isaac Wilding, Maryland Department of Natural Resources; Harold L. Higgins, Worcester County; Mark Spencer Cropper, Ayers, Jenkins, Gordy and Almand; Bill Anderson, Maryland Department of Natural Resources; Commissioner Bud Church, Worcester County; Commission President Jim Bunting, Worcester County; Delegate Mary Beth Carozza, Maryland House of Delegates; Pat Schrawder, Delegate Mary Beth Carozza's office; Shawn Jester, Congressman Andy Harris' office; Terry McGean, Town of Ocean City; Mayor Rick Meehan, Town of Ocean City; Bill Reddish, Congressman Andy Harris' office; Fred Bedell, Maryland Department of Natural Resources, **By Phone:** Ann Jacobs, Senator Ben Cardin's office; Kim Kratovil, Senator Ben Cardin's office.

**Summary of Meeting Discussions:**

- Delegate Carozza provided a summary from the recent Assateague Island replenishment project meeting:
  - There is a desire by the parties to continue to leverage the Island replenishment project with the Inlet dredging
  - There are huge beach deterioration problems on Assateague Island at present
  - National Park Service budget continues to be a real challenge
  - Ann Jacobs from Senator Cardin's office noted that she is scheduling a meeting with the Comptroller at National Park Service. It is expected that both Senators Cardin and Van Hollen will be there. Ann will use the meeting as an opportunity to press NPS on the Assateague funding issue. Ann says we need to exert pressure on NPS to increase Assateague replenishment budget
  - Terry McGean of the Town of Ocean City provided the group with a history of the Assateague project and the strategy
    - USACE can only put money into this project as an equal match to NPS funding. The 50/50 cost split is based on the project agreement
  - Pat Schrawder from Delegate Carozza's office noted that the northern tip gap is also an issue. Suggested sand could be moved from the Inlet and dumped directly into that gap behind the jetty. A comment was made that without a determination of what is causing the scouring behind the jetty, dumping sand there would be a relatively short term fix.
  - Action item is to push for a meeting of this team with NPS and Justin Callahan of the USACE to discuss options to dump sand directly from the Inlet behind that north jetty
- Discussion on moving forward with the economic analysis and study
  - Appeared to be general consensus of the group that the more detailed economic study would have two purposes:
    - Portions of the material collected would be valuable to the USACE as they put together their standard analysis for the feasibility study

- Material on sport fishing, the charter fleet, major fishing tournaments, etc. would have value to our elected officials and others as contact is made at highest levels of the Army pleading Ocean City's case
  - Worcester County will take the lead on accumulating and assembling information for the economic analysis. It appears that most of the information needed for the analysis is already readily available
- Discussion led by Tony Clark of the USACE regarding the 107 study:
  - Discussion of restarting the previous effort. Approximately \$350K has already been expended. This is the recommended approach
  - 50/50 cost share required for the 107 study portion. Assuming the 204 study that is already underway goes as planned...and data from the 204 can be used for the 107, total remaining cost for the 107 estimated to be about \$1.2 million
  - Tony will review USACE Baltimore District budget to identify a source for federal portion of the cost share
- Terry McGean suggested that the 50% non-federal partner cost share for the 107 could be taken from the Ocean City Beach Replenishment Fund. Terry noted that the latest beach replenishment came in under budget, so the Fund is in good financial shape.
  - The State portion of the Beach Replenishment Fund is managed by Perry Otwell at the Department of Natural Resources Construction and Engineering group. It was urged that Terry direct connect with Perry and discuss this idea to gain buy-in from those managing the Fund from the State side
- The team agreed to execute a re-affirmation of the original Letter of Request executed on May 19, 2015 by the Maryland Department of Natural Resources, Worcester County and the Town of Ocean City. Bill Anderson from DNR will draft the re-affirmation, secure the signature of the Secretary of the Maryland Department of Natural Resources and forward to the County and Town for execution and submission to the USACE at the earliest opportunity
- Discussion of ongoing USACE maintenance dredging of the OC Inlet:
  - Tony Clark noted that based on current USACE budget, there will be a six month gap through the summer and into the fall of 2018 when the Corps will not have budget dollars available to do maintenance dredging in the Inlet
  - As discussed at previous meetings the Town/County has the option to contract with the USACE to pay for maintenance dredging of the Inlet beyond what the Corps has budget capacity to do.
    - A separate agreement would have to be executed between the Town/County for this work and the dredges would need to be scheduled ASAP to ensure they will be available to do the work when desired by the Town/County
    - If the Town/County desires that dredging be done post-April 2018, the Town/County will need to contact the Corps to schedule the vessel and get contracts in place at the earliest opportunity
  - The Maryland Department of Natural Resources will continue to do bottom scans of the Inlet approximately every two months to document changes and advancement of shoaling. Information from those bottom scans will be forwarded to the USACE and the

US Coast Guard to focus dredging activities and to guide proper buoy placement to keep vessels in good water.

- Pat Schrawder will set up a meeting with the Ocean City Coast Guard Station and the Maryland Department of Natural Resources to facilitate discussions of the bottom scans and recommendations on movement of navigational aids, as required

With no further discussion necessary, the meeting was adjourned.



Larry Hogan, Governor  
Boyd K. Rutherford, Lt. Governor  
Mark J. Belton, Secretary  
Frank W. Dawson, III, Deputy Secretary

**LETTER OF REQUEST**  
**Continuing Authorities Program – Section 107**

May 19, 2015

Add to  
15

District Engineer  
U.S. Army Engineer District, Baltimore  
P.O. Box 1715  
Baltimore, Maryland 21203-1715

Dear Sir:

This Letter of Request seeks the immediate assistance of the Army Corps of Engineers to restart the design and implementation phase relative to the recommended deepening of the Ocean City Harbor and Inlet as per the June 1998 "Ocean City, Maryland, and Vicinity Water Resources Study". This action will provide dredging relief in the Ocean City, Maryland harbor and inlet channels in response to a dramatic increase of shoaling that has caused major negative impact on commercial fishing, recreational boating, and the overall tourism industry. This is an urgent shoaling situation.

Neither this letter nor the District's acceptance of the requested assistance is intended to constitute a legally binding agreement. It is anticipated that a Project Partnership Agreement will be executed once the parties reach consensus on the scope of the project and the State and local government partners have secured the matching resources required.

In accordance with the provisions of Section 107 of the River and Harbor Act of 1960, as amended, which authorizes the Federal government to plan, design and implement projects in the interests of navigation, the Maryland Department of Natural Resources together with Worcester County and the Town of Ocean City make formal application for an expedited review to lead to the implementation of the dredging project of the harbor and inlet channels in Ocean City, MD 21842.

Over the years and continuing to the present, sand has been coming through the Ocean City Inlet and depositing itself in the inlet, harbor and surrounding bay waters. The degree of shoaling has increased dramatically in recent years to the degree that it is severely impacting economic and safety issues for both commercial and recreational boaters.

The resulting negative economic impact to the city, county and state is millions of dollars of lost revenue. Many commercial vessels have left the area and others are threatening to leave because of constant problems returning to their dock to unload their catches and vessel damage in the attempt.

In 1998, the "Ocean City, Maryland and Vicinity Water Resources Study" was completed by the Army Corps of Engineers. It correctly predicted many of the sediment problems taking place now but it appears that they are developing more rapidly than expected. We agree with the above study's recommendation that the harbor and inlet depths be increased to 14 to 16 feet respectively. Therefore, this letter of request serves as a request to use the findings of the 1998 study and any update as necessary to verify that the conditions remain the same or most likely worse since 1998. Your immediate and expeditious review of the updated conditions from the 1998 study are necessary to move forward as soon as possible to re-authorize dredging at deeper depths given the immediate and urgent need to prevent any additional loss of our commercial and recreational fishing industry.

We respectfully request that you review and confirm the dramatic increase of shoaling in the Ocean City harbor and inlet area as soon as possible in order that immediate dredging relief can be provided to keep these commercial waterways open and safe, and to prevent further loss to the local commercial and recreational boating industry.

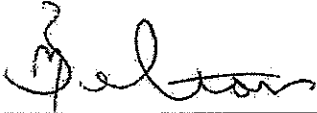
The Maryland Department of Natural Resources together with Worcester County and the Town of Ocean City understand that they are responsible for 10 percent of total costs of design and implementation of the general navigation features (GNF) (including costs of construction of dredged material disposal facilities) for depths, excluding associated over-depth and entrance channel wave allowances, less than or equal to 20 feet. In accordance with the terms of the Project Partnership Agreement (PPA), the non-Federal sponsor will participate in the Project Coordination Team, perform necessary non-Federal audits, and perform investigations necessary to identify the existence and extent of hazardous substances on Land, Easements, Rights-Of-Way, Relocation, and Disposal Areas (LERRD) required for the project. In addition, the non-Federal sponsor must pay an additional 10 percent of the total costs of construction of the GNF (including costs of construction of dredged material disposal facilities) which will be offset by the value of LERRD provided by the non-Federal sponsor for the project. Further, the non-Federal sponsor will be responsible for the construction and operation and maintenance of any local service facilities required for the project.

The Maryland Department of Natural Resources together with Worcester County and the Town of Ocean City can provide the following local cooperation and participation:

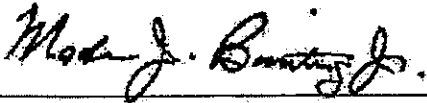
1. Provide without cost to the United States all lands, easements, rights-of-way, relocations, including suitable borrow and dredged material placement areas (LERRD), as determined by the Federal government to be necessary for the construction of the project. The value of LERRD will be included in the total project costs and credited towards the sponsor's share of project costs, as defined in the local cooperation agreement.
2. Hold and save the United States free from claims for damages that may result from the construction and subsequent maintenance of the project, except damages due to the fault or negligence of the United States or its contractors.
3. Assume full responsibility for all project costs in excess of the Federal cost limitation of \$10 million.
4. Provide, maintain, and operate, without cost to the United States, an adequate public landing or wharf with provision for the sale of motor fuel, lubricants, and potable water available to all on equal terms.
5. Provide and maintain berthing areas, floats, piers, slips, and similar marina and mooring facilities as needed for transient and local vessels as well as necessary access roads, parking areas, and other public-use shore facilities open to all on equal terms.

6. Provide a cash contribution towards the construction cost in accordance with existing Federal cost-sharing laws for navigation projects.

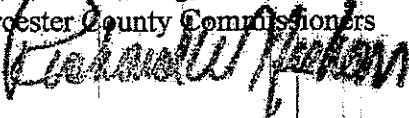
7. Establish regulations prohibiting discharge of untreated sewage, garbage, or other pollutants in the waters of the harbor, in accordance with applicable laws and regulations of Federal, state, and local authorities responsible for pollution prevention and control.



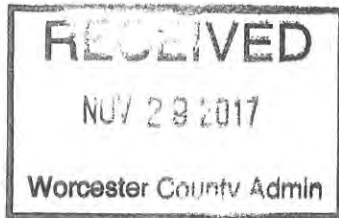
Mark J. Belton, Secretary  
Maryland Department of Natural Resources



Madison J. Bunting, President  
Worcester County Commissioners



Richard D. Meehan, Mayor  
Town of Ocean




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**Worcester County**  
Department of Environmental Programs

Memorandum

**To:** Harold L. Higgins, CPA, Chief Administrative Officer

**From:** Robert J. Mitchell, LEHS   
Director, Environmental Programs

**Subject:** Rural Legacy FY 18 Grant Agreement  
Dividing Creek Rural Legacy Area

**Date:** November 29, 2017

Attached you will find a memo for the grant agreement from Katherine Munson, of my staff with the recommendations that were approved by the State Board of Public Works. The Board approved:

1. \$1,560,000 for the Dividing Creek Rural Legacy Area (RLA) that will be split between the partners – Worcester County, Somerset County and the Nature Conservancy.

Rural Legacy pays landowners for permanent conservation easements on their properties. In some cases landowners who are not in but near the RLA boundaries may be eligible for the program. The program is funded through a combination of state Program Open Space and general obligation bonds from the state's capital budget. There are two (2) approved legacy areas in Worcester County – the Dividing Creek RLA (approved 2008) and the Coastal Bays RLA (approved 1999)

These agreements were reviewed by the County Attorney. The signature pages are marked for endorsement and should be signed by Commissioner Bunting. They will be used to purchase 2-4 conservation easements for the Dividing Creek RLA.

We received \$1,560,000 in local funding from our original request of \$2,076,000, while competing against the rest of the state for grants from this program. We had requested a total of \$3,076,000 to include the Coastal Bays RLA, but no money was awarded this year for that legacy area.



If you have any questions or need any additional information please let me know. Both Ms. Munson and I will be available to discuss with you and the County Commissioners at your convenience.

#### Attachments

cc: Maureen Howarth  
Katherine Munson



DEPARTMENT OF  
ENVIRONMENTAL PROGRAMS

**Worcester County**

GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1306  
SNOW HILL, MARYLAND 21863  
TEL: 410.632.1220 / FAX: 410.632.2012

AGRICULTURAL PRESERVATION  
CONSERVATION PROGRAM  
WATER & SEWER PLANNING  
SHORELINE CONSTRUCTION

WELL & SEPTIC  
NATURAL RESOURCES  
PLUMBING & GAS  
COMMUNITY HYGIENE

## Memorandum

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**TO:** Robert Mitchell, Director

**FROM:** Katherine Munson, Planner IV *KM*

**SUBJECT:** FY18 Dividing Creek Rural Legacy Area Grant Agreement

**DATE:** November 29, 2017

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Attached please find the FY18 Dividing Creek Rural Legacy Area (DCRLA) grant agreement. It consists of two copies of the agreement that must be signed where indicated, color map of the DCRLA showing the properties protected to date and the priority properties for easement acquisition (Attachment A), general conditions (Attachment B), property list (Attachment C).

The first page of the agreement will be dated by DNR following execution by the Rural Legacy Board.

The grant agreement has been reviewed by Maureen Howarth.

Worcester County, Somerset County and The Nature Conservancy are joint "sponsors" of the DCRLA. We requested \$2,076,000 and have been awarded \$1,560,000.

For FY18, over \$23 million was divided among seventeen (17) Rural Legacy Areas throughout the state. Coastal Bays RLA did not receive an award.

The grant funding will be used to purchase 2-4 conservation easements in Worcester and Somerset Counties.

The program is funded by real estate transfer tax revenue (Maryland Program Open Space dollars).

Please contact me with any questions.

Attachments

1c

**RURAL LEGACY GRANT AGREEMENT  
CO-SPONSORSHIP: LAND TRUST AND LOCAL GOVERNMENT**

**THIS GRANT AGREEMENT** ("Agreement") is made this \_\_\_\_ day of \_\_\_\_\_, 2017 by and between the STATE OF MARYLAND, acting through the RURAL LEGACY BOARD ("RLB"), Rural Legacy Program, Department of Natural Resources, 580 Taylor Avenue, Annapolis, Maryland 21401, COMMISSIONERS FOR SOMERSET COUNTY, Post Office Box 37, Princess Anne, Maryland 21852, and THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, 1 West Market Street, Room 1103, Snow Hill, MD, 21863, ("Local Government"), THE NATURE CONSERVANCY, 5410 Grosvenor Lane, Suite 100, Bethesda, Maryland 20814, a non-profit corporation incorporated in the State of Maryland, ("Land Trust") (hereinafter Local Government and Land Trust are sometimes referred to collectively as the "Sponsor").

**RECITALS**

WHEREAS, the State of Maryland, pursuant to Natural Resources Article § 5-9A-01., et. seq., has established the Rural Legacy Program ("Program") to enhance natural resource, agricultural, forestry, and environmental protection and the Program provides funds through grant assistance to local governments and land trusts to purchase interests in real property from willing sellers, including fee estates, easements and other interests in real property for the preservation of land in key areas of Maryland;

WHEREAS, the Sponsor is (a) a local government, meaning one of Maryland's 23 counties or one of Maryland's municipal governments, and (b) a land trust, meaning it is a non-profit, "qualified organization" under Section 170 (h) (3) and accompanying regulations of the Internal Revenue Code established for the purpose of land conservation, including the purchase or other acquisition of interests in real property for preservation purposes, which has entered into a cooperative agreement with the Maryland Environmental Trust;

WHEREAS, the Sponsor represents a Rural Legacy Area known as the Dividing Creek Rural Legacy Area as shown on the map set forth on Attachment A ("Rural Legacy Area");

WHEREAS, the RLB has designated the Rural Legacy Area submitted in the Sponsor's application as originally submitted or as amended;

WHEREAS, the RLB has agreed to award the Sponsor a grant in an amount not to exceed the Total Grant Amount pursuant to the terms and conditions of this Agreement to be used for the purchase of certain interests in real property for the preservation of land in the Rural Legacy Area, and for approved Project Costs pursuant to Project Agreements, all as more particularly described herein;

WHEREAS, the RLB's Rural Legacy Area designation, Rural Legacy Plan acceptance, Grant award and authorization to execute this Agreement were subject to approval by the

Maryland State Board of Public Works ("BPW") and such approvals have been given by the BPW on October 4, 2017; and

WHEREAS, the Local Government and the Land Trust shall enter into Project Agreements for each of the Eligible Properties which the Local Government and the Land Trust may acquire, which Project Agreements shall specify the Project Costs that the Local Government may request, on behalf of itself and the Land Trust, for acquisition of Eligible Properties, subject to the approval of the RLB and the BPW.

NOW, THEREFORE, in consideration of mutual covenants, terms and conditions of this Agreement, the parties agree as follows:

Section 1. Definitions.

Acquisition Activities is defined in Section 4.1. of this Agreement.

Acquiring Sponsor is defined as a Local Government and the Land Trust, who are the parties to a particular Project Agreement and who buy a particular Eligible Property pursuant to that Project Agreement.

Annual Report is defined in Section 8.2. of this Agreement.

BPW is defined in the Recitals Section of this Agreement.

Contract is defined in Section 4.2.5 of this Agreement.

Easement is defined in Section 4.2.2. of this Agreement.

Easement Form is defined in Section 4.2.2. of this Agreement.

Effective Date is defined in Section 12.12. of this Agreement.

Eligible Properties is defined in Section 3.1. of this Agreement.

FSCMCO is defined in Section 4.1. of this Agreement.

Grant Period is defined in Section 2.2. of this Agreement.

Law is defined in Section 3.7. of this Agreement.

Local Government is defined as "one of Maryland's 23 counties or one of Maryland's municipal governments in which the Eligible Property lies."

Mortgage(s) is defined in Section 4.2.6. of this Agreement.

Permitted Real Estate Interests is defined in Section 3.1. of this Agreement.

Program is defined in the Recitals Section of this Agreement.

Project Agreement is defined in Section 3.4. of this Agreement.

Project Costs is defined in Section 3.4. of this Agreement.

Rural Legacy Area is defined in the Recitals Section of this Agreement.

Rural Legacy Manual is defined in Section 3.7. of this Agreement.

SLCO is defined as a state land conservation organization being “the Maryland Agricultural Land Preservation Foundation , the Maryland Environmental Trust, Maryland Department of Natural Resources, or another state organization approved by the RLB.”

Subordination Agreement is defined in Section 4.2.6. of this Agreement.

Title Holders are defined in Section 4.2.3. of this Agreement.

Total Grant Amount is defined in Section 2.1. of this Agreement.

Section 2: Grant and Special Conditions.

2.1. Amount of Grant. Subject to the terms and conditions of this Agreement, the RLB hereby agrees to award a grant to the Sponsor in an amount not to exceed One Million Five Hundred Sixty Thousand Dollars (\$1,560,000.00) (the “Total Grant Amount”) to be used solely for payment of approved Project Costs in connection with acquisition of Permitted Real Estate Interests in Eligible Properties. In accordance with the terms and conditions of this Agreement and each Project Agreement, and during the Grant Period as defined below, the RLB shall disburse to the Local Government that portion of the Total Grant Amount which equals approved Project Costs for acquisition of Eligible Properties, provided however, that such disbursements shall cease upon the earlier to occur of (a) the date on which the sum total of all disbursements hereunder equals the Total Grant Amount, or (b) the expiration of the Grant Period. The Local Government shall be responsible for disbursing that portion of the Total Grant Amount which equals approved Project Costs for acquisition of Eligible Properties to the Land Trust who is a party to a particular Project Agreement, provided such Project Costs were incurred by the Land Trust and not the Local Government.

2.2. Grant Period. The "Grant Period" shall mean that period commencing upon the Effective Date of this Agreement and ending on the date which is twelve (12) calendar months from the Effective Date, unless the Grant Period is extended by the RLB in its sole discretion. In the event the ending date falls on a legal holiday or non-business day, the ending date shall be the next immediately succeeding day which is not a legal holiday or a non-business day.

2.3. General Conditions. Any general conditions to this Agreement are set forth in Attachment B attached hereto.

2.4. Sponsor Information, Easement Form and Eligible Properties. Sponsor and other information are set forth in Attachment C attached hereto. Some of the information on Attachment C is also specified in another part of this Agreement or the other Attachments to this Agreement, and if there are any conflicts between Attachment C and any of the terms of this Agreement or the other Attachments to this Agreement, the terms of this Agreement and the other Attachments shall govern.

### Section 3. Sponsor's Performance.

3.1. Property Acquisitions. The Local Government and the Land Trust may acquire Permitted Real Estate Interests in Eligible Properties. "Permitted Real Estate Interests" means fee simple estate interests or conservation easement interests, or other real estate interests allowed by the Law. "Eligible Properties" means both those properties which the Sponsor has identified and listed in Attachment C. In the event that Sponsor requests (a) additional properties to be placed on Attachment C or (b) a change of the Rural Legacy Area boundary, Sponsor shall submit a written request for approval to the Rural Legacy Program and shall not begin the acquisition process for the property until such approval has been granted.

3.2. Submission of Easement Valuation Methodology. Within thirty (30) days of execution of this Agreement, the Local Government and the Land Trust shall submit to the RLB its Easement valuation methodology. The methodology shall reflect the agricultural, forestry, and natural resource qualities the Easement is designed to protect; reflect the fair market values of properties in the Rural Legacy Area; and relate to the range of easement values paid by the Maryland Agricultural Land Preservation Foundation and other easement purchasing programs. Upon approval by the RLB, the Local Government and the Land Trust may use the approved methodology to acquire conservation easements as Permitted Real Estate Interests.

3.3. Appraisals. If the Permitted Real Estate Interest to be acquired is an Easement, the Sponsor shall use its approved easement valuation methodology to appraise the value of the Easement. If the Sponsor does not have an approved easement valuation methodology, or if the Permitted Real Estate Interest is not an Easement, the Sponsor shall obtain two independent appraisals of the value of the property interest to be acquired and shall otherwise comply with the appraisal requirements set forth in the Rural Legacy Manual. The easement valuation methodology and appraisals shall be subject to the approval of the RLB or designee. A Sponsor who has an approved Easement valuation methodology shall not use

appraisals unless specifically authorized by the Rural Legacy Program.

3.4. Project Agreement. If the Local Government, the Land Trust and a property owner of an Eligible Property reach agreement on the terms of an acquisition, the Local Government and the Land Trust shall prepare a Project Agreement, substantially in the form required by the RLB (a copy can be obtained from the Rural Legacy staff) ("Project Agreement"). The Project Agreement shall include a copy of the Contract (as defined in Section 4.2.5) for the Eligible Property, and, as applicable, the proposed form of the Easement or the proposed form of the Deed and other supporting documents. The Project Agreement shall specify the amount of total permissible costs, including direct (contract) costs, incidental costs, administrative costs, and easement monitoring costs ("Project Costs") which the Local Government and the Land Trust shall receive from the Total Grant Amount following Sponsor's satisfaction of the terms of this Agreement, however the disbursement of that portion of the total Grant Amount shall be made by the RLB to the Local Government who shall then disburse any portions thereof due to the Land Trust as provided in Section 2.1 hereof.

3.5. Rural Legacy Program Review, Approval. The Local Government and the Land Trust shall submit the Project Agreement to the Rural Legacy Program for review. The Rural Legacy Program shall review the Project Agreement for compliance with the terms of this Agreement and the Law. Project Agreements meeting all Program requirements will be submitted by the Rural Legacy Program to the BPW for approval. Upon BPW approval of the Project Agreement, the Local Government and the Land Trust shall make every effort to acquire the Eligible Property within forty-five (45) days. The "Project Period" is the time period specified in the Project Agreement for acquisition of the Permitted Real Estate Interest. The Project Period ends on or before the end of the Grant Period.

3.6. Reimbursement. When the Local Government or the Land Trust acquires an Eligible Property, the Local Government (on behalf of itself if the Local Government acquired the Eligible Property or on behalf of the Land Trust who acquired the Eligible Property), may apply to the RLB for reimbursement for Project Costs in accordance with the Project Agreement and Section 6 of this Agreement. As a result, it is not required that the Total Grant Amount be distributed equally among the Land Trust and the Local Government, and in no event will the funds disbursed under this Grant Agreement exceed the Total Grant Amount.

3.7. Compliance. Sponsor agrees to comply with the terms and conditions of this Agreement, the Rural Legacy Area, its accompanying application, and each Project Agreement. Sponsor acknowledges and agrees that this Grant Agreement is governed by the terms and provisions of Subtitle 9A of the Natural Resources Article which established the Program, the Program's Regulations, and the Rural Legacy Manual and Application Procedures dated December 2001 (the "Rural Legacy Manual"), as they may be amended from time to time, and as sometimes referred to herein collectively as the "Law."

Section 4. Conditions for Acquisition of Permitted Real Estate Interests .

4.1. Acquisition Activities. As used in this Agreement, FSCMCO shall mean a qualified federal, state, county, or municipal conservation organization (a "FSCMCO") and for

purposes of this Agreement, the Local Government shall be deemed a FSCMCO. As set forth in the Law and in this Agreement, the RLB has the right to approve all activities in connection with acquisition of Permitted Real Estate Interests in Eligible Properties ("Acquisition Activities"). The RLB or its designee has the right to make comments upon, require revisions to, and approve all Acquisition Activities whether or not specifically enumerated below. In addition, in the event a "SLCO" will hold title to a Permitted Real Estate Interest, the SLCO shall have the right to make comments upon, require revisions to and approve all Acquisition Activities, whether or not specifically enumerated below. Any other Title Holders of a Permitted Real Estate Interest and any FSCMCO shall have the right to make comments upon, require revisions to and approve all Acquisition Activities, whether or not specifically enumerated below. The Acquiring Sponsor shall contact any SLCO, the FSCMCO and any other Title Holders directly for any comments, revisions or requirements that they may have.

#### 4.2. Acquisition of a Fee Estate or a Conservation Easement.

4.2.1. Form of Deed. If the Permitted Real Estate Interest is a fee simple estate interest, the Acquiring Sponsor shall submit the form of the proposed special warranty deed (the "Deed") to the RLB or its designee, any SLCO, the FSCMCO and any Title Holders for approval. The Deed shall be drafted to provide that one hundred percent (100%) of the fee simple estate interest shall be held by the Title Holders as the Grantees in the Deed. At settlement, the Deed shall be duly executed and recorded among the land records where the Eligible Property is located.

4.2.2. Easement Form. If the Permitted Real Estate Interest is a conservation easement interest, the Acquiring Sponsor shall use either the Rural Legacy Program Sample Easement and Optional Provisions available from the Rural Legacy staff or the Acquiring Sponsor shall use the Sponsor's Easement Form as approved by the Rural Legacy staff and the Office of the Attorney General. The form of easement chosen is also indicated on Attachment C (the "Easement Form"). Any changes to the Easement Form shall be approved by the RLB or its designee, the FSCMCO, the SLCO, if any, and any Title Holder. As used herein, "Easement" shall mean the final approved Easement Form. At settlement, the Easement shall be duly executed and recorded among the land records where the Eligible Property is located.

4.2.3. Title Holders. The parties acquiring any fee simple estate interest or any Easement interests under this Grant Agreement shall be specified in the Project Agreement as the "Title Holders". If the Acquiring Sponsor is a land trust, the Acquiring Sponsor shall hold title to all Easements with a FSCMCO.



4.2.4. Property Description. All Eligible Properties proposed for acquisition under the Rural Legacy Program shall have a metes and bounds description or a reference to lots on a duly recorded plat and/or a survey with a metes and bounds description, all as approved by the RLB or its designee, the SLCO, the FSCMCO and any Title Holder. Any Title Holder, including but not limited to any SLCO or any FSCMCO, shall also have the right to approve the metes and bounds description or lot reference and/or the survey with a metes and bounds description, and, in addition to the foregoing requirements, may have requirements on the adequacy of the metes and bounds description of or lot reference for the Eligible Property and may require a survey in form and content acceptable to such Title Holder and to the title insurance company.

4.2.5. Contract The Acquiring Sponsor shall use option contract or contract of sale forms (collectively, "Contract") approved by the RLB or its designee, the FSCMCO, all Title Holders and the SLCO, if any. The Contract shall contain conditions which (a) shall permit the Title Holders to be the Grantee on the Deed or Easement in addition to the purchasers under the Contract, even if such Title Holders are not listed as purchasers under the Contract, (b) make the Contract contingent upon the approval by the RLB or its designee, the FSCMCO, any Title Holders, any SLCO, and the BPW, unless the Acquiring Sponsor is willing to run the risk that the Acquiring Sponsor may settle and the Contract might not be approved, and (c) in the case of an Easement, make the Contract contingent upon the receipt of fully executed Subordination Agreement(s). The Contract is subject to BPW approval.

4.2.6. Subordination to Easement. All mortgages, deeds of trust and any other liens or encumbrances, (except for future taxes, charges or assessments, not yet due and payable), with respect to the repayment of a debt against the Eligible Property (collectively, the "Mortgages") must be fully subordinated to the Easement. The Acquiring Sponsor shall provide a copy of each proposed subordination agreement ("Subordination Agreement") to the RLB along with the Project Agreement. The RLB or its designee, any Title Holder, the FSCMCO, and the SLCO, if any, shall have the right to approve the form of the Subordination Agreement, prior to its execution, and the recording order of the Easement and the Subordination Agreements.

4.2.7. Title Insurance. The Acquiring Sponsor shall obtain title insurance for the Eligible Property in the form of an Owner's Policy from a title insurance company licensed to do business in the State of Maryland in the amount of the purchase price of the Permitted Real Estate Interest in the Eligible Property. The title insurance policy shall not contain exceptions to title which (a) would defeat the purpose of the Program and any Easement or Deed placed upon the Eligible Property as required by the Program, (b) create a remainder, reversion, or condition which could cause forfeiture or reversion of title, (c) require the payment of money by any SLCO, unless such exception is approved by any SLCO, (d) list an unsubordinated mortgage, deed of trust, judgment, lien or other encumbrance, contract or purchase option, which would, if foreclosed or enforced, take priority over and eliminate the interest of the Acquiring Sponsor, the FSCMCO, any SLCO and any Title Holders in the Easement in the Eligible Property, (e) provide for the lien of unpaid taxes or show any taxes or any other charges or assessments as unpaid, unless such taxes, charges or assessments are not yet due and payable, (f) are the preprinted

standard exceptions (unless any preprinted exception would require a survey acceptable to the title company in order to remove such exception and a decision has been made not to obtain such a survey pursuant to Section 4.2.4) or (g) any exception unacceptable to the FSCMCO, any SLCO or any Title Holder.

4.2.8. Evidence of Authority. For any Deed, Easement and Contract, executed by (a) the Acquiring Sponsor and any Title Holder with (b) any entity conveying such interest to the Acquiring Sponsor and any Title Holder, the Acquiring Sponsor shall ensure that any such entity is a validly existing legal entity, in good standing (if applicable for that particular type of entity), has the authority to enter into the transaction and into the respective documents evidencing the transaction, and the persons signing on its behalf hold the offices or positions described and are duly authorized to do so. The Sponsor and Rural Legacy Board or designee shall review any organizational documents of the entity attached as well as a Good Standing Certificate, if issued for the particular type of entity by the State Department of Assessments and Taxation.

4.2.9. Environmental Assessment. The Contract shall provide the Acquiring Sponsor, the FSCMCO, the SLCO, if any, and any Title Holder with the right to conduct an environmental site assessment of the Eligible Property. The Acquiring Sponsor, the FSCMCO, and any Title Holder shall, at a minimum, complete or cause to have completed an environmental site assessment of the Eligible Property, in form and content acceptable to the Acquiring Sponsor, the FSCMCO, any Title Holder, Rural Legacy Board or designee. The environmental site assessment form prepared as a result of such environmental site assessment shall be attached to the Project Agreement, documenting at a minimum the physical inspection of the Eligible Property and the findings from an inquiry into the historical uses of the Eligible Property. If any environmental hazard is found or suspected, it is to be listed in the Project Agreement with a proposed plan for addressing such environmental hazards. If a SLCO is to be the Title Holder, the SLCO may have requirements on the form of the environmental site assessment and the proposal for handling any suspected or found environmental hazards.

4.2.10. Easement on Fee Simple Property. Either simultaneously with its acquisition by the Acquiring Sponsor and any Title Holders or before any reimbursement for such acquisition shall be made hereunder, an Eligible Property which is a fee simple estate interest, shall be encumbered with a conservation easement which shall be duly executed and recorded among the land records where the Eligible Property is located following the recordation of the Deed. If the Acquiring Sponsor is a land trust, the Easement shall be also held by a FSCMCO. The Easement shall be in form and content acceptable to the RLB, any Title Holder, the FSCMCO and the SLCO, if any.

4.3. Local Government as Title Holder. Notwithstanding the foregoing and unless the SLCO indicates in writing to the RLB to the contrary at the time the SLCO agrees to be a Title Holder, if a Local Government is an Easement or fee simple estate Title Holder, then the Local Government shall approve matters of title, metes and bounds description, survey and environmental assessment, and the attorney for such Local Government shall sign the Deed or Easement as prepared by or under the supervision of an attorney and as to form and legal sufficiency, and the approval of the Local Government shall be evidenced by the duly authorized

signatures on the Deed or the Easement of the Local Government and the written assurance of the Local Government to the RLB that the Local Government has duly investigated matters of title, metes and bounds description, survey and environmental assessment, does not believe the information revealed in the title, metes and bounds description, survey and environmental assessment would defeat the purpose of the Program, is satisfied with and willing to assume any risks revealed therefrom.

4.4. Other Permitted Real Estate Interests. If the Permitted Real Estate Interest is not an Easement or a fee simple estate interest, the requirements for this Section 4 will be set forth in an Addendum to this Agreement.

#### Section 5. Disposal of Fee Simple Property.

The Acquiring Sponsor may dispose of the Acquiring Sponsor's fee simple estate interest in an Eligible Property acquired with all or a portion of the Total Grant Amount under this Agreement pursuant to the Rural Legacy Manual, subject to approval by and in accordance with conditions imposed by the RLB, including but not limited to special requirements regarding bond monies as set forth in the Rural Legacy Manual, the Law and other federal and state laws. A conservation easement approved by the RLB or its designee shall be placed on the property before transfer to another entity. Pursuant to the Rural Legacy Manual, funds derived from the disposal of an Eligible Property during the Grant Period may be used by the Acquiring Sponsor for other acquisitions of Eligible Property or Properties provided such acquisitions comply with all the requirements of this Agreement for acquisition of Eligible Properties.

#### Section 6. Reimbursement of Costs.

6.1. Overview. Each Project Agreement for each Eligible Property represents a separate transaction for purposes of determining the amount of the Total Grant Amount which shall be allocated as Project Costs for that particular Eligible Property. Project Costs may include direct (contract) cost, incidental costs, administrative costs, and easement monitoring costs as provided in the Law. That portion of the Total Grant Amount which is used to reimburse an Acquiring Sponsor for direct costs incurred in the acquisition of an Eligible Property shall not, when combined with all other funds used by or available to the Acquiring Sponsor for such acquisition, exceed one hundred percent (100%) of the cost of acquiring the Eligible Property.

6.2. Retroactivity. Retroactive costs prior to the Grant Period are not allowed.

6.3. Approved Project Costs. The requirements for and procedures governing payment of Approved Project Costs are set forth in the Rural Legacy Manual.

6.4. Program Compliance Costs. Depending on the fund source (i.e. whether bond funds are used to fund the Grant), a portion of the Grant, not to exceed one and one-half percent (1½ %) of each Easement purchase cost, may be used to pay for program compliance costs for monitoring Easements. To be eligible, Acquiring Sponsors must document that payments for monitoring costs will be placed in an endowment or other special account to be

made available only to the Grantee for the purpose of monitoring the specific Easement acquired with Rural Legacy funds. Fees charged for program compliance for Easement monitoring will be invested in a long term, managed investment account, the principal of which may not be withdrawn or used without the approval of the RLB. Additional provisions regarding program compliance costs are set forth in the Rural Legacy Manual.

6.5. Advance Payment. The Acquiring Sponsor should, as a general rule, submit requests for reimbursement for administrative and incidental costs to the Rural Legacy Program. Under special conditions approved by the Board in this Grant Agreement, for Acquiring Sponsors that may be unable to initiate acquisition efforts without pre-payment of certain administrative or planning costs, an Acquiring Sponsor may request a portion of their allowed administrative costs in advance. This advance payment shall be deducted from the allowable three percent (3%) of the Total Grant Amount which is allowable for administrative costs. An Acquiring Sponsor may also request an advance payment of funds to cover a portion or all of the anticipated direct costs of an acquisition itemized in a Project Agreement and approved by the RLB and the BPW, to be available for payment at settlement.

6.6. Documentation of Expenditures. Each expenditure submitted for payment or reimbursement consideration shall be justified by providing the following information to the Rural Legacy Program: copy of the recorded deed, copy of the final title policy, copy of settlement sheet, copies of invoices for any costs not shown on the settlement sheet, and justification of administrative costs. The Acquiring Sponsor shall maintain satisfactory financial accounts, documents, and records, and shall make them available to staff of the RLB for auditing at reasonable times. Such accounts, documents and records shall be retained by the Acquiring Sponsor for three (3) years following project termination.

#### Section 7. Stewardship and Monitoring for Program Compliance.

The Local Government and the Land Trust shall establish an Easement stewardship program based upon national standards and practices and involving Easement inspections at least every three (3) years. The Sponsor will submit the program to the RLB for review with the annual report required by Section 8.2.

#### Section 8. Reporting.

##### 8.1. INTENTIONALLY DELETED.

8.2. Annual Report. The Local Government, in coordination with the Land Trust, shall provide an annual report of activities to the RLB in a format provided by the RLB (the "Annual Report"). The Annual Report shall be due thirty (30) days after the end of the state fiscal year.

Section 9. Indemnification. The Sponsor shall, to the fullest extent permitted by law, indemnify, save harmless and defend the State of Maryland and all of its representatives from all suits, actions, or claims of any character, brought on account of any injuries or damage

sustained by any person or property as a result of the Sponsor's activities, including the activities of its employees, agents, representatives or subcontractors, in connection with its performance under this Agreement.

Section 10. Sponsor's Failure to Perform; Remedies.

If the Sponsor fails to perform its obligations under this Agreement in whole or in part, the RLB or the State of Maryland may exercise any or all of the remedies set forth below, either jointly and severally against the Local Government, and the Land Trust, or against one or more of them, at the sole discretion of the State of Maryland and the RLB:

- A. Withhold payment of funds under this Agreement until the Sponsor performs its obligations, after notice is provided to the Sponsor of the violation of this Agreement and opportunity is provided for compliance satisfactory to the Board;
- B. Perform the Sponsor's obligations, including but not limited to, maintaining, operating or repairing the Eligible Property to protect it from further damage, using funds available under this Agreement;
- C. Collect damages from the Sponsor for the costs of performing the Sponsor's obligations, after notice is provided to the Sponsor of the violation of this Agreement and opportunity is provided for compliance satisfactory to the Board;
- D. Terminate the Agreement in whole or in part;
- E. Withhold approval of any grant request submitted by the Sponsor to the RLB under this Agreement;
- F. Debar the Sponsor from applying for future Program funds; and
- G. Initiate legal action to enforce the terms of this Agreement, the Easement and/ or exercise any other right or remedy under the Law or available at law or in equity.

Section 11. Notices. Any notice provided hereunder shall be in writing and shall be deemed to have been received: (a) on the date of delivery, if given by hand delivery and signed for by the recipient party, or (b) on the next business day following delivery to an overnight delivery or other messenger service, if given by an overnight delivery or other messenger delivery service and signed for or refused by the recipient party, or (c) on the date of actual receipt of delivery or refusal of delivery or return by the United States mails as undeliverable at the address shown, if given by certified mail in the United States mails, postage prepaid, return receipt requested. Any notice provided hereunder shall be provided to the addresses shown on Page One of this Agreement or to such other address in the United States as the party changing its address may designate from time to time by notice to the other parties.

Section 12. Miscellaneous.

12.1. Assignment. This Agreement shall inure to the benefit of, and be binding upon, the parties hereto and their respective successors and assigns, including by way of privity of estate and contract, provided however that nothing herein shall be construed to mean that the Sponsor has the right to assign this Agreement or all or any portion of the Total Grant Amount hereunder. Nothing in this Agreement, expressed or implied, is intended to confer upon or against any other person, corporation or government unit, any right or remedy under or by reason of this Agreement.

12.2. Complete Understanding. This Agreement and all attachments incorporated herein represent the complete understanding between the parties hereto and supersede all prior negotiations, representations, statements and agreements.

12.3. Amendment. This Agreement may be amended by an agreement in writing between the Sponsor and the RLB, provided that approval of the BPW shall be required for any amendment to increase the Total Grant Amount.

12.4. Waiver. No party shall be deemed to have waived the exercise of any right which it holds hereunder unless such waiver is made expressly and in writing.

12.5. Applicable Law. This Agreement shall be given effect and construed by application of Maryland law, and any action or proceeding arising hereunder shall be brought in the courts of Maryland.

12.6. Exhibits. Each writing or plat referred to herein as being attached as an attachment is hereby made a part of this Agreement.

12.7. Disclaimer of partnership status. Nothing in the provisions of this Agreement shall be deemed in any way to create between the parties hereto any relationship of partnership, joint venture or association, and the parties hereto hereby disclaim the existence of any such relationship.

12.8. Nondiscrimination. Sponsor agrees not to discriminate against any employee, applicant for employment, or other person because of sex, race, age, creed, color, religious affiliation, mental or physical handicap, national origin, ancestry or marital status and to comply with the terms, intent and provisions of Title VII of the Civil Rights Act of 1964 P.L. 88-354 (1964) and its amendments, Article 49B Sections 14 to 18 (Discrimination in Employment) of the Annotated Code of Maryland (1994 Replacement Volume and its amendments), and the Americans with Disabilities Act of 1990, P.L. 101-336 and its amendments, and with all local, state and federal laws now or hereinafter enacted to effectuate the goals of the aforesaid statutes.

12.9. Financial Disclosure. Sponsor agrees to comply with State Finance and Procurement Article, Section 13-221 of the Annotated Code of Maryland which requires that every business that enters into contracts, leases or other agreements with the State of Maryland, including its agencies; and receives in the aggregate of One Hundred Thousand Dollars (\$100,000.00) or more during a calendar year shall within thirty (30) days of the time when the One Hundred Thousand Dollars (\$100,000.00) is reached, file with the Maryland Secretary of State a list containing the names and addresses of its resident agent, each of its officers, and any individual who is a beneficial owner of five percent (5%) or more of the contracting business.

12.10. No Contingent Fees. Sponsor warrants that it has not employed or retained any person, partnership, corporation or other entity, other than a bona fide employee or agent working for them, to solicit or secure this Agreement, and that it has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee or agent, any fee or any other consideration contingent on the making of this Agreement.

12.11. Political Contribution Disclosure. Sponsor shall comply with the provisions of Article 33, Sections 30.1 through 30.4 of the Annotated Code of Maryland, which require that every person that enters into contracts, leases, or other agreements with the State of Maryland, including its agencies, during a calendar year under which the person receives in the aggregate Ten Thousand Dollars (\$10,000.00) or more shall, on or before February 1 of the following year, file with the Maryland Secretary of State certain specified information to include disclosure of political contributions in excess of One Hundred Dollars (\$100.00) to a candidate for elective office in any primary or general election.

12.12. Effective Date. This Agreement shall be effective upon the execution of this Agreement by all of the parties to this Agreement (the "Effective Date").

12.13. Captions. Caption and headings in this Agreement are for ease of reference only and shall not be deemed a part of or have any meaning in the interpretation of this Agreement.

12.14. Certificate of Corporation. The Land Trust hereby certifies that it is a domestic not-for-profit corporation which is registered or qualified in accordance with the Corporations and Associations Article of the Annotated Code of Maryland and is in good standing and has filed all its annual reports with the State of Maryland Department of Assessments and Taxation and registrations and any other requirements required pursuant to the laws of the State of Maryland regarding not-for-profit corporations.

The Land Trust further certifies that as of the date of this Agreement, the Land Trust has paid all taxes due to the State of Maryland and has filed all required returns and reports with the Comptroller of the Treasury, the State Department of Assessments and Taxation, and Employment Security Administration and paid all withholding Taxes due to the State of Maryland.

12.15. Joint and Several Liability. The Sponsor shall be jointly and severally liable under this Agreement.

SIGNATURES BEGIN ON THE NEXT PAGE



IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date entered below under their respective signatures.

WITNESS/ATTEST:

Ralph O. Taylor  
(Signature)

Ralph O. Taylor  
(Print Name)

WITNESS/ATTEST:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

WITNESS/ATTEST:

Elsa M. Garcia  
(Signature)

ELSA M. GARCIA  
(Print Name)

WITNESS/ATTEST:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

COMMISSIONERS FOR SOMERSET  
COUNTY:

BY: Randy Laird (SEAL)

Randy Laird  
President

DATE: 11/28/17

COUNTY  
COMMISSIONERS OF WORCESTER  
COUNTY, MARYLAND:

BY: \_\_\_\_\_ (SEAL)

Madison J. Bunting Jr.  
President

DATE: \_\_\_\_\_

THE NATURE CONSERVANCY:

BY: Timothy Purinton (SEAL)  
Timothy Purinton  
Executive Director

DATE: 11/17/17

STATE OF MARYLAND  
RURAL LEGACY BOARD:

BY: \_\_\_\_\_ (SEAL)

Mark Belton  
Chairman, Rural Legacy Board

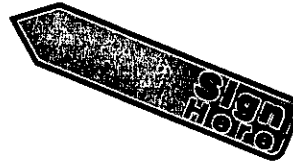
DATE: \_\_\_\_\_

Approved as to form and legal sufficiency  
this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Assistant Attorney General

Approved as to form and legal sufficiency  
this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
City Solicitor / County Attorney



Approved as to form and legal sufficiency  
this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
City Solicitor / County Attorney

**GENERAL CONDITION FOR RURAL LEGACY GRANT AGREEMENT  
ATTACHMENT B SECTION 2.3 OF THIS GRANT AGREEMENT**

The Sponsor shall comply with the following General Conditions of this Grant Agreement:

1. Point System and Ranking Any point system used by the Sponsor to rank and value easement acquisitions shall:

A. Incorporate natural and cultural features and water quality protection to the degree these values exist in the Rural Legacy Area and are a priority objective of the Rural Legacy Plan.

B. Give priority to properties that alone, or in conjunction with other properties, protect contiguous large blocks of agricultural, forestry, natural or cultural resources.

C. Be submitted to the Rural Legacy Program for approval prior to, or as part of the submission of easement or fee request.

2. Easement Donation

A. The Sponsor shall continue or initiate efforts to obtain donations of easements in addition to easement purchases by providing information on the tax and related benefits of easement donations to property owners in the Rural Legacy Plan Area and by identifying and soliciting easements in those parts of the Rural Legacy Area where landowners are more likely to donate rather than sell easements.

B. The Sponsor shall include an evaluation on efforts made and successes achieved in soliciting easement donations and the effect of Rural Legacy Program easement purchases on property owner willingness to donate rather than sell easements as a part of the Annual Report to the Rural Legacy Board required under Section 8.2 of this Agreement.

3. Conservation Reserve Enhancement Program

A. The Sponsor shall endeavor to enroll all easement sellers and donors into the Conservation Reserve Enhancement Program ("CREP"), including perpetual CREP restrictions as part of Rural Legacy Program easements.

B. The Sponsor shall include an evaluation of efforts made and successes achieved in incorporating CREP into easement agreements as a part of the Annual Report to the RLB required under Section 8.2 of this Agreement.

4. Stewardship

A. The Sponsor shall establish or continue a stewardship program for easements that involves easement inspections on at least three year intervals, based on national standards and practices for easement programs.

5. Supporting Activities In the Annual Report required under section 8.2 of this Grant Agreement, Sponsor shall describe how local planning, growth management tools, land use authority, and other supporting programs will be used to prevent incompatible development of private land until it can be permanently protected, and how these tools will protect the character of the Rural Legacy area for properties that may not be permanently protected. With respect to 1) existing programs and their strengths and weaknesses; 2) new or improved programs since the last Rural Legacy submission and; 3) programs and actions under study (with an estimate of their likelihood for enactment and implementation) Sponsor shall explain concisely how each of the following, as applicable, supports Rural Legacy objectives: protective zoning, TDR programs, PDR programs, gift easements, natural resource/environmental protection measures, support for rural economic activities and any other programs that contribute to meeting the Rural Legacy Area objectives. Sponsor shall also include in the Annual Report information on any plans and commitments to focus the use of other easement acquisition funds and shall provide data (tabular data or maps as appropriate) on the quantity, location, lot sizes and general nature of subdivision activity in the Rural Legacy Area.

6. Property List This Grant Agreement represents a grant for the acquisition of fee or easement interest for the properties identified in attachment C of this Grant Agreement. All of the properties listed in Attachment C of this Grant Agreement shall be within the Rural Legacy Area as approved by the Rural Legacy Board. The Sponsor shall acquire these property interests based on the priority levels represented in Attachment C and every effort shall be made to acquire the property interests identified as priority one prior to initiating acquisition of property interests in other priority levels. In cases where a change in priority level is necessary for any property, Sponsor shall notify Rural Legacy Program staff in writing of the change, with a brief explanation of the reason for change. The change shall be reflected in the annual reports required under section 8.2 of this Grant Agreement.

7. Protection of Rural Legacy Area The Sponsor shall include in the annual report to the RLB, which is required under Section 8.2 of this Grant Agreement, a section which discusses local planning, zoning, and related resource protection programs and actions to protect the Rural Legacy Area and surrounding area from development that threatens the values of, and undermines the investment in, the Rural Legacy Area. The section of the Annual report, Protection of Rural Legacy Area, shall summarize strengths and weaknesses of existing programs and describe any new or improved mechanisms that will protect the State and local investment in land, resources, and the resource based economy in and around the Rural Legacy Area and contribute to the protection of land in the Rural Legacy Area. Actions and programs such as protective zoning, Transferable Development Right's and Purchased Development Rights', riparian buffer ordinances, public facility policies, and tax credits should be addressed.

8. Execution of Grant Agreement The Grant Agreement shall be executed by Sponsor and delivered to the Department of Natural Resources for execution by the Chairman of the Rural Legacy Board within sixty (60) days of the Sponsors receipt by e-mail of the Grant Agreement.

9. Period of Grant Agreement The period of this Grant Agreement shall commence upon execution of this Agreement by all parties, the Effective Date, and shall end on the date which is twelve (12) calendar months from the Effective Date as specified in sections 2.2 and 12.12 of this Grant Agreement.

10. Acquisition Policies Easement acquisitions, including but not limited to residential density, shall be consistent with policies set forth by the Rural Legacy Board. Sponsor shall submit an easement acquisition policy and attendant easement valuation system to be approved by the Rural Legacy Board prior to submission of any request for payment or project agreement.

11. Program Compliance Sponsor shall provide evidence that an account for program compliance funds has been established as required in section 6.4 of this Grant Agreement prior to any request for such funds.

12. Progress Reports Sponsor shall make annual progress reports required under section 8.2 of this Grant Agreement on the standard forms provided by the Rural Legacy Program. The Annual Report shall be due thirty (30) days after the end of the state fiscal year.

13. Future Funding The Board will consider the evaluations, progress reports and information required to be reported to the Rural Legacy Board, under the grant general conditions hereinabove along with the Rural Legacy criteria as set forth in the Law, in their review of any future Rural Legacy applications.

**Dividing Creek Rural Legacy Grant Agreement  
Attachment C Fiscal Year 2018**

|                                                                                                 |     |                                          |        |
|-------------------------------------------------------------------------------------------------|-----|------------------------------------------|--------|
| Rural Legacy Area    Dividing Creek Rural Legacy Area                                           |     |                                          |        |
| Sponsor's Name    The Nature Conservancy                                                        |     | Somerset County    Worcester County      |        |
| Contact Name    Elizabeth (Liz) Zucker                                                          |     | Contact Telephone Number    410-829-3695 |        |
| Contact Address    The Nature Conservancy    114 South Washington St. Suite 102 Easton MD 21601 |     |                                          |        |
| Grant Not to Exceed    \$1,560,000                                                              |     |                                          |        |
| Grant Period    Start                                                                           | End | BPW Approval: Date    October 4, 2017    | Item # |

☒ Rural Legacy Model Easement being used

☐ Preferred Easement is attached

**Eligible Properties**

| Map ID # | Owner's Name            | Property Address                          | Tax ID # | Priority Level | Interest | County | Tax Map Information |      |      |        |     | Acres | Fee | Easement |
|----------|-------------------------|-------------------------------------------|----------|----------------|----------|--------|---------------------|------|------|--------|-----|-------|-----|----------|
|          |                         |                                           |          |                |          |        | Book                | Page | Grid | Parcel | Lot |       |     |          |
| 6        | Carey, Fredrick et al   | East of Courthouse Hill RD                | 04061136 | 1              | Y        | SO     |                     | 42   | 6    | 36     |     | 95    |     | X        |
| 16       | Quirk, Darrell          | South of Perryhawkins Hill RD<br>04067010 |          | 1              |          | SO     |                     | 25   | 24   | 40     |     | 90    |     | X        |
| 22       | ES Adkins, Co           | South of Whitesburg RD                    | 07006780 | 2              | Y        | WO     |                     | 61   | 15   | 8      |     | 492   |     | X        |
| 48       | Royer, Regina & Jeffrey | N side Nassawango Road                    | 07768513 | 1              | Y        | WO     |                     | 63   | 13   | 167    |     | 122   |     | X        |
| 49       | John S Boyer Family     | 4442 Nassawango Road                      | 07005040 | 1              | Y        | WO     |                     | 62   | 24   | 24     |     | 256   |     | X        |

### Eligible Properties

| Map ID # | Owner's Name          | Property Address                                        | Tax ID # | Priority Level | Interest | County | Tax Map Information |      |      |        |     | Acres | Fee | Easement |
|----------|-----------------------|---------------------------------------------------------|----------|----------------|----------|--------|---------------------|------|------|--------|-----|-------|-----|----------|
|          |                       |                                                         |          |                |          |        | Book                | Page | Grid | Parcel | Lot |       |     |          |
| 1        | Dolan, Earl & Barbara | Northeast of Courthouse Hill RD<br><b>PROTECTED RLP</b> | 04065387 | 1              | Y        | SO     |                     | 43   | 13   | 24     |     | 154   |     | X        |
| 2        | Dolan, Earl & Barbara | North/south Courthouse Hill RD<br><b>PROTECTED RLP</b>  | 04065352 | 2              | Y        | SO     |                     | 43   | 8    | 26     |     | 54    |     | X        |
| 3        | Ruark, Dorothy        | East of Courthouse Hill RD                              | 04065654 | 1              |          | SO     |                     | 43   | 7    | 15     |     | 63    |     | X        |
| 4        | Holland, Maria        | East of Courthouse Hill RD                              | 04063449 | 1              | Y        | SO     |                     | 43   | 7    | 18     |     | 85    |     | X        |
| 5        | Miles, Norma et al    | East of Courthouse Hill RD<br><b>PROTECTED RL</b>       | 04065395 | 1              |          | SO     |                     | 43   | 1    | 28     |     | 160   |     | X        |
| 7        | Waters , Perrie       | East of Courthouse Hill RD<br><b>PROTECTED RL/FRPP</b>  | 04062647 | 2              |          | SO     |                     | 34   | 23   | 27     |     | 74    |     | X        |
| 8        | MyTran, My            | East of Dublin RD                                       | 04063430 | 1              |          | SO     |                     | 34   | 4    | 43     |     | 69    |     | X        |
| 9        | Nichols Estate        | East of Courthouse Hill RD                              | 04062736 | 1              |          | SO     |                     | 34   | 24   | 78     |     | 116   |     | X        |
| 10       | Beauchamp, James      | East of Courthouse Hill RD                              | 04060377 | 1              |          | SO     |                     | 34   | 23   | 25     |     | 69    |     | X        |
| 11       | Long                  | East of Courthouse Hill RD                              | 04064321 | 1              |          | SO     |                     | 34   | 17   | 17     |     | 115   |     | X        |
| 12       | Brummitt, Jeffrey     | East of Dublin RD<br><b>PROTECTED RL/FRPP</b>           | 04064429 | 1              |          | SO     |                     | 34   | 5    | 8      |     | 84    |     | X        |
| 13       | Beauchamp, Rubin      | Harry Riggins RD                                        | 04060369 | 1              |          | SO     |                     | 26   | 1    | 3      |     | 62    |     | X        |
| 14       | Smith, Hammond        | Harry Riggins RD                                        | 04065794 | 2              | Y        | SO     |                     | 26   | 7    | 2      |     | 112   |     | X        |
| 15       | West                  | Fleming Mill RD                                         | 04067002 | 1              |          | SO     |                     | 25   | 18   | 39     |     | 165   |     | X        |

**Eligible Properties**

| Map ID # | Owner's Name               | Property Address                                     | Tax ID#  | Priority Level | Interest | County | Tax Map Information |      |      |            |     | Acres | Fee | Easement |
|----------|----------------------------|------------------------------------------------------|----------|----------------|----------|--------|---------------------|------|------|------------|-----|-------|-----|----------|
|          |                            |                                                      |          |                |          |        | Book                | Page | Grid | Parcel     | Lot |       |     |          |
| 17       | Beauchamp, Royce           | South of Five Bridges RD                             | 04060520 | 1              |          | SO     |                     | 25   | 6    | 64         |     | 76    |     | X        |
| 18       | Dykes, Trustees            | North of Five Bridges RD                             | 04062531 | 2              |          | SO     |                     | 17   | 24   | 10         |     | 178   |     | X        |
| 19       | Ocean View Farms           | East of Pete's Hill RD<br><b>PROTECTED WRP</b>       | 15007729 | 1              |          | SO     |                     | 17   | 11   | 7,30<br>41 |     | 467   |     | X        |
| 20       | Rural Integrity            | Pete's Hill RD<br><b>PROTECTED RLP/WREP</b>          | 04009012 | 2              |          | SO     |                     | 17   | 4    | 16         |     | 74    |     | X        |
| 21       | Allen, Tim                 | West of Fleming Mill RD<br><b>PROTECTED POS</b>      | 07005490 | 1              | Y        | WO     |                     | 68   | 11   | 5          |     | 209.  |     | X        |
| 23       | ES Adkins, Co              | West of Whitesburg RD<br><b>PROTECTED RL/WRP</b>     | 07006829 | 2              | Y        | WO     |                     | 69   | 5    | 3          |     | 775   |     | X        |
| 24       | Wise, Rebecca              | Whitesburg RD<br><b>PROTECTED RLP</b>                |          | 2              | Y        | WO     |                     | 69   | 15   | 44         |     | 147   |     | X        |
| 25       | Corbin, James/Audrey       | Dividing Creek RD                                    | 07005725 | 2              | Y        | WO     |                     | 69   | 22   | 22         |     | 165   |     | X        |
| 26       | Wilkins, Thomas & Beverly  | South of Route 364<br><b>NOT ELIGIBLE</b>            | 07006519 | 2              | Y        | WO     |                     | 77   | 5    | 102        |     | 140   |     | X        |
| 27       | William and Kevin Anderson | East of Dividing Creek RD                            | 07006306 | 2              |          | WO     |                     | 77   | 10   | 5          |     | 406   |     | X        |
| 28       | Barnes, Ellen, et al       | Dividing Creek RD                                    | 07006322 | 1              |          | WO     |                     | 77   | 15   | 8          |     | 716   |     | X        |
| 29       | GLADMAR Land Company       | West of Fleming Mill RD<br><b>PROTECTED RLA/FRPP</b> | 07006101 | 1              | Y        | WO     |                     | 69   | 19   | 43         |     | 243   |     | X        |

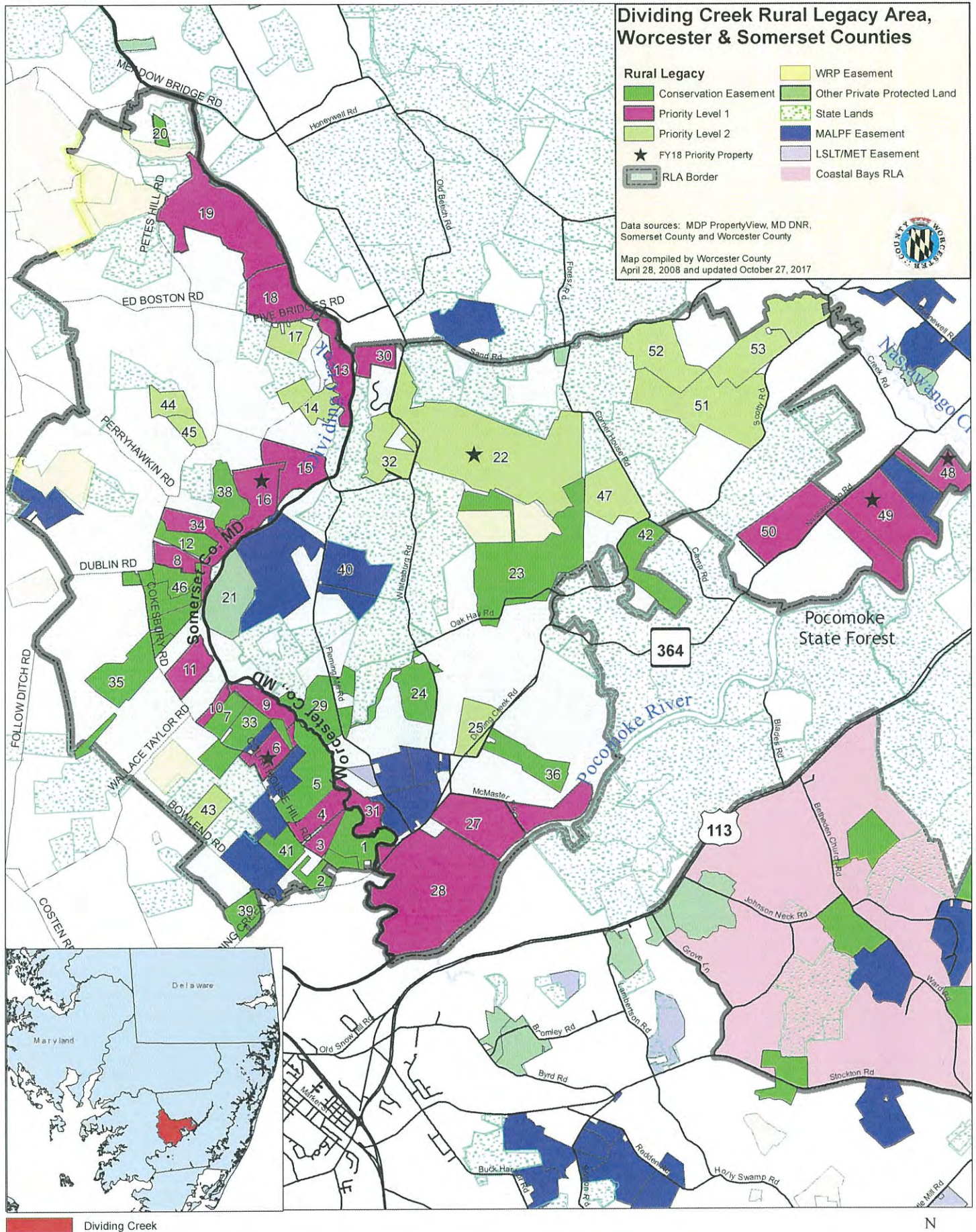


|    |                             |                                                                                     |   |   |    |  |    |    |                      |  |            |  |   |
|----|-----------------------------|-------------------------------------------------------------------------------------|---|---|----|--|----|----|----------------------|--|------------|--|---|
| 30 | Barnes, Ellen et al         | North of Whitesburg RD 07004494                                                     | 1 |   | WO |  | 61 | 2  | 32                   |  | 85         |  | X |
| 31 | Pocomoke Realty Company     | West of Fleming Mill RD 07006462                                                    | 1 | Y | WO |  | 77 | 2  | 11                   |  | 100        |  | X |
| 32 | Heritage Breeders, LLC      | North of Whitesburg RD 07007140                                                     | 2 |   | WO |  | 61 | 14 | 9                    |  | 99         |  | X |
| 33 | McIntyre, James             | East of Courthouse Hill RD<br>04060997<br><b>PROTECTED RL/FRPP</b>                  | 1 | Y | SO |  | 34 | 24 | 28                   |  | 136        |  | X |
| 34 | Bishop, Wallace (deceased)  | East of Dublin RD 04060660                                                          | 1 | Y | SO |  | 25 | 23 | 19                   |  | 56         |  | X |
| 35 | Nelson, James and Cheryl    | Southwest of Cokesbury RD<br>04061616<br><b>PROTECTED RL/FRPP</b>                   | 2 | Y | SO |  | 34 | 16 | 34                   |  | 176        |  | X |
| 36 | Gladmar Dairy Land Co.      | 3847 Dividing Creek Road<br>07006020<br><b>PROTECTED RL/FRPP</b>                    | 2 | Y | WO |  | 69 | 22 | 31                   |  | 133        |  | X |
| 37 | William and Kevin Anderson  | 2341 McMaster Road 07007116<br>Duplicate of #27 -- omitted from map                 | 1 | N | WO |  | 77 | 10 | 5                    |  | 405        |  | X |
| 38 | Riggin, Steven              | Perryhawkin Church RD<br>04065913<br><b>PROTECTED RL/FRPP</b>                       | 2 | Y | SO |  | 25 |    | 23                   |  | 90         |  | X |
| 39 | Carey, Pittman Lee          | Dividing Creek RD<br>04061276<br><b>PROTECTED RL</b>                                | 2 | Y | SO |  | 42 | 24 | 33                   |  | 55         |  | X |
| 40 | Glad Mar Land Co.           | Fleming Mill Road<br>07006101<br><b>PROTECTED MALPF</b>                             | 1 | Y | WO |  | 69 | 19 | 43                   |  | 211.<br>23 |  | X |
| 41 | Carey, Lee and Doris        | Courthouse Hill RD<br>04063503<br><b>PROTECTED RL/FRPP</b>                          | 2 | Y | SO |  | 42 | 12 | 14                   |  | 71         |  | X |
| 42 | Brummitt, Jeffery and April | East side of Scotty Road<br>07006209<br><b>PROTECTED RL/FRPP</b>                    | 1 | Y | WO |  | 70 | 1  | 1                    |  | 165        |  | X |
| 43 | Lee Carey                   | Northeast of Bowlend Road                                                           | 2 | Y | SO |  |    |    |                      |  |            |  | X |
| 44 | Wayne Holland               | 10710 Perryhawkin Church Road 04064542                                              | 2 | Y | SO |  | 25 | 10 | 51                   |  | 99         |  | X |
| 45 | Higgins                     | Perryhawkin Church Rd 04068068                                                      | 2 | Y | SO |  | 25 | 18 | 58                   |  | 41         |  | X |
| 46 | Long, Arthur                | Cokesbury Rd 04064399,04064410,04064437<br>04064356,04064364<br><b>PROTECTED RL</b> | 1 | Y | SO |  | 34 |    | 46,7<br>12,15,<br>45 |  | 286        |  | X |
| 47 | Laws, Betty Rae             | West side Scotty Road 07005245                                                      | 2 | Y | WO |  | 62 | 19 | 45                   |  | 192        |  | X |

|    |                         |                  |          |   |  |    |  |    |    |    |  |     |  |   |
|----|-------------------------|------------------|----------|---|--|----|--|----|----|----|--|-----|--|---|
| 50 | Stephen Boyer Family    | Nassawango Road  | 07006217 | 1 |  | WO |  | 62 | 22 | 22 |  | 389 |  | X |
| 51 | Besley Rodgers Inc      | Scotty Road      | 07005008 | 2 |  | WO |  | 62 | 8  | 5  |  | 440 |  | X |
| 52 | Besley and Rodgers, Inc | Sand Road        | 07005288 | 2 |  | WO |  | 62 | 1  | 25 |  | 211 |  | X |
| 53 | RD Associates Limited   | 5341 Scotty Road | 07005385 | 2 |  | WO |  | 62 | 3  | 1  |  | 292 |  | X |



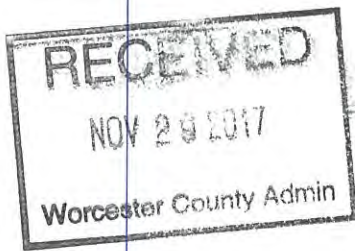
Attachment A



1.5 0.75 0 1.5 Miles







17

**Worcester County**  
**DEPARTMENT OF PUBLIC WORKS**  
6113 TIMMONS ROAD  
SNOW HILL, MARYLAND 21863

**JOHN H. TUSTIN, P.E.**  
DIRECTOR

**JOHN S. ROSS, P.E.**  
DEPUTY DIRECTOR

TEL: 410-632-5623  
FAX: 410-632-1753

**MEMORANDUM**

**TO:** Harold L. Higgins, Chief Administrative Officer  
**FROM:** John H. Tustin, P.E., Director   
**DATE:** November 28, 2017  
**SUBJECT:** Small Project Agreement - Sun TRS Frontier, LLC

**DIVISIONS**

**MAINTENANCE**  
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**ROADS**  
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**SOLID WASTE**  
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FAX: 410-632-3000

**FLEET  
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FAX: 410-632-1753

**WATER AND  
WASTEWATER**  
TEL: 410-641-5251  
FAX: 410-641-5185

Attached is the Small Projects Agreement with Sun TRS Frontier, LLC for the construction work to connect the Frontier Town Campground to the Mystic Harbour Wastewater Treatment Plant. The agreement is intended to document compliance with County Code, specifically, PW5-307.

The Maryland Department of the Environment has not yet issued the required construction permit for this project; however, we do anticipate that the permit will be issued within the next few weeks.

The agreement has been reviewed by the County Attorney and is now being presented for approval.

If you have any questions, please feel free to contact me.

Attachment

cc: John S. Ross, P.E. Deputy Director  
Jessica R. Wilson, CPA Enterprise Fund Controller

**WORCESTER COUNTY**  
**SMALL PROJECT**  
**WASTEWATER AND/OR WATER AGREEMENT**  
Reference PW5-307 Code of Public Local Laws of Worcester  
County

THIS AGREEMENT made this \_\_\_\_ day of \_\_\_\_\_, 2017, by and between **THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND**, in the capacity of the governing body of the Mystic Harbour Sanitary Service Area, hereinafter called "**Service Area**" and Sun TRS Frontier, LLC, hereinafter called "**Developer**". The parties hereto do hereby agree as follows:

**A. PROJECT**

Frontier Town Service Connection to Mystic Harbour hereinafter called "Facilities."

**B. LOCATION PROPERTY**

Properties affected by this Agreement are more particularly described as follows:

Deed Reference Liber 6630 Folio 250-257 Tax Map 33 Parcel 0093 and Tax Map 33 Parcel 0094 copy of deed attached (Attachment A).

**C. SERVICE TO BE PROVIDED**

1. The existing effluent pump stations and septic systems currently serving each of the bathhouses at Frontier Town will be completely removed and replaced with new duplex grinder pump stations. The proposed duplex self-contained grinder pump stations would be those manufactured by Ebara. Appropriate power supply modifications will be provided for the new grinder pump stations as necessary using the feeds from the existing bathhouses/pump stations.

As part of the pump station design, and since each is less than 150 gpm, each of the pump stations shall include the following items:

- Stand-By Pump (Duplex)
- An emergency generator and storage
- Pump-Around Connection
- Alarm to denote system failure

2. The existing three inch (3") and four inch (4") force mains shall be extended to the front of the property and discharge to a new Regional Pump Station as shown on Figure 3-1 (Attachment B). From the Regional Pump Station the wastewater will discharge to the proposed 14,850 LF of six inch (6") force main which will be installed along Route 611 to interconnect at a terminal manhole adjacent to and behind the Green Turtle as shown on Attachment B.

3. The project will be implemented through a construction contract (Attachment C) with AP Croll & Son, Inc. as the contractor and Davis, Bowen & Friedel, Inc. as the design engineer. The project coordination will be handled by H&B Solutions, LLC and Atwell, LLC; geotechnical services provided by John D. Hynes & Associates, Inc.; survey services to be provided by True North Surveying; and mechanical/electrical services to be provided by Allen & Shariff Engineering, LLC.
4. It is understood and agreed that the system design shall accommodate existing flows generated from 585 campsites and the proposed but not approved expansion area consisting of 213 new campsites, for a total of 798 campsites. In addition to these flows the Regional Pump Station will also be designed to accommodate fifty (50) additional EDUs in the Route 611 corridor (service to existing properties and failing septic systems in the Service Area). The new Route 611 force main shall be a regional force main installed parallel to the existing Castaways force main that also discharges to a manhole adjacent to the Green Turtle.
5. Following acceptance by the County through a Turnover Agreement, the County will own and be responsible for the operation and maintenance of the new Regional Pump Station and force main in Route 611. In addition, the County will be provided with a meter at the Regional Pump Station as specified by the Department of Public Works. The pump stations and force mains internal to the Campground will remain the ownership of Sun TRS Frontier, LLC.
6. Proposed Project Schedule:

These dates below represent a conservative schedule to accommodate agency review times. Every effort will be made to expedite the design and permitting so as to complete the project on an earlier schedule.

| Tasks                                                                                                                               | Schedule                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| DBF to complete the design consistent with their two engineering reports.<br>*Revisions to reduce size of pump station/forcemain.   | 12/07/15 - 02/01/17<br>COMPLETE.<br>8/1/17-8/31/17<br>COMPLETE.      |
| DBF to proceed with Road Crossing Permits from SHA to accommodate the sewer alignment along Route 611.                              | 02/15/17 - 11/24/17<br>ONGOING.<br>(Verbal approval given 11/15/17.) |
| H&B to obtain letter from local Environmental Programs confirming that no component of the project is located in the Critical Area. | 02/15/17 - 04/14/17<br>COMPLETE.                                     |
| Tasks                                                                                                                               | Schedule                                                             |

|                                                                                                                                                                                                            |                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| H&B to obtain County DPW approval of the Construction Documents including any permit exhibits required to obtain various State and Local approvals.<br>(Anticipates one (1) revision package/resubmittal.) | 02/06/17 - 04/06/17<br>COMPLETE.<br><br>9/15/17            |
| H&B to request Stormwater Management Waiver from Worcester County                                                                                                                                          | 02/06/17 - 04/06/17<br>COMPLETE.                           |
| H&B to obtain signature on Sediment and Erosion Control Plans from Worcester County Soil Conservation Office                                                                                               | 02/06/17 - 04/06/17<br>COMPLETE.                           |
| DBF to obtain written confirmation from MDE that no wetlands jurisdictional wetlands will be impacted and no permit will be required                                                                       | 02/06/17 - 04/06/17<br>- COMPLETE.                         |
| H&B to submit Construction Document set to Maryland Department of the Environment (MDE) for initial review and comment.                                                                                    | 04/10/17 – 11/22/17<br>ONGOING.                            |
| H&B to obtain the Notice of Intent (NOI) permit from MDE (Federal EPA stormwater coverage for construction projects)                                                                                       | 04/10/17 – 05/08/17<br>COMPLETE.<br>(Permit Issued 6/2/17) |
| Notice to Proceed given to AP Croll <ul style="list-style-type: none"> <li>Regional Pump Station and Force Main along Route 611</li> <li>Work internal to Frontier Town</li> </ul>                         | 12/01/17 – 6/15/18<br>Est.<br>12/01/17 – 05/01/18          |

#### **D. LEGAL REQUIREMENTS AND PROCEDURE**

Developer shall:

1. Upon the execution hereof, deed to Service Area, free and clear of all liens and encumbrances, by special warranty deed: all fee simple parcels and easements required for the operation and construction of the Facilities and provide an acceptable title certificate signed by a Maryland attorney.
2. Provide plans as required by Service Area which must be satisfactory to Service Area prior to commencement of construction.
3. In cooperation with Service Area, secure all necessary permits for the benefit of Service Area and transfer the same to the Service Area.
4. Provide any construction bond required by applicable law regulation.
5. Commence and complete construction of Facilities in accordance with the schedule identified in Item C.6. above and construct Facilities to the satisfaction of Service Area in accordance with all required permits to all applicable standards as established by Service Area. This includes being designed and constructed in accordance with the Worcester County Design Guide, Worcester County Standard Construction Specifications and Worcester County Code of Public Local Laws.

6. Upon completion of Facilities and final inspection, approval and acceptance by the Service Area transfer all portions of the Facilities not already property of the Service Area free and clear of all liens and encumbrances at which time Service Area shall assume operational control of the Facilities.
7. Provide lien releases or evidence of full and final payment to all contractors, engineers and suppliers as required by Service Area.
8. Warrant the construction and performance of Facilities for a period of not less than two years from the date of acceptance by the Service Area.
9. Post a maintenance bond in amounts to guarantee the warranty. Such bond shall be equal to 50% of actual cost of all equipment. The estimated bond amount is \$105,000. The final bond amount will be established once the equipment has been installed and the actual costs have been established. Further provide that Service Area may set amounts of such bonds within the parameters hereof.

#### **E. SPECIAL REQUIREMENTS**

1. Inspection Services:  
The Developer agrees to provide fulltime inspection services using a third party contractor acceptable to Worcester County.

#### **F. CONSTRUCTION AGREEMENTS**

1. Developer shall construct Facilities at Developer's sole expense subject to the oversight of Service Area.
2. Developer shall make all corrections, additions, and adjustments required by Service Area to complete construction of Facilities according to all permits, plans and specifications.
3. Service Area may reject unsatisfactory work in which case it shall be redone by Developer. Approvals shall not be withheld for unreasonable purposes.

#### **G. CHARGES, COSTS, FEES AND EXPENSES**

1. Developer shall pay all costs, fees and expenses of Service Area in performing this Agreement including without limitation, permit fees and costs incurred by Service Area in processing and oversight of the construction of Facilities and any water and sewer charges to include but not limited to equity, operations and maintenance, debt service and future capital improvement.
2. A deposit in escrow for costs, fees and expenses of Service Area in the amount of \$7,500.00 shall be made by Developer upon signing and such account maintained



as required by Service Area pending acceptance by Service Area.

3. Upon completion and acceptance of the Facilities and the commencement of operation thereof, Developer shall commence payment of standard charges imposed within the service area in which the service is provided.

#### **H. EXCESS CAPACITY-OWNED BY SERVICE AREA**

1. Facilities are designed and intended to serve the Sun TRS Frontier, LLC Campground located at 8430 Stephen Decatur Hwy, Berlin, MD 21811, known as Frontier Town.
2. Any excess capacity of Facilities or of any modification or addition thereto shall be the property of Service Area and shall belong to Service Area. There shall be no recoupment of costs of construction, expenses, fees, operation or installation of Facilities by Developer unless as specifically set forth herein, other than those proportionate costs to be reimbursed to the Developer pursuant to the attached EDU Agreement.

#### **I. PROJECT MANAGEMENT**

1. In order to ensure the timely, efficient, and effective implementation of this agreement all day-to-day decisions shall be made by the assigned project managers which would include a representative of the Service Area and the Developer.
  - a. John Ross, Deputy Director, County Project Manager as the Service Area Representative.
  - b. Dane Bauer from H&B Solutions, LLC as the Developer's Representative / Project Coordinator.

#### **J. MISCELLANEOUS PROVISIONS**

1. In any action brought in court under this Agreement the, jurisdiction venue shall be exclusively the Circuit Court of Worcester County, Maryland.
2. The provisions of this Agreement shall be governed and construed according to the laws of the State of Maryland. The parties' performance of obligations hereunder shall comply with all applicable governmental requirements. Existing and future laws shall supersede this Agreement. It is entered into pursuant to Section PW 5-307 of the Code of Public Local Laws of Worcester County.
3. The construction of Facilities pursuant hereto shall constitute an offer of dedication to the County Commissioners of Worcester County for the benefit of Service Area.
4. This Agreement shall constitute an encumbrance on lands described in Paragraph B hereof and shall run with the land.

5. Developer and Service Area agree to cooperate in the implementation of this Agreement and agree to execute such other and further assurances or additional documents and instruments as it may be reasonably required of or requested by the other party to carry out the provisions hereof.
6. The rights, obligations and duties of Service Area hereunder are delegated (subject to revocation) to the Worcester County Department of Public Works.
7. The Service Area is a governmental body and shall be entitled to all immunities and nothing herein shall negate any governmental entities.
8. All documents executed pursuant hereto shall be subject to the approval of the County Attorney for Worcester County, acting on behalf of Service Area.

Witness:

**SERVICE AREA**

County Commissioners of Worcester County,  
Maryland in the Capacity Stated

\_\_\_\_\_  
Harold L. Higgins, CPA  
Chief Administrative Officer

\_\_\_\_\_(SEAL)  
Madison J. Bunting, President

**DEVELOPER**

Witness:

\_\_\_\_\_

\_\_\_\_\_  
Sun TRS Frontier, LLC

By \_\_\_\_\_  
John McLaren, President | COO

\_\_\_\_\_(SEAL)  
Signature

STATE OF MARYLAND, WORCESTER COUNTY TO WITNESS

I HEREBY CERTIFY that on this \_\_\_\_\_ day of December, 2017, before me, a Notary Public in and for the State and County aforesaid, personally appeared Madison J. Bunting, Jr., President, County Commissioners of Worcester County, Maryland, known to me to be the person whose name is subscribed to the within and foregoing instrument, and he made oath in due form of law, that he executed the same for the purposes therein contained.

AS WITNESS my hand and seal.

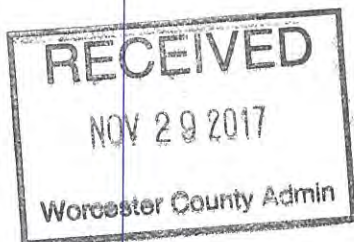
\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

STATE OF MARYLAND, WORCESTER COUNTY TO WITNESS

I HEREBY CERTIFY that on this \_\_\_\_\_ day of December, 2017, before me, a Notary Public in and for the State and County aforesaid, personally appeared John McLaren, President, Sun TRS Frontier, LLC., a Maryland corporation, known to me to be the person whose name is subscribed to the within and foregoing instrument, and he made oath in due form of law, that he executed the same for the purposes therein contained.

AS WITNESS my hand and seal.

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_



18

**Worcester County**  
**DEPARTMENT OF PUBLIC WORKS**

6113 TIMMONS ROAD  
SNOW HILL, MARYLAND 21863

JOHN H. TUSTIN, P.E.  
DIRECTOR

JOHN S. ROSS, P.E.  
DEPUTY DIRECTOR

TEL: 410-632-5623  
FAX: 410-632-1753

**MEMORANDUM**

**TO:** Harold L. Higgins, Chief Administrative Officer  
**FROM:** John H. Tustin, P.E., Director *JHT*  
**DATE:** November 28, 2017  
**SUBJECT:** Building Automation System Upgrades

**DIVISIONS**

**MAINTENANCE**  
TEL: 410-632-3766  
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**ROADS**  
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**SOLID WASTE**  
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MANAGEMENT**  
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**WATER AND  
WASTEWATER**  
TEL: 410-641-5251  
FAX: 410-641-5185

This request is made to upgrade existing building automation systems (BAS) that control the heating, ventilation and air conditioning (HVAC) systems in ten County owned buildings.

The County owns and operates thirty nine buildings with temperature controlled offices and common areas. Ten of the buildings have complex automatic temperature control (ATC) systems while the remaining twenty nine buildings have simplistic web-accessible thermostats for reviewing and managing the space temperatures. The life expectancy of these complex systems is ten years with upgrades initiated every one to two years or as required by the BAS manufacturer for software revisions. The Metasys and Ocean City Library Carrier Comfort Network (CCN) systems have not been upgraded since they were installed. The Ocean City Library BAS is obsolete and unsupported by Carrier. Below is a table listing the referenced buildings, their respective BAS and the age of the control systems.

|    | <u><b>LOCATION</b></u>        | <u><b>BLDG. AUTOMATION SYSTEM</b></u>        | <u><b>AGE<br/>(yrs)</b></u> |
|----|-------------------------------|----------------------------------------------|-----------------------------|
| 1  | Ocean City Library            | Carrier Comfort Network                      | 9                           |
| 2  | Ocean Pines Library           | Carrier upgraded to Reliable Mach Pro        | 18                          |
| 3  | Berlin Health                 | Barber Coleman upgraded to Reliable Mach Pro | 6                           |
| 4  | Snow Hill Library             | Upgraded to Reliable                         | 5                           |
| 5  | Government Center             | Johnson-Metasys                              | 16                          |
| 6  | Courthouse                    | Reliable Mach Pro                            | 14                          |
| 7  | States Attorney               | Johnson-Metasys                              | 8                           |
| 8  | Snow Hill Health              | Johnson-Metasys                              | 10                          |
| 9  | Snow Hill Recreation Ctr.     | Trane-Tracer/SC                              | 12                          |
| 10 | Snow Hill Commission on Aging | Johnson-Metasys                              | 12                          |

Outlined below are the project goals and benefits that can be achieved.

Project Goals:

- ❖ Implement upgrades to systems that cannot be programmed to resolve faulty conditions.
- ❖ Replace the obsolete Metasys Network Automation Engine at the Government Center.
- ❖ Upgrade the Metasys Network Control Engines at the State's Attorney Office Building, Snow Hill Commission on Aging and the Snow Hill Health facilities.
- ❖ Replace the obsolete Carrier Comfort Network system at the Ocean City Library.
- ❖ Integrate all BAS's to report to a centralized server at the Department of Public Works so field crews and HVAC ATC contractors can access, diagnose and control building HVAC equipment remotely via mobile devices and locally as needed.

Benefits:

- ❖ The current limitations do not allow the County's Building Maintenance Mechanics to review all of the BAS's at the start of their work shift. Periodically, problems with the heating and air conditioning systems are not found until the Building Managers notify the Maintenance staff of an unsatisfactory condition. This leads to the inability to get the problem resolved in a timely manner to meet the demands of the building occupants or for protection of the facility. Integration of the BAS's, to one common server, will provide real-time access via any mobile device for the Maintenance Supervisor, Building Maintenance Mechanics, or HVAC & controls contractors to diagnose the faulty condition to make necessary adjustments or determine what course of action is required.
- ❖ Installation of the new supervisors, "Java Application Control Engine" or JACE as listed in the attached proposals for each building, will eliminate the use of a personal computer (PC) for the connections and will allow full access via any mobile device to all buildings to recognize issues that require immediate resolution.
- ❖ HVAC BAS programmers will be able to remotely connect to buildings with unresolved technical issues so the County's Building Maintenance Mechanic can get the technical support that is needed to effectively troubleshoot the control issues without needing a programmer on site.

In an effort to determine what upgrades were needed to overcome the limitations, and without incurring engineering expenses to develop a bid specification, the following HVAC controls companies, that provide local support, were contacted 1) Johnson Controls 2) Modern Controls 3) Seiberlich Trane. Modern Controls was the most responsive by providing a thorough comprehensive review and site visit at each building followed with submission of pricing proposals for upgrades. Johnson Controls was non-responsive and Seiberlich Trane provided pricing as well. Below is a tabulation of the pricing received and recommended expenditure. Modern Controls and Seiberlich Trane's pricing proposals are attached for review.

| ID | LOCATION                                         | MODERN<br>CONTROLS | SEIBERLICH<br>TRANE |
|----|--------------------------------------------------|--------------------|---------------------|
| 1  | DPW - Maintenance Office                         | 9,550.00           | 75,073.00           |
| 2  | Ocean City Library                               | *44,370.00         | **17,507.00         |
| 3  | Ocean Pines Library                              | 11,800.00          | 15,943.00           |
| 4  | Berlin Health                                    | 15,375.00          | 18,338.00           |
| 5  | Snow Hill Library                                | 12,900.00          | 15,229.00           |
| 6  | Government Center                                | 16,700.00          | 26,073.00           |
| 7  | Courthouse                                       | 8,925.00           | 25,382.00           |
| 8  | States Attorney                                  | 12,900.00          | 19,814.00           |
| 9  | Snow Hill Health                                 | 17,475.00          | 36,631.00           |
| 10 | Snow Hill Recreation Ctr.                        | *34,200.00         | *39,689.00          |
| 11 | Snow Hill Commission on Aging                    | <u>16,500.00</u>   | <u>19,814.00</u>    |
|    | Sub Total                                        | 200,695.00         | 309,493.00          |
|    | ❖ Discount for Award of All Proposals -<br>Total | 183,725.00         | 284,457.00          |
|    | ❖ Optional 5-Year Software Maintenance           | <u>10,420.50</u>   | **See Note Below    |
|    | Grand Total                                      | 194,145.50         |                     |

\*Scope of Supply Revised/Revised Pricing

\*\*New pricing for complete replacement not requested from Seiberlich Trane / Seiberlich Trane's proposal for software maintenance was not concise.

In conclusion, Modern Controls was recently selected to resolve troublesome conditions that have persisted in several buildings. Modern Controls has resolved those issues and exhibited the timely responses that truly show they are dedicated to their customer base. Further evidence of their commitment to customer satisfaction is the lower pricing that was received as part of the solicitation.

Based on Modern Controls recent history with us and their lower pricing, it is requested that the County Commissioners approve all of the Modern Controls proposals and to include the optional 5 year software maintenance included in this request totaling \$194,145.50. to upgrade the 10 buildings as noted above.

Funds in the amount of \$250,000.00 are available in the Assigned Fund Balance for this project.

Should you have any questions, please feel free to contact me.

Attachments

cc: Ken Whited

# **Building Automation Systems - (BAS)**

(Information Courtesy of [Buildingautomationsystem.org](http://Buildingautomationsystem.org))

**Building Automation System** - A building automation system (BAS) integrates the different systems in a building like HVAC, lighting, vertical transportation, fire safety and security in order to provide coordinated control of the building's functions. These systems can control building temperatures to maximize energy savings and provide optimum safety and comfort for workers or residents inside.

**Integrated BAS** - In new construction, automation can be used to account for every aspect of system control including design. Buildings can be designed to take advantage of natural energy like sunlight while creating minimum impact on the environment. Other aspects of automated design include incorporating safety features to protect occupants from natural disasters and fire. An IBAS can save companies thousands, even hundreds of thousands, of dollars each year in energy costs while increasing production through efficient design.

**Emergency Response** - In the event of an emergency, for instance a fire, a BAS can control the ventilation system to minimize the spread of smoke, shut down elevators in the affected area, activate fire suppression systems in the specific location of the fire and open security doors to allow emergency personnel access to the building. A BAS can respond quickly and co-ordinate all of the functions in a building to minimize damage and save the lives of the building's occupants.

**Installation in Existing Buildings** - A BAS can be installed in an existing building to improve energy efficiency, worker productivity and comfort. While the systems once had a life expectancy of about 10 years, newer systems are designed with open protocols so software can be updated and components can be repaired or replaced. Since each system has to be individually designed, the only way to determine the cost is to consult a company that specializes in retrofitting building automation systems for an estimate.

**Examples of BAS** - The best examples of working integrated building automation systems are in casinos. Casinos are businesses with large amounts of cash on hand and they require tight security, but they are also in the hospitality industry and need to provide their guests with the highest degree of comfort and safety possible. Employees work in a fast paced environment in many different types of jobs and need to remain highly focused and productive. IBAS help to keep casinos efficient, safe and profitable by controlling every aspect of building functions.

**Can a BAS Work for Any Business?** - Since a BAS is designed to fit the individual design and use of a building, it can improve the energy efficiency, productivity and bottom line of any business. From banking to manufacturing, these systems can instantly pinpoint, and often correct, any problems in the building's major operating systems. A BAS is like the brain of a building, controlling and regulating all the disparate systems so they work together seamlessly without the need for constant human intervention.

While building automation systems can be expensive to install, over time they pay for themselves and save money for businesses. With increasing pressure to minimize environmental impact, cut energy use and increase production, many businesses are turning to BAS for solutions.

# ModernControls

May 11, 2017

Kenneth Whited  
Worcester County - Department of Public Works  
Maintenance Division  
6113 Timmons Road  
Snow Hill, MD 21863

RE: BAS Upgrade Summary

Dear Ken,

Below is a snapshot of each proposal with existing conditions and proposed upgrades.

| Proposal # | Location (North to South) | Existing BAS        | Connection | Site/Chk Location   | Notes                                                                                                                  | Device Count | New Sys Controller | Price       |
|------------|---------------------------|---------------------|------------|---------------------|------------------------------------------------------------------------------------------------------------------------|--------------|--------------------|-------------|
| A17036     | Maintenance Office        | N/A                 | N/A        | N/A                 | BAS Network Server - Supervisor License for all sites                                                                  | 10 JACES     |                    | \$9,590.00  |
| A17035     | Ocean City Library        | Carrier Comfort Net | LogMein    | IT Closet           | Carrier Comfort Network Driver, Included to communicate with existing field devices                                    | 25           | FX-8025            | \$44,370.00 |
| A17030     | Ocean Pines Library       | Reliable Mach Pro   | LogMein    | Mech Rm/IT Closet   | BACnet Communication Driver for existing Reliable Master Controller & I/O Modules                                      | 20           | FX-8025            | \$11,800.00 |
| A17029     | Berlin Health Department  | Reliable Mach Pro   | LogMein    | Mech Rm/IT Closet   | BACnet Communication Driver for existing Reliable Master Controller & I/O Modules                                      | 30           | FX-8025            | \$15,375.00 |
| A17032     | Snow Hill Library         | Reliable            | None       | Mech Mezzanine      | BACnet Communication Driver to communicate with new replacement Controllers                                            | 2            | FX-8010            | \$12,900.00 |
| A17027     | Government Center         | Johnson Metasys     | Network    | Basement            | Johnson N2 Communication, also serves 27 Controllers in the Courthouse, larger site requiring a large software license | 97           | FX-8100            | \$16,700.00 |
| A17031     | Courthouse                | Reliable Mach Pro   | LogMein    | Basement            | BACnet Communication Driver for existing Reliable Master Controller & I/O Modules                                      | 6            | FX-8010            | \$8,925.00  |
| A17028     | States Attorney           | Johnson Metasys     | Network    | 3rd Floor IT Closet | Johnson NCE with BACnet Communication                                                                                  | 28           | FX-8025            | \$12,900.00 |
| A17025     | Snow Hill Health Dept.    | Johnson Metasys     | LogMein    | 2nd Floor IT Closet | Johnson N2 Communication, larger site requiring a large software license                                               | 128          | FX-8100            | \$17,475.00 |
| A17033     | Snow Hill Rec Center      | Trane Tracer / SC   | IP Address | Electrical Room     | 2 BACnet Communication trunks to 10 devices, factory gateway for ENV unit                                              | 24           | FX-8025            | \$34,200.00 |
| A17026     | Snow Hill Comm. On Aging  | Johnson Metasys     | LogMein    | Attic               | Johnson N2 Communication, larger site requiring a large software license                                               | 46           | FX-8100            | \$16,900.00 |

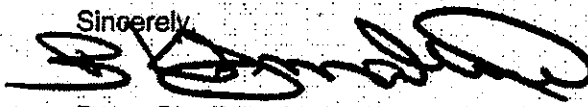
Total Quoted Price for the above listed Proposals ..... **\$200,695.00**

Discounted Price for Accepting ALL Proposals ..... **\$183,725.00**

## Clarifications

Discounts can be offered for partial sites acceptance based on geographic locations. The BAS Network Server Proposal will need to be purchased with any/all of these offerings. Software Maintenance options are additional costs based on length of term (see scopes for 3 & 5 year options)

Sincerely,

  
Bryan Smallwood  
Building Automation Systems Consultant



# ModernControls

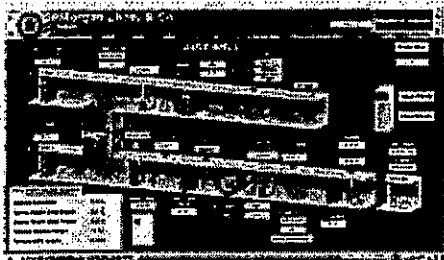
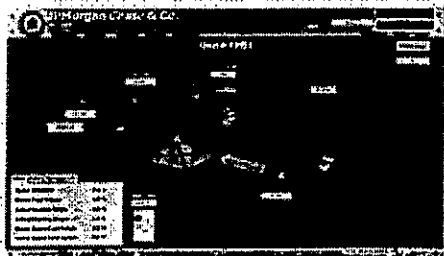
## GET TO KNOW THE COMPANY

ModernControls, Inc. is a full building automation service company. Our strong growth and 28-year history allow us to offer clear professional guidance and superior expertise in fulfilling all of your Building Automation and Control System needs. With ModernControls, you can be assured you're receiving the best-designed solutions to help you manage and maintain a comfortable and safe environment for your facility. Our service area encompasses all of Delaware, Southern New Jersey, Southeastern Pennsylvania and the Eastern Shore of Maryland. Our fleet of over 50 vehicles enables us to cover this large area effectively without sacrificing customer service.

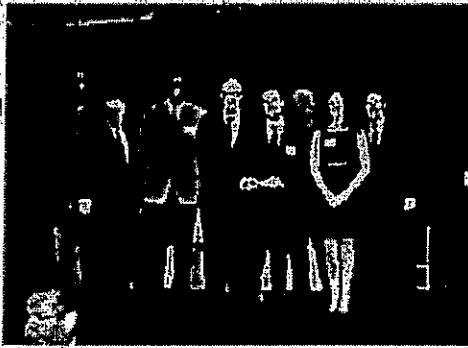
## BUILDING AUTOMATION SYSTEM SERVICES

✦ **Building Automation:** ModernControls incorporates state-of-the-art products such as Johnson Controls Niagara AX, into the solutions we design for our customers. We currently have 12 Niagara AX certified programmers, 8 of which are also certified in the newest N4 software platform. The Johnson Controls Niagara Building Automation Systems use industry-leading technologies to provide an assortment of information and then help you manage it more intelligently. Because it takes information to manage your building assets effectively, Johnson

Controls Niagara Software is designed to gather, organize and present information in ways that let you provide a comfortable, productive and safe environment. A Niagara workstation is economical enough for small to medium size buildings, yet powerful enough to locally or remotely monitor multiple building complexes. Its open system architecture works with hundreds of different types of factory equipment & systems and allows you to select the ideal control solutions for your facility, while staying adaptable to change.



ModernControls Standard Graphics



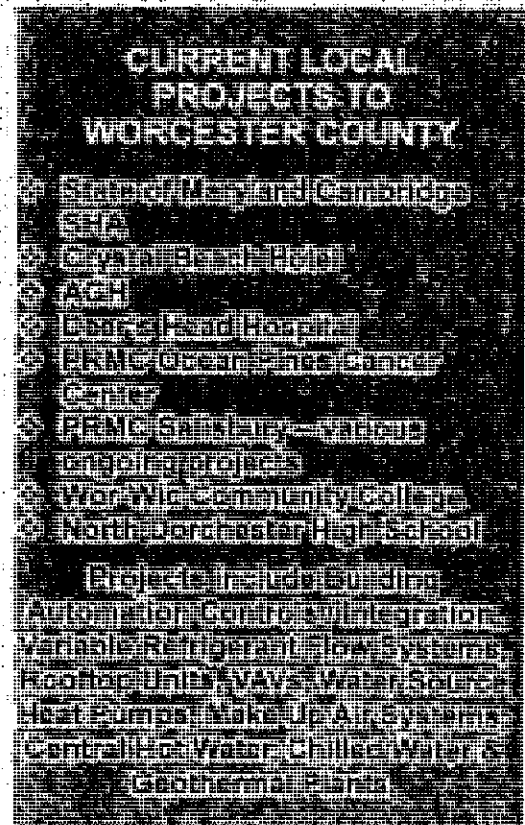
ModernControls has the knowledge and expertise, along with cutting-edge technology to support your facility and staff needs. We look to optimize your maintenance staff efficiency and facility operations. With extensive experience in designing, installing and servicing of Systems, ModernControls provides high quality building automation solutions that are designed for you.

#### Contact Us

ModernControls, Inc.  
7 Bellecor Drive  
New Castle, DE 19720  
302-325-6800

Satellite Office  
12417 Ocean Gateway B15  
Ocean City, MD 21842  
[www.moderncontrols.com](http://www.moderncontrols.com)

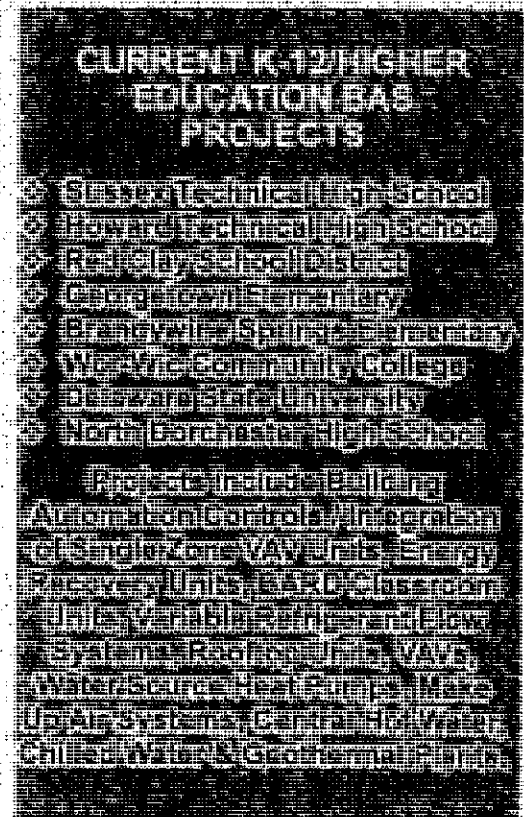
We are a technology driven company and pride ourselves on delivering the highest level of customer service, 24/7 year round support, separating ModernControls from the competition. We support numerous Delaware School Districts, Colleges, as well as multiple State facilities.



#### ✚ Building Automation Systems installed by ModernControls:

- New Castle County:
  - Carvel Building
  - 900 King Street
  - Delaware State Police: Troop 2
  - Governor Bacon Health Center

- Kent County:
  - Department of Agriculture
  - Fire Marshall
  - State Fire School
  - State Police Firing Range
  - JP Court 7/16
  - Public Safety
  - Richardson & Robbins Building
  - Edge Hill Building
- Sussex County:
  - Delaware Motor Vehicle
  - Sussex Courthouse
  - Family Courthouse
  - Chancery Court
  - Annex Building
  - Fire Marshal/School
  - Delaware State Police: Troop 5
  - JP Courts 3-17, 4-19, & 6
  - Sabo Building



✚ **Additional References:**

- Design Engineers:
  - Gipe Associates, Inc. – Reference: David Hoffman (410) 822-8688
  - StudioJAED – Reference: Brian Zigmond (302) 832-1652
  - Tetra Tech – Reference: Scott Parlow (302) 283-2238
- General Contractors/Construction Managers:
  - Whiting-Turner – Reference: Scott Saxman (410) 677-3253
  - Bancroft Construction Company – Reference: Craig Sams (302) 655-3434
  - EDIS Company – Reference: Kevin Lucas (302) 421-2893
- Mechanical Contractors:
  - Joseph M. Zimmer – Reference: Joseph Zimmer III (410) 546-5700
  - T.E. Smith & Sons – Reference: Chuck Cooper (410) 749-4232
  - Wilfre Co. Inc. – Reference: Bill Harrison Jr. (410) 749-0496



## **Building Automation System Upgrades**

**Worcester County - Department of Public Works  
Maintenance Division  
6113 Timmons Road  
Snow Hill, MD 21863**



January 30, 2017

Proposal #A17036

Worcester County - Department of Public Works  
Maintenance Division  
6113 Timmons Road  
Snow Hill, MD 21863

Attn: Kenneth Whited

RE: Maintenance Office – BAS Network Server

Dear Ken,

We are pleased to present the following proposal for adding a Building Automation System Network Server at your Maintenance Office. Our proposed scope of work is as follows:

**Scope of Work:**

**Building Management System**

- Furnish a JCI Tridium 100-device FX Server, which shall serve as the Operator Workstation for the County BAS Network.
- Furnish and install the Initial Software License with the latest N4 version.
- Provide programming and graphics for accessing the 10 County sites shown in the Network Riser Detail provided. (See attached)
- All trend log and alarm histories from each site will be stored on this machine for review and archiving.
- Provide 1 year of Software Maintenance. (See below for Optional 3 & 5 year)
- Provide owner training on the system.

**Note: We will work with your I.T. Department to establish this new BAS Network. Network connections at each facility are unique and security parameters will be met for those sites as required.**

**Clarifications/Exceptions:**

- LAN drop is existing, provided by the Owner.
- Proposal does **NOT** include any deficiencies found with the existing equipment.
- Proposal does **NOT** include after-hours or weekend work.



# ModernControls

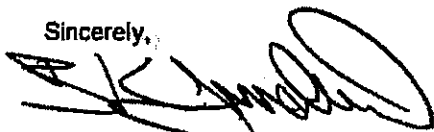
Quoted Price ..... \$9,550.00

**Alternate Software Maintenance Options:**

- Provide 3 years of Software Maintenance. Add \$1,300.50
- Provide 5 years of Software Maintenance. Add \$2,167.50

Thank you for the opportunity to submit a quote on the above project. As the job progresses we would alert you to any potential cost over runs prior to such cost being incurred. If you have any questions or need any additional information, please feel free to contact me.

Sincerely,



Bryan Smaliwood  
Building Automation Systems Consultant

I accept this above contract:

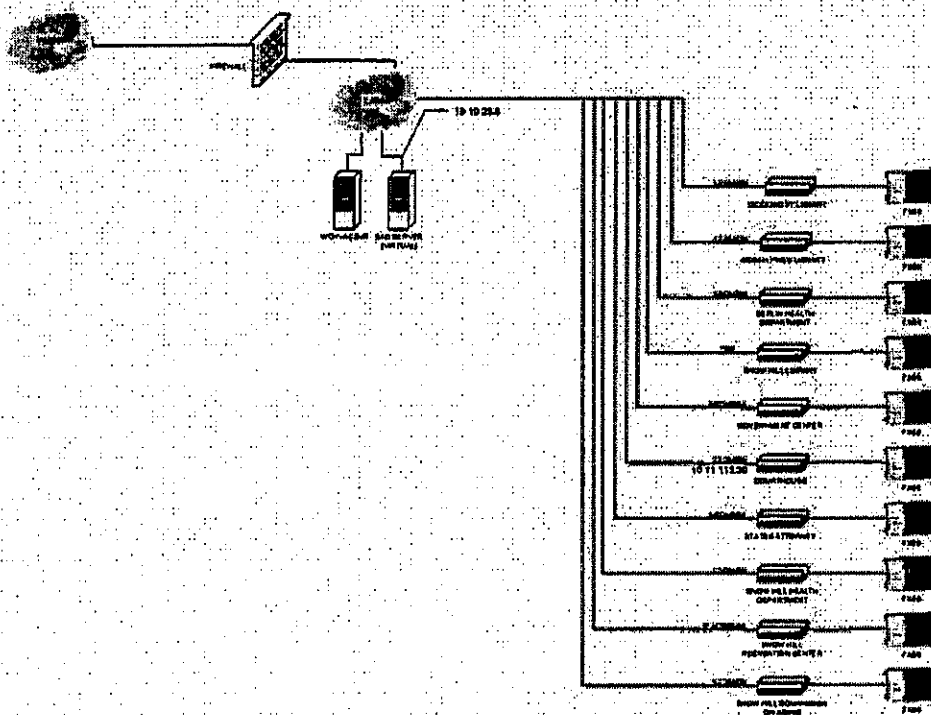
\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

[bsmaliwood@moderncontrols.com](mailto:bsmaliwood@moderncontrols.com)

7 Bellecor Drive New Castle, DE 19720 Phone: (302) 325 6800 Fax: (302) 325 6808  
[www.moderncontrols.com](http://www.moderncontrols.com)

**WORCESTER COUNTY GAS COMMUNICATION NETWORK RISER DETAIL**



**COULD BE**

[illegible]

|                                                                                                     |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
|-----------------------------------------------------------------------------------------------------|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Group No.<br><b>848 COMMUNICATIONS/RISER</b><br>DETAIL                                              |  | 05    06    07    08    09    10    11    12    13    14    15    16    17    18    19    20    21    22    23    24    25    26    27    28    29    30    31    32    33    34    35    36    37    38    39    40    41    42    43    44    45    46    47    48    49    50    51    52    53    54    55    56    57    58    59    60    61    62    63    64    65    66    67    68    69    70    71    72    73    74    75    76    77    78    79    80    81    82    83    84    85    86    87    88    89    90    91    92    93    94    95    96    97    98    99    00 |  |
| Project Title<br><b>WORCESTER COUNTY 848</b><br><b>COMMUNICATION</b><br><b>NETWORK RISER DETAIL</b> |  | 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 00<br><b>Modern Controls</b>                                                                                                                                                                                                                                                                             |  |
|                                                                                                     |  | 217-XXXXX                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |



# ModernControls

January 30, 2017

Proposal #A17035

Worcester County - Department of Public Works  
Maintenance Division  
6113 Timmons Road  
Snow Hill, MD 21863

Attn: Kenneth Whited

RE: Ocean City Library – BAS Upgrade

Dear Ken,

We are pleased to present the following proposal for upgrading the existing Building Automation System at your Ocean City Library. Our proposed scope of work is as follows:

## Scope of Work:

### Building Management System

- Furnish and install a JCI Tridium JACE Supervisory Controller in an enclosure with peripheral devices, which shall tie into the library's Ethernet LAN, and the proposed County BAS Network Server.
- Provide a Carrier CCN protocol driver for communication with the existing equipment.
- Load the latest N4 software version, which is HTML5 based, eliminating JAVA issues.
- Connect the existing CCN communication wiring to the new Supervisory controller.
- Provide local DDC system programming including alarming, configurations, and system commissioning based on the existing control sequences.
- Develop 3-D Mobile Graphics, and floor plans (Drawings provided by the Owner).
- All graphics and alarm points to be included based on the existing database.
- Provide 1 year of Software Maintenance. (See below for Optional 3 & 5 year)
- Provide owner training on the system.



# **ModernControls**

## **Alternate Scope – Remove CCN Devices & Replace with BACnet Devices:**

### **Air Handling Unit AHU/MAU & Exhaust Fan (Qty. 1):**

- Furnish and install a DDC controller for the existing AHU/MAU and Exhaust Fan.
- Furnish and install a new discharge air temperature sensor.
- Furnish and install a new outside air temperature sensor.
- Furnish and install new communication wiring to interlock the new controller with the BAS network.
- Provide programming consistent with the existing sequence of operation.
- Provide supervision, commissioning and warranty of the new devices.

### **Heat Pump Unit (Qty. 22):**

- Furnish and install a DDC controller for the existing AHU and Furnace.
- Furnish and install a new discharge air temperature sensor.
- Furnish and install a new space temperature sensor.
- Furnish and install new communication wiring to interlock the new controller with the BAS network.
- Provide programming consistent with the existing sequence of operation.
- Provide supervision, commissioning and warranty of the new devices.

### **Ground Water Loop Pumps:**

- Furnish and install a DDC controller for the existing loop pumps.
- Furnish and install a strap-on discharge temperature sensor.
- Furnish and install a strap-on return temperature sensor.
- Furnish and install new communication wiring to interlock the new controller with the BAS network.
- Provide programming consistent with the existing sequence of operation.
- Provide supervision, commissioning and warranty of the new devices.

### **Clarifications/Exceptions:**

- LAN drop is provided by the Owner.
- Proposal does **NOT** include any deficiencies found with the existing equipment.
- Proposal does **NOT** include after-hours or weekend work.



# ModernControls

Quoted Price ..... **\$12,900.00**

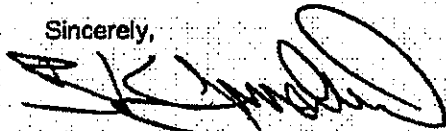
Quoted Price Including Alternate Scope ..... **\$44,370.00**

**Alternate Software Maintenance Options:**

- Provide 3 years of Software Maintenance. Add \$318.00
- Provide 5 years of Software Maintenance. Add \$540.00

Thank you for the opportunity to submit a quote on the above project. As the job progresses we would alert you to any potential cost over runs prior to such cost being incurred. If you have any questions or need any additional information, please feel free to contact me.

Sincerely,



Bryan Smallwood  
Building Automation Systems Consultant

I accept this above contract:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date



January 30, 2017

Proposal #A17030

Worcester County - Department of Public Works  
Maintenance Division  
6113 Timmons Road  
Snow Hill, MD 21863

Attn: Kenneth Whited

RE: Ocean Pines Library – BAS Upgrade

Dear Ken,

We are pleased to present the following proposal for upgrading the existing Building Automation System at your Ocean Pines Library. Our proposed scope of work is as follows:

**Scope of Work:**

**Building Management System**

- Furnish and install a JCI Tridium JACE Supervisory Controller in an enclosure with peripheral devices, which shall tie into the library's Ethernet LAN, and the proposed County BAS Network Server.
- Provide a BACnet protocol driver for communication with the existing BACnet control devices and equipment.
- Load the latest N4 software version which is HTML5 based, eliminating JAVA issues.
- Develop a system database consistent with existing control sequences.
- Provide local DDC system programming including alarming, configurations, and system commissioning.
- Develop 3-D Mobile Graphics, and floor plans (Drawings provided by the Owner).
- All graphics and alarm points to be included based on the existing database.
- Provide 1 year of Software Maintenance. (See below for Optional 3 & 5 year)
- Provide owner training on the system.

**Clarifications/Exceptions:**

- LAN drop is existing, provided by the Owner.
- Proposal does **NOT** include any deficiencies found with the existing equipment.
- Proposal does **NOT** include after-hours or weekend work.



Quoted Price ..... **\$11,800.00**

**Alternate Software Maintenance Options:**

- Provide 3 years of Software Maintenance. Add \$318.00
- Provide 5 years of Software Maintenance. Add \$540.00

Thank you for the opportunity to submit a quote on the above project. As the job progresses we would alert you to any potential cost over runs prior to such cost being incurred. If you have any questions or need any additional information, please feel free to contact me.

Sincerely,

Bryan Smallwood  
Building Automation Systems Consultant

I accept this above contract:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date



January 30, 2017

Proposal #A17029

Worcester County - Department of Public Works  
Maintenance Division  
6113 Timmons Road  
Snow Hill, MD 21863

Attn: Kenneth Whited

RE: Berlin Health Department – BAS Upgrade

Dear Ken,

We are pleased to present the following proposal for upgrading the existing Building Automation System at your Berlin Health Department facility. Our proposed scope of work is as follows:

**Scope of Work:**

**Building Management System**

- Furnish and install a JCI Tridium JACE Supervisory Controller in an enclosure with peripheral devices, which shall tie into the facility Ethernet LAN, and the proposed County BAS Network Server.
- Provide a BACnet protocol driver for communication with the existing central plant, air handlers, and fan coil units.
- Load the latest N4 software version which is HTML5 based, eliminating JAVA issues.
- Develop a database consistent with existing control sequences for each device.
- Provide local DDC system programming including alarming, configurations, and system commissioning.
- Develop 3-D Mobile Graphics, and floor plans (Drawings provided by the Owner).
- All graphics and alarm points to be included based on the existing database.
- Provide 1 year of Software Maintenance. (See below for Optional 3 & 5 year)
- Provide owner training on the system.

**Clarifications/Exceptions:**

- LAN drop is existing, provided by the Owner.
- Proposal does **NOT** include any deficiencies found with the existing equipment.
- Proposal does **NOT** include after-hours or weekend work.



Quoted Price ..... \$15,375.00

**Alternate Software Maintenance Options:**

- Provide 3 years of Software Maintenance. Add \$318.00
- Provide 5 years of Software Maintenance. Add \$540.00

Thank you for the opportunity to submit a quote on the above project. As the job progresses we would alert you to any potential cost over runs prior to such cost being incurred. If you have any questions or need any additional information, please feel free to contact me.

Sincerely,

Bryan Smallwood  
Building Automation Systems Consultant

I accept this above contract:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date



# ModernControls

January 30, 2017

Proposal #A17032

Worcester County - Department of Public Works  
Maintenance Division  
6113 Timmons Road  
Snow Hill, MD 21863

Attn: Kenneth Whited

RE: Snow Hill Library-- BAS Upgrade

Dear Ken,

We are pleased to present the following proposal for upgrading the existing Building Automation System at your Snow Hill Library. Our proposed scope of work is as follows:

**Scope of Work:**

**Building Management System**

- Furnish and install a JCI Tridium JACE Supervisory Controller in an enclosure with peripheral devices, which shall tie into the facility Ethernet LAN, and the proposed County BAS Network Server.
- Provide a BACnet protocol driver for communication with the new DDC Controllers.
- Load the latest N4 software version which is HTML5 based, eliminating JAVA issues.
- Furnish and install new DDC Controllers to replace the existing thermostats.
- Re-connect the existing end devices to the new controllers for the 2 AHU's and pump control.
- Provide local DDC system programming including alarming, configurations, and system commissioning.
- Develop 3-D Mobile Graphics, and floor plans (Drawings provided by the Owner).
- All graphics and alarm points to be included based on the existing database.
- Provide 1 year of Software Maintenance. (See below for Optional 3 & 5 year)
- Provide owner training on the system.

**Clarifications/Exceptions:**

- LAN drop is existing, provided by the Owner.
- Proposal does **NOT** include any deficiencies found with the existing equipment.
- Proposal does **NOT** include after-hours or weekend work.

[bsmallwood@moderncontrols.com](mailto:bsmallwood@moderncontrols.com)

7 Bellecor Drive New Castle, DE 19720 Phone: (302) 325 6800 Fax: (302) 325 6808  
[www.moderncontrols.com](http://www.moderncontrols.com)

20



Quoted Price ..... **\$12,900.00**

**Alternate Software Maintenance Options:**

- Provide 3 years of Software Maintenance. Add \$233.00
- Provide 5 years of Software Maintenance. Add \$396.00

Thank you for the opportunity to submit a quote on the above project. As the job progresses we would alert you to any potential cost over runs prior to such cost being incurred. If you have any questions or need any additional information, please feel free to contact me.

Sincerely,

Bryan Smallwood  
Building Automation Systems Consultant

I accept this above contract:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date





January 30, 2017

Proposal #A17027

Worcester County - Department of Public Works  
Maintenance Division  
6113 Timmons Road  
Snow Hill, MD 21863

Attn: Kenneth Whited

RE: Government Center – BAS Upgrade

Dear Ken,

We are pleased to present the following proposal for upgrading the existing Building Automation System at your Government Center facility. Our proposed scope of work is as follows:

**Scope of Work:**

**Building Management System**

- Furnish and install a JCI Tridium JACE Supervisory Controller in an enclosure with peripheral devices, which shall tie into the facility Ethernet LAN, and the proposed County BAS Network Server.
- Provide a N2 protocol driver for communication with the existing equipment. 97 Devices reside on 2 communication trunks, 27 of which serve the Courthouse.
- Load the latest N4 software version which is HTML5 based, eliminating JAVA issues.
- Develop a database consistent with current control sequences.
- Provide local DDC system programming including alarming, configurations, and system commissioning.
- Develop 3-D Mobile Graphics, and floor plans (Drawings provided by the Owner).
- All graphics and alarm points to be included based on the existing database.
- Provide 1 year of Software Maintenance. (See below for Optional 3 & 5 year)
- Provide owner training on the system.

**Clarifications/Exceptions:**

- LAN drop is existing, provided by the Owner.
- Proposal does **NOT** include any deficiencies found with the existing equipment.
- Proposal does **NOT** include after-hours or weekend work.

[tsmallwood@moderncontrols.com](mailto:tsmallwood@moderncontrols.com)

7 Bellecor Drive New Castle, DE 19720 Phone: (302) 325 6800 Fax: (302) 325 6808  
[www.moderncontrols.com](http://www.moderncontrols.com)

22  
6



Quoted Price ..... \$16,700.00

**Alternate Software Maintenance Options:**

- Provide 3 years of Software Maintenance. Add \$863.00
- Provide 5 years of Software Maintenance. Add \$1,635.00

Thank you for the opportunity to submit a quote on the above project. As the job progresses we would alert you to any potential cost over runs prior to such cost being incurred. If you have any questions or need any additional information, please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Bryan Smallwood".

Bryan Smallwood  
Building Automation Systems Consultant

I accept this above contract:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date



January 30, 2017

Proposal #A17031

Worcester County - Department of Public Works  
Maintenance Division  
6113 Timmons Road  
Snow Hill, MD 21863

Attn: Kenneth Whited

RE: Courthouse – BAS Upgrade

Dear Ken,

We are pleased to present the following proposal for upgrading the existing Building Automation System at your Courthouse facility. Our proposed scope of work is as follows:

**Scope of Work:**

**Building Management System**

- Furnish and install a JCI Tridium JACE Supervisory Controller in an enclosure with peripheral devices, which shall tie into the Courthouse's Ethernet LAN, and the proposed County BAS Network Server.
- Provide a BACnet protocol driver for communication with the existing multi-zone air handlers, boilers, and pumps.
- Load the latest N4 software version which is HTML5 based, eliminating JAVA issues.
- Provide local DDC system programming including alarming, configurations, and system commissioning.
- Develop 3-D Mobile Graphics, and floor plans (Drawings provided by the Owner).
- All graphics and alarm points to be included based on the existing database.
- Provide 1 year of Software Maintenance. (See below for Optional 3 & 5 year)
- Provide owner training on the system.

**Clarifications/Exceptions:**

- LAN drop is existing, provided by the Owner.
- Proposal does **NOT** include any deficiencies found with the existing equipment.
- Proposal does **NOT** include after-hours or weekend work.



Quoted Price ..... \$8,925.00

**Alternate Software Maintenance Options:**

- Provide 3 years of Software Maintenance. Add \$233.00
- Provide 5 years of Software Maintenance. Add \$396.00

Thank you for the opportunity to submit a quote on the above project. As the job progresses we would alert you to any potential cost over runs prior to such cost being incurred. If you have any questions or need any additional information, please feel free to contact me.

Sincerely,

Bryan Smallwood  
Building Automation Systems Consultant

I accept this above contract:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date



# ModernControls

January 30, 2017

Proposal #A17028

Worcester County - Department of Public Works  
Maintenance Division  
6113 Timmons Road  
Snow Hill, MD 21863

Attn: Kenneth Whited

RE: States Attorney – BAS Upgrade

Dear Ken,

We are pleased to present the following proposal for upgrading the existing Building Automation System at your States Attorney facility. Our proposed scope of work is as follows:

## Scope of Work:

### Building Management System

- Furnish and install a JCI Tridium JACE Supervisory Controller in an enclosure with peripheral devices, which shall tie into the facility Ethernet LAN, and the proposed County BAS Network Server.
- Provide a N2 protocol driver for communication with the existing equipment.
- Load the latest N4 software version which is HTML5 based, eliminating JAVA issues.
- Furnish and install a DDC Controller to replace the existing FEC controller. Existing FEC controller is a companion to the NCE being replaced.
- Develop a database consistent with existing control sequences.
- Provide local DDC system programming including alarming, configurations, and system commissioning.
- Develop 3-D Mobile Graphics, and floor plans (Drawings provided by the Owner).
- All graphics and alarm points to be included based on the existing database.
- Provide 1 year of Software Maintenance. (See below for Optional 3 & 5 year)
- Provide owner training on the system.

## Clarifications/Exceptions:

- LAN drop is existing, provided by the Owner.
- Proposal does NOT include any deficiencies found with the existing equipment.
- Proposal does NOT include after-hours or weekend work.



Quoted Price ..... **\$12,900.00**

**Alternate Software Maintenance Options:**

- Provide 3 years of Software Maintenance. Add \$318.00
- Provide 5 years of Software Maintenance. Add \$540.00

Thank you for the opportunity to submit a quote on the above project. As the job progresses we would alert you to any potential cost over runs prior to such cost being incurred. If you have any questions or need any additional information, please feel free to contact me.

Sincerely,

Bryan Smallwood  
Building Automation Systems Consultant

I accept this above contract:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date



January 30, 2017

Proposal #A17025

Worcester County - Department of Public Works  
Maintenance Division  
6113 Timmons Road  
Snow Hill, MD 21863

Attn: Kenneth Whited

RE: Snow Hill Health Department – BAS Upgrade

Dear Ken,

We are pleased to present the following proposal for upgrading the existing Building Automation System at your Snow Hill Health Department facility. Our proposed scope of work is as follows:

**Scope of Work:**

**Building Management System**

- Furnish and install a JCI Tridium JACE Supervisory Controller in an enclosure with peripheral devices, which shall tie into the facility Ethernet LAN, and the proposed County BAS Network Server.
- Provide a N2 protocol driver for communication with the existing equipment. There are 2 – N2 Communication trunks with 128 devices combined. Central plant, ERV, RTU, and VAV's will be integrated with existing control strategies and sequences.
- Load the latest N4 software version which is HTML5 based, eliminating JAVA issues.
- Provide local DDC system programming including alarming, configurations, and system commissioning.
- Develop 3-D Mobile Graphics, and floor plans (Drawings provided by the Owner).
- All graphics and alarm points to be included based on the existing database.
- Provide 1 year of Software Maintenance. (See below for Optional 3 & 5 year)
- Provide owner training on the system.

**Clarifications/Exceptions:**

- LAN drop is existing, provided by the Owner.
- Proposal does **NOT** include any deficiencies found with the existing equipment.
- Proposal does **NOT** include after-hours or weekend work.

[bsmallwood@moderncontrols.com](mailto:bsmallwood@moderncontrols.com)

7 Bellecor Drive New Castle, DE 19720 Phone: (302) 325 6800 Fax: (302) 325 6808  
[www.moderncontrols.com](http://www.moderncontrols.com)

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Quoted Price ..... \$17,475.00

**Alternate Software Maintenance Options:**

- Provide 3 years of Software Maintenance. Add \$863.00
- Provide 5 years of Software Maintenance. Add \$1,635.00

Thank you for the opportunity to submit a quote on the above project. As the job progresses we would alert you to any potential cost over runs prior to such cost being incurred. If you have any questions or need any additional information, please feel free to contact me.

Sincerely,

Bryan Smallwood  
Building Automation Systems Consultant

I accept this above contract:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date





# ModernControls

May 5, 2017

Proposal #A17033

Worcester County - Department of Public Works  
Maintenance Division  
6113 Timmons Road  
Snow Hill, MD 21863

Attn: Kenneth Whited

RE: Snow Hill Recreation Center- BAS Upgrade

Dear Ken,

We are pleased to present the following proposal for upgrading the existing Building Automation System at your Snow Hill Recreation Center. Our proposed scope of work is as follows:

## Scope of Work:

### Building Management System

- Furnish and install a JCI Tridium JACE Supervisory Controller in an enclosure with peripheral devices, which shall tie into the facility Ethernet LAN, and the proposed County BAS Network Server.
- Provide a BACnet protocol driver for communication with the existing Trane ERV, RTU & VAV's.
- Provide a CCN protocol driver for communication with the existing AHU-1 and VVT's in the original building.  
**Note: The Carrier Pilot controller communicates on the Carrier Comfort Network (CCN) that feeds the VVT's.**
- Load the latest N4 software version which is HTML5 based, eliminating JAVA issues.
- Connect the existing CCN communication wiring to the new Supervisory controller.
- Integrate existing CCN readable and writeable points from the CCN devices.
- Develop a database with control sequences consistent with the existing strategies.
- Provide local DDC system programming including alarming, configurations, and system commissioning.
- Develop 3-D Mobile Graphics, and floor plans (Drawings provided by the Owner).
- All graphics and alarm points to be included based on the existing database.
- Provide 1 year of Software Maintenance. (See below for Optional 3 & 5 year)
- Provide owner training on the system.

[bsmallwood@moderncontrols.com](mailto:bsmallwood@moderncontrols.com)

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[www.moderncontrols.com](http://www.moderncontrols.com)

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10

# **ModernControls**

## **Alternate Scope – Remove CCN & Stand-Alone Devices & Replace with BACnet Devices:**

### **Rooftop Unit RTU-1 & RTU-2:**

- Furnish and install a TEC Thermostat Controller for the existing RTU's feeding the Gymnasium.
- Furnish and install new communication wiring to interlock each new controller with the BAS network.

### **Air Handling Unit AHU-1, Furnace 1:**

- Furnish and install a DDC controller for the existing AHU and Furnace.
- Furnish and install a new discharge air temperature sensor.
- Furnish and install a new outside air temperature sensor.
- Provide programming consistent with the existing sequence of operation.
- Provide supervision, commissioning and warranty of the new devices.

**ERV Unit is energized when AHU-1 or AHU-2 is in occupied mode. Enabling of the unit is done through existing interlock wiring and relays.**

### **Air Handling Unit AHU-2, Furnace 2 & De-humidifier:**

- Furnish and install a DDC controller for the existing AHU and Furnace.
- Furnish and install a new discharge air temperature sensor.
- Furnish and install a new freeze-stat.
- Furnish and install a new space temperature sensor.
- Provide programming consistent with the existing sequence of operation.
- De-humidifier is enabled when AHU-2 is in occupied mode.
- Provide supervision, commissioning and warranty of the new devices.

### **VVT Units 1,2,3,4,5 & BP-1:**

- Furnish and install a DDC controller for the existing (Qty 6) VVT's to replace the Carrier device.
- Furnish and install a space temperature sensor for the existing (Qty 6) VVT's to replace the Carrier device.
- Furnish and install new communication wiring to interlock each new controller with the BAS network.
- Provide programming consistent with the existing sequence of operation.
- Provide supervision, commissioning and warranty of the new devices.

### **Thermal diffusers in Storage Areas converted to Offices :**

- Furnish and install a DDC controller for the existing thermal diffusers (Qty 4).
- Furnish and install a space temperature sensor for the existing thermal diffusers (Qty 4).
- Furnish and install new communication wiring to interlock each new controller with the BAS network.
- Provide programming consistent with the existing sequence of operation.
- Provide supervision, commissioning and warranty of the new devices.

# ModernControls

## Clarifications/Exceptions:

- LAN drop is existing, provided by the Owner.
- Proposal does **NOT** include any deficiencies found with the existing equipment.
- Proposal does **NOT** include after-hours or weekend work.

Quoted Price ..... **\$19,900.00**

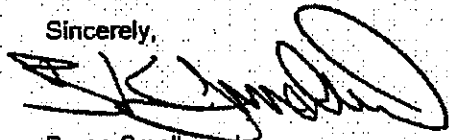
Quoted Price Including Alternate Scope ..... **\$34,200.00**

## Additional Software Maintenance Options:

- Provide 3 years of Software Maintenance. Add \$233.00
- Provide 5 years of Software Maintenance. Add \$396.00

Thank you for the opportunity to submit a quote on the above project. As the job progresses we would alert you to any potential cost over runs prior to such cost being incurred. If you have any questions or need any additional information, please feel free to contact me.

Sincerely,



Bryan Smallwood  
Building Automation Systems Consultant

I accept this above contract:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date



# ModernControls

January 30, 2017

Proposal #A17026

Worcester County - Department of Public Works  
Maintenance Division  
6113 Timmons Road  
Snow Hill, MD 21863

Attn: Kenneth Whited

RE: Snow Hill Commission on Aging – BAS Upgrade

Dear Ken,

We are pleased to present the following proposal for upgrading the existing Building Automation System at your Snow Hill Commission on Aging facility. Our proposed scope of work is as follows:

**Scope of Work:**

**Building Management System**

- Furnish and install a JCI Tridium JACE Supervisory Controller in an enclosure with peripheral devices, which shall tie into the facility Ethernet LAN, and the proposed County BAS Network Server.
- Provide a N2 protocol driver for communication with the existing ERV's, AHU's & VVT's.
- Load the latest N4 software version which is HTML5 based, eliminating JAVA issues.
- Develop a database consistent with existing control sequences.
- Provide local DDC system programming including alarming, configurations, and system commissioning.
- Develop 3-D Mobile Graphics, and floor plans (Drawings provided by the Owner).
- All graphics and alarm points to be included based on the existing database.
- Provide 1 year of Software Maintenance. (See below for Optional 3 & 5 year)
- Provide owner training on the system.

**Clarifications/Exceptions:**

- LAN drop is existing, provided by the Owner.
- Proposal does **NOT** include any deficiencies found with the existing equipment.
- Proposal does **NOT** include after-hours or weekend work.

[bsmallwood@moderncontrols.com](mailto:bsmallwood@moderncontrols.com)

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[www.moderncontrols.com](http://www.moderncontrols.com)



Quoted Price ..... **\$16,500.00**

**Alternate Software Maintenance Options:**

- Provide 3 years of Software Maintenance. Add \$863.00
- Provide 5 years of Software Maintenance. Add \$1,635.00

Thank you for the opportunity to submit a quote on the above project. As the job progresses we would alert you to any potential cost over runs prior to such cost being incurred. If you have any questions or need any additional information, please feel free to contact me.

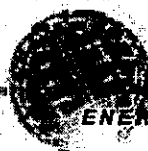
Sincerely,

Bryan Smallwood  
Building Automation Systems Consultant

I accept this above contract:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date



**SEIBERLICH**  
**ENERGY SERVICES TRANE**

3/23/17

Kenneth Whited  
Worcester County Office Buildings  
6113 Timmons Road  
Snow Hill, MD 21863

Dear Ken,

Thank you very much for allowing Seiberlich Trane Energy Services the opportunity to propose a solution for the Worcester County office buildings BAS Upgrade. We are positive that our proposal meets all the requirements you wanted.

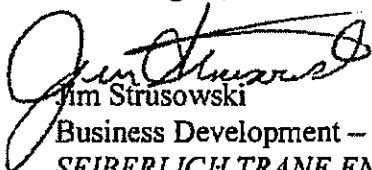
Economic conditions, tighter budgets and a more competitive market place are forcing organizations to take a hard look at the efficiency and performance of their buildings and operations. Facilities departments must consistently satisfy the comfort requirements of building occupants, while meeting management goals for operational efficiency and reduced energy and maintenance costs. This becomes an even greater challenge when many facilities within a single organization are involved. We are sure our building automation solution, can help you overcome the complex management, operational and comfort challenges of multiple-facility operations for years to come.

Again, I have attached a copy of our resume for your review and included references of some the places and people that we work with on the Eastern Shore.

Wor-Wic Community College – Gene Dyson – 410-334-2972  
Salisbury Fire Department – Darin Scott/Angela Jenkins – 410-548-3122  
Peninsula Regional Medical Center – Jim Waldron/John Griffin – 410-546-6400  
Centre At Salisbury - Chuck Lowe – 410-548-1694  
Delmarva Power – Don Philips – 302-378-7308

If you have any questions or need additional information, please let me know.

Thanks again,



Jim Strusowski

Business Development – Service Sales  
**SEIBERLICH TRANE ENERGY SERVICES**  
Cell: (302) 547-4622  
[www.seiberlich.com](http://www.seiberlich.com)

66 Southgate Blvd., New Castle, DE 19720  
P 302.395.0200 F 302.395.0700  
[www.seiberlich.com](http://www.seiberlich.com)

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# Worcester County Office Buildings

## 2017 BAS Upgrade

DATE: March 23, 2017

PROPOSAL NO. ST17-00342

TO: Kenneth Whited

DELIVERY TERMS: F.O.B. Shipping Point

PROJECT: Worcester County Office Buildings  
6113 Timmons Road  
Snow Hill, MD 21863

TERMS OF PAYMENT: Net 30 Days

Seiberlich Trane Energy Services is pleased to provide the enclosed proposal for your review and approval:

**PROJECT:** Turnkey project to furnish and install BAS upgrades to 11 County Buildings (see Locations below).

### SCOPE OF WORK:

The Seiberlich Trane team has developed a comprehensive BAS solution for the Worcester County Department of Public Works. Our solution will provide for new Tridium Jace Supervisory Controllers with peripheral devices tied into the facilities Ethernet Lan and the County BAS Network Server. Our proposal also includes 1 year Software Maintenance and owner training for the new system.

(\* Network Cabling & Wiring by owner on deemed to be existing)

### Building Included:

#### SNOW HILL HEALTH

##### Scope of Work:

##### Building Management System

- Furnish and install a Tridium JACE Supervisory Controller in an enclosure with peripheral devices, which shall tie into the facility Ethernet LAN, and the proposed County BAS Network Server.
- Provide a N2 protocol driver for communication with the existing equipment. There are 2 – N2 Communication trunks with 128 devices combined. Central plant, ERV, RTU, and VAV's will be integrated with existing control strategies and sequences.
- Load the latest N4 software version which is HTML5 based, eliminating JAVA issues.
- Provide local DDC system programming including alarming, configurations, and system commissioning.
- Develop 3-D Mobile Graphics, and floor plans (Drawings provided by the Owner).
- All graphics and alarm points to be included based on the existing database.
- Provide 1 year of Software Maintenance. (See below for Optional 3 & 5 year)
- Provide owner training on the system.

Total Cost..... \$36,631.

**SNOW HILL COMMISSION ON AGING**

**Scope of Work:**

**Building Management System**

- Furnish and install a Tridium JACE Supervisory Controller in an enclosure with peripheral devices, which shall tie into the facility Ethernet LAN, and the proposed County BAS Network Server.
- Provide a N2 protocol driver for communication with the existing ERV's, AHU's & VVT's.
- Load the latest N4 software version which is HTML5 based, eliminating JAVA issues.
- Develop a database consistent with existing control sequences.
- Provide local DDC system programming including alarming, configurations, and system commissioning.
- Develop 3-D Mobile Graphics, and floor plans (Drawings provided by the Owner).
- All graphics and alarm points to be included based on the existing database.
- Provide 1 year of Software Maintenance. (See below for Optional 3 & 5 year)
- Provide owner training on the system.

**Total Cost..... \$19,814.**

**GOVERNMENT CENTER**

**Scope of Work:**

**Building Management System**

- Furnish and install a Tridium JACE Supervisory Controller in an enclosure with peripheral devices, which shall tie into the facility Ethernet LAN, and the proposed County BAS Network Server.
- Provide a N2 protocol driver for communication with the existing equipment. 97 Devices reside on 2 communication trunks, 27 of which serve the Courthouse.
- Load the latest N4 software version which is HTML5 based, eliminating JAVA issues.
- Develop a database consistent with current control sequences.
- Provide local DDC system programming including alarming, configurations, and system commissioning.
- Develop 3-D Mobile Graphics, and floor plans (Drawings provided by the Owner).
- All graphics and alarm points to be included based on the existing database.
- Provide 1 year of Software Maintenance. (See below for Optional 3 & 5 year)
- Provide owner training on the system.

**Total Cost..... \$26,073.**



**STATES ATTORNEY**

**Scope of Work:**

**Building Management System**

- Furnish and install a Tridium JACE Supervisory Controller in an enclosure with peripheral devices, which shall tie into the facility Ethernet LAN, and the proposed County BAS Network Server.
- Provide a N2 protocol driver for communication with the existing equipment.
- Load the latest N4 software version which is HTML5 based, eliminating JAVA issues.
- Furnish and install a DDC Controller to replace the existing FEC controller. Existing FEC controller is a companion to the NCE being replaced.
- Develop a database consistent with existing control sequences.
- Provide local DDC system programming including alarming, configurations, and system commissioning.
- Develop 3-D Mobile Graphics, and floor plans (Drawings provided by the Owner).
- All graphics and alarm points to be included based on the existing database.
- Provide 1 year of Software Maintenance. (See below for Optional 3 & 5 year)
- Provide owner training on the system.

**Total Cost..... \$19,814.**

**BERLIN HEALTH**

**Scope of Work:**

**Building Management System**

- Furnish and install a Tridium JACE Supervisory Controller in an enclosure with peripheral devices, which shall tie into the facility Ethernet LAN, and the proposed County BAS Network Server.
- Provide a BACnet protocol driver for communication with the existing central plant, air handlers, and fan coil units.
- Load the latest N4 software version which is HTML5 based, eliminating JAVA issues.
- Develop a database consistent with existing control sequences for each device.
- Provide local DDC system programming including alarming, configurations, and system commissioning.
- Develop 3-D Mobile Graphics, and floor plans (Drawings provided by the Owner).
- All graphics and alarm points to be included based on the existing database.
- Provide 1 year of Software Maintenance. (See below for Optional 3 & 5 year)
- Provide owner training on the system.

**Total Cost..... \$18,338.**

**OCEAN PINES LIBRARY**

**Scope of Work:**

**Building Management System**

- Furnish and install a Tridium JACE Supervisory Controller in an enclosure with peripheral devices, which shall tie into the library's Ethernet LAN, and the proposed County BAS Network Server.
- Provide a BACnet protocol driver for communication with the existing BACnet control devices and equipment.
- Load the latest N4 software version which is HTML5 based, eliminating JAVA issues.
- Develop a system database consistent with existing control sequences.
- Provide local DDC system programming including alarming, configurations, and system commissioning.
- Develop 3-D Mobile Graphics, and floor plans (Drawings provided by the Owner).
- All graphics and alarm points to be included based on the existing database.
- Provide 1 year of Software Maintenance. (See below for Optional 3 & 5 year)
- Provide owner training on the system.

**Total Cost..... \$15,943.**

**COURTHOUSE**

**Scope of Work:**

**Building Management System**

- Furnish and install a Tridium JACE Supervisory Controller in an enclosure with peripheral devices, which shall tie into the Courthouse's Ethernet LAN, and the proposed County BAS Network Server.
- Provide a BACnet protocol driver for communication with the existing multi-zone air handlers, boilers, and pumps.
- Load the latest N4 software version which is HTML5 based, eliminating JAVA issues.
- Provide local DDC system programming including alarming, configurations, and system commissioning.
- Develop 3-D Mobile Graphics, and floor plans (Drawings provided by the Owner).
- All graphics and alarm points to be included based on the existing database.
- Provide 1 year of Software Maintenance. (See below for Optional 3 & 5 year)
- Provide owner training on the system.

**Total Cost..... \$25,382.**

**SNOW HILL LIBRARY**

**Scope of Work:**

**Building Management System**

- Furnish and install a Tridium JACE Supervisory Controller in an enclosure with peripheral devices, which shall tie into the facility Ethernet LAN, and the proposed County BAS Network Server.
- Provide a BACnet protocol driver for communication with the new DDC Controllers.
- Load the latest N4 software version which is HTML5 based, eliminating JAVA issues.
- Furnish and install new DDC Controllers to replace the existing thermostats.
- Re-connect the existing end devices to the new controllers for the 2 AHU's and pump control.
- Provide local DDC system programming including alarming, configurations, and system commissioning.
- Develop 3-D Mobile Graphics, and floor plans (Drawings provided by the Owner).
- All graphics and alarm points to be included based on the existing database.
- Provide 1 year of Software Maintenance. (See below for Optional 3 & 5 year)
- Provide owner training on the system.

**Total Cost..... \$15,229.**

**SNOW HILL RECREATION CENTER**

**Scope of Work:**

**Building Management System**

- Furnish and install a Tridium JACE Supervisory Controller in an enclosure with peripheral devices, which shall tie into the facility Ethernet LAN, and the proposed County BAS Network Server.
- Provide a BACnet protocol driver for communication with the existing ERV, RTU & VAV's.
- Provide a CCN protocol driver for communication with the existing AHU's and VVT's.
- Load the latest N4 software version which is HTML5 based, eliminating JAVA issues.
- Connect the existing CCN communication wiring to the new Supervisory controller.
- Integrate existing CCN readable and writeable points from the CCN devices.
- Develop a database with control sequences consistent with the existing strategies.
- Provide local DDC system programming including alarming, configurations, and system commissioning.
- Develop 3-D Mobile Graphics, and floor plans (Drawings provided by the Owner).
- All graphics and alarm points to be included based on the existing database.
- Provide 1 year of Software Maintenance. (See below for Optional 3 & 5 year)
- Provide owner training on the system.

**Total Cost..... \$14,079.**

**Alternate Scope – Remove CCN Devices & Replace with BACnet Devices:**

- Furnish and install a DDC controller for the existing (Qty 2) AHU's to replace the CCN device.
- Furnish and install a DDC controller for the existing (Qty 6) VVT's to replace the CCN device.
- Furnish and install a space temperature sensor for the existing (Qty 6) VVT's to replace the CCN device.
- Furnish and install new communication wiring to interlock each new controller with the BAS network.

**Add to Total Cost.....\$25,610.\***

**\*(Price includes \$1,500. Deduct for CCN Driver & is NOT included in Total Cost of Project)**

**OCEAN CITY LIBRARY**

**Scope of Work:**

**Building Management System**

- Furnish and install a Tridium JACE Supervisory Controller in an enclosure with peripheral devices, which shall tie into the library's Ethernet LAN, and the proposed County BAS Network Server.
- Provide a Carrier CCN protocol driver for communication with the existing equipment.
- Load the latest N4 software version, which is HTML5 based, eliminating JAVA issues.
- Connect the existing CCN communication wiring to the new Supervisory controller.
- Provide local DDC system programming including alarming, configurations, and system commissioning based on the existing control sequences.
- Develop 3-D Mobile Graphics, and floor plans (Drawings provided by the Owner).
- All graphics and alarm points to be included based on the existing database.
- Provide 1 year of Software Maintenance. (See below for Optional 3 & 5 year)
- Provide owner training on the system.

**Total Cost..... \$17,507.**

SEIBERLICH  
ENERGY SERVICES  
TRANE

**BAS SERVER**

**Scope of Work:**

**Building Management System**

- Furnish a Tridium 100-device N4 Server, which shall serve as the Operator Workstation for the County BAS Network.
- Furnish and install the Initial Software License with the latest N4 version.
- Provide programming and graphics for accessing the 10 County sites shown in the Network Riser Detail provided. (See attached)
- All trend log and alarm histories from each site will be stored on this machine for review and archiving.
- Provide 1 year of Software Maintenance. (See below for Optional 3 & 5 year)
- Provide owner training on the system.

**Total Cost..... \$75,073.**

**Total Cost for All 11 Locations..... \$283,883.**

***We are willing to offer a discount if all locations are awarded to Seiberlich Trane.  
Discounted Price..... (\$258,847.)***

**Maintenanc Plans per Device Type:**

JENE- PC8010 – 3 year Maintenance ..... \$ 690.

JENE- PC8010 – 5 year Maintenance ..... \$ 1,190.

JENE- PC8025 – 3 year Maintenance ..... \$ 990.

JENE- PC8010 – 5 year Maintenance ..... \$ 1,590.

JENE- PC8100 – 3 year Maintenance ..... \$ 2,900.

JENE- PC8010 – 5 year Maintenance ..... \$ 5,000.

JENE- PC8100 – 3 year Maintenance ..... \$ 4,600.

JENE- PC8010 – 5 year Maintenance ..... \$ 7,500.

**Note: Seiberlich Trane will work with the County's I.T. Department to establish this new BAS Network. Network connections at each facility are unique and security parameters will be met for those sites as required.**

**This Price is good for thirty (30) days.**

**Very truly yours,**

*Jim Strusowski*

**Seiberlich Trane Energy Services**

**66 Southgate Boulevard,**

**New Castle, DE 19720**

**P 302.395.0200**

**F 302.395.0700**

**www.seiberlich.com**

## Standard Contract Terms and Conditions

**Acceptance.** A proposal made upon these terms is subject to acceptance within thirty days from date and the bidders are subject to change without notice prior to acceptance by Customer. If your order is an acceptance of a written proposal, on a form provided by Seiberlich Trane, without the addition of any other terms and conditions of sale or any other modification, this document shall be treated solely as an acknowledgment of such order, subject to credit approval. If your order is not such an acceptance, then this document is Seiberlich Trane's offer, subject to credit approval, to provide the goods and/or Work solely in accordance with the following terms and conditions of sale. If we do not hear from you within two weeks from the date hereof, Seiberlich Trane shall rely upon your silence as an acceptance of these terms and conditions and performance will be made in accordance herewith. Customer's acceptance of goods and/or Work by Seiberlich Trane on this order will in any event constitute an acceptance by Customer of these terms and conditions.

**Contract Price & Taxes.** The Contract Price includes standard ground transportation and, if required by law, includes all sales, consumer, use and similar taxes legally enacted as of the date hereof only for equipment and material installed by Seiberlich Trane. Equipment sold on an uninstalled basis and any taxable labor do not include sales tax and applicable taxes will be added.

**Exclusions From Work.** Seiberlich Trane's obligation is limited to the Work as defined and does not include any modifications to the Premises under the Americans With Disabilities Act or any other law or building code(s).

**Construction Procedures.** Seiberlich Trane shall supervise and direct the Work using its best skill and attention and have exclusive control over construction means, methods, techniques, sequences and procedures.

**Payment Terms.** Customer shall pay Seiberlich Trane's invoices within net thirty (30) days of invoice date. Seiberlich Trane may invoice Customer for all equipment or material furnished, whether delivered to the installation site or to an off-site storage facility and for all work performed on-site or off-site. No retention shall be withheld from any payments except as expressly agreed in writing by Seiberlich Trane. In which case retention shall be reduced per the contract documents and released no later than the date of substantial completion. Under no circumstances shall any retention be withheld for the equipment portion of the order. If payment is not received as required hereby, Seiberlich Trane may suspend performance and the time for completion shall be extended for a reasonable period of time not less than the period of suspension. Customer shall be liable to Seiberlich Trane for all reasonable shutdown, standby and start-up costs as a result of the suspension. All amounts outstanding 10 days beyond the due date are subject to a service charge not to exceed 1.5% of the principal amount due or the maximum allowable legal interest rate, retroactive to the due date. Customer shall pay all costs (including attorneys' fees) incurred by Seiberlich Trane in attempting to collect amounts due and otherwise enforcing these terms and conditions.

**Time For Completion.** Except to the extent otherwise expressly agreed in writing signed by an authorized representative of Seiberlich Trane, all dates provided by Seiberlich Trane or its representatives for commencement, progress or completion are estimates only. While Seiberlich Trane shall use commercially reasonable efforts to meet such estimated dates, Seiberlich Trane shall not be responsible for any damages for its failure to do so.

**Access.** Seiberlich Trane and its contractors or subcontractors shall be provided access to the Premises during regular business hours, or such other hours as may be requested by Seiberlich Trane and acceptable to the Premises' owner or tenant for the performance of the Work, including sufficient areas for staging, mobilization, and storage. Seiberlich Trane's access to correct any emergency condition shall not be restricted.

**Permits And Governmental Fees.** Seiberlich Trane shall secure (with Customer's assistance) and pay for building and other permits and governmental fees, licenses, and inspections necessary for proper performance and completion of the Work, which are legally required when bids from Seiberlich Trane's subcontractors are received, negotiations thereon concluded, or the effective date of a relevant Change Order, whichever is later. Customer is responsible for necessary approvals, easements, assessments and charges for construction, use or occupancy of permanent structures or for permanent changes to existing facilities.

**Utilities During Construction.** Seiberlich Trane shall be provided without charge all water, heat, and utilities during performance of the Work.

**Concealed Or Unknown Conditions.** In the performance of the Work, if Seiberlich Trane encounters conditions at the Premises that are (i) subsurface or otherwise concealed physical conditions that differ materially from those indicated on drawings expressly incorporated herein or (ii) unknown physical conditions of an unusual nature that differ materially from those conditions ordinarily found to exist and generally recognized as inherent in construction activities of the type and character as the Work, Seiberlich Trane shall notify Customer of such conditions promptly, prior to significantly disturbing same. If such conditions differ materially and cause an increase in Seiberlich Trane's cost of, or time required for, performance of any part of the Work, Seiberlich Trane shall be entitled to, and Customer shall consent by Change Order to, an equitable adjustment in the Contract Price, contract time, or both.

**Asbestos And Hazardous Materials.** Seiberlich Trane's Work and other services in connection with this Agreement expressly excludes any identification, abatement, cleanup, control, disposal, removal or other work connected with asbestos, polychlorinated biphenyl ("PCB"), or other hazardous materials (hereinafter, collectively, "Hazardous Materials"). Customer warrants and represents that, except as set forth in a writing signed by Seiberlich Trane, there are no Hazardous Materials on the Premises that will in any way affect Seiberlich Trane's Work and Customer has disclosed to Seiberlich Trane the existence and location of any Hazardous Materials in all areas within which Seiberlich Trane will be performing the Work. Should Seiberlich Trane become aware of or suspect the presence of Hazardous Materials, Seiberlich Trane may immediately stop work in the affected area and shall notify Customer. Customer will be responsible for taking any and all action necessary to correct the condition in accordance

with all applicable laws and regulations. Customer shall be exclusively responsible for any claims, including the payment thereof, arising out of or relating to any Hazardous Materials on or about the Premises, not brought onto the Premises by Seiberlich Trane. Seiberlich Trane shall be required to resume performance of the Work in the affected area only in the absence of Hazardous Materials or when the affected area has been

rendered harmless. In no event shall Seiberlich Trane be obligated to transport or handle Hazardous Materials, to provide any notices to any governmental agency, or to examine the Premises for the presence of Hazardous Materials.

**Conditions Beyond Control Of Parties.** If Seiberlich Trane shall be unable to carry out any material obligation under this Agreement due to events beyond its control, such as acts of God, governmental or judicial authority, insurrections, riots, labor disputes, labor or material shortages, fires, or explosions, this Agreement shall at Seiberlich Trane's election (i) remain in effect but Seiberlich Trane's obligations shall be suspended until the uncontrollable event terminates; or (ii) be terminated upon ten (10) days notice to Customer, in which event Customer shall pay Seiberlich Trane for all parts of the Work furnished to the date of termination.

**Customer's Breach.** Each of the following events or conditions shall constitute a breach by Customer and shall give Seiberlich Trane the right, without an election of remedies, to terminate this Agreement by delivery of written notice declaring termination, upon which event Customer shall be liable to Seiberlich Trane for all Work furnished to date and all damages sustained by Seiberlich Trane (including lost profit and overhead):

(1) Any failure by Customer to pay amounts due more than thirty (30) days after the date of the invoice therefor; or (2) Any failure by Customer to perform or comply with any material provision of this Agreement.

**Indemnification.** Seiberlich Trane and Customer shall indemnify, defend and hold each other harmless from any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, resulting from death or bodily injury or damage to real or personal property, to the extent caused by the negligence or misconduct of their respective employees or other authorized agents in connection with their activities within the scope of this Agreement. However, neither party shall indemnify the other against claims, damages, expenses or liabilities to the extent attributable to the negligence or misconduct of the other party. If the parties are both at fault, the obligation to indemnify shall be proportional to their relative fault. The duty to indemnify will continue in full force and effect, notwithstanding the expiration or early termination hereof, with respect to any claims based on facts or conditions that occurred prior to expiration or termination. Notwithstanding any contrary provision, neither party shall be liable to the other for any special, incidental, consequential or punitive damages.

**Workmanship And Equipment Warranty.** Seiberlich Trane warrants that, for a period of one year from the date of substantial completion (the "Warranty Period"), Seiberlich Trane equipment installed hereunder and Work (i) shall be free from defects in material, manufacture, and workmanship and (ii) shall have the capacities and ratings set forth in Seiberlich Trane's catalogs and bulletins; substantial completion shall be the earlier of the date that the Work is sufficiently complete so that Customer can utilize the Work for its intended use or the date that Customer receives beneficial use of the Work. For Seiberlich Trane equipment not installed by Seiberlich Trane, the Warranty Period is the lesser of 12 months from initial start-up or 18 months from the date of shipment. If such defect is discovered within the Warranty Period, Seiberlich Trane will correct the defect or furnish replacement equipment (or, at its option, parts therefor) and, if said equipment was installed pursuant hereto, labor associated with the replacement of parts or equipment not conforming to this warranty. No liability whatever shall attach to Seiberlich Trane until said equipment and Work have been paid for in full and then said liability shall be limited to Seiberlich Trane's cost to correct the defective Work and/or the purchase price of the equipment shown to be defective. Equipment and/or parts that are not manufactured by Seiberlich Trane are not warranted by Seiberlich Trane and have such warranties as may be extended by the respective manufacturer. Seiberlich Trane's warranties expressly exclude any remedy for damage or defect caused by corrosion, erosion, or deterioration; abuse, modifications or repairs not performed by Seiberlich Trane, improper operation, or normal wear and tear under normal usage. Seiberlich Trane shall not be obligated to pay for the cost of lost refrigerant.

**THE WARRANTY AND LIABILITY SET FORTH IN THE PRECEDING PARAGRAPH ARE IN LIEU OF ALL OTHER WARRANTIES AND LIABILITIES, WHETHER IN CONTRACT OR IN NEGLIGENCE, EXPRESS OR IMPLIED, IN LAW OR IN FACT, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR USE OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL SEIBERLICH TRANE BE LIABLE FOR ANY INCIDENTAL, CONSEQUENTIAL, OR PUNITIVE DAMAGES.**

**Applicable Law.** This Agreement is made and shall be interpreted and enforced in accordance with the laws of the state in which the Work is performed.

**Assignment.** Customer may not assign, transfer, or convey this Agreement, or any part hereof, or its right, title or interest herein, without the written consent of Seiberlich Trane. Subject to the foregoing, this Agreement shall be binding upon and inure to the benefit of Customer's successors and assigns.

**Complete Agreement.** This Agreement shall constitute the entire Agreement between both parties and this Agreement may not be amended, modified or terminated except by a writing signed by the parties hereto. No documents shall be incorporated herein by reference except to the extent Seiberlich Trane is a signatory thereon.

**Equal Employment Opportunity/Affirmative Action Clause.** The Seiberlich Trane Company is a federal contractor which complies fully with Executive Order 11246, as amended, and the applicable regulations contained in 41 C.F.R. Parts 60-1 through 60-60, 29 U.S.C. Section 793 and the applicable regulations contained in 41 C.F.R. Part 60-741; and 38 U.S.C. Section 4212 and the applicable regulations contained in 41 C.F.R. Part 60-250.

**Price Increases.** Prices stated are firm provided that notification of release for immediate production and shipment is received at the factor not later than five months from order receipt. If such release is received later than five months from order receipt date but within eight months of order receipt date, prices will be increased a straight 1% (not compounded) for each one-month period (or part thereof) beyond the five-month firm price option, the order will be cancelled. If for any reason Customer delays shipment after release, prices are subject to increase as stated herein.

**Remote Connectivity.** Client will provide or make arrangements for Seiberlich Trane to have remote access to the HVAC control system in order to monitor and collect diagnostic information during the warranty period.

The Seiberlich Trane Company

## Seiberlich Trane Energy Services

Seiberlich Trane Energy Services is the leader creating and sustaining comfortable, energy efficient buildings. The company is the locally owned commercial sales office for Trane and has been serving clients in Delaware for over 50 years. Many Energy Service Companies (ESCO's) talk about their services, but very few have the local resources to support you year after year with expertise ranging from engineering solutions to hands-on maintenance support and emergency response services.

Seiberlich Trane Energy Services has deep roots in Delaware with approximately 100+ full-time locally based associates dedicated to serving your community including:

- 17 Degreed Engineers
- 3 Certified Energy Managers
- 2 Certified Energy Managers in Training (204 nationally)
- 7 LEED® Accredited Professionals (674 nationally)
- 1 Certified Measurement & Verification Professional
- 9 Project Management Professionals
- 11 Building Automation System Specialists
- 23 Certified and Factory-Trained Technicians

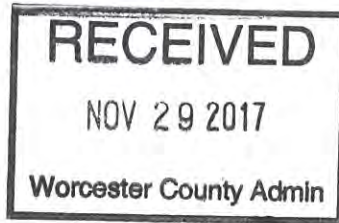
Our team also includes Energy Services engineers, project managers, project developers, project administration, inside sales support, marketing, estimators, field auditors and parts specialists - all located in Delaware. Our energy project experience includes performance contracting, solar power, combined heat and power, shared savings agreements, building commissioning, turnkey contracting, intelligent services, continuing service support, and much, much, more.

The following accreditations and memberships demonstrate Trane's expertise and commitment to energy services and will provide you with an Energy Services Company with demonstrated competency and accepted industry practices proven to deliver successful projects.





November 21, 2017



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The Honorable Madison J. Bunting, Jr.  
President, The Worcester County Commissioners  
One West Market Street—Room 1103  
Snow Hill MD 21863-1195



Dear President Bunting:

The Maryland Department of Transportation State Highway Administration (MDOT SHA) received your letter of March 7, 2017, regarding the speed limits on MD 367, Bishopville Road. In response to your request, MDOT SHA initiated a speed study and safety evaluation of the corridor. Based upon the findings of this study, we concur with your request to lower the speed limit.

The transition to the new reduced speed limits will take several weeks, as ordered signs are manufactured and installed. Once complete, there will be a 45-mph speed zone about 0.1 mile east of US 113, extending easterly for 1.15 miles, and a 35-mph speed zone at 1.25 miles east of US 113, extending easterly for .27 miles.

Thank you again for your letter of concern, and we appreciate your reaching out to us. If you have any additional questions you would like to discuss regarding this matter, please contact me at 410-677-4006.

Sincerely,

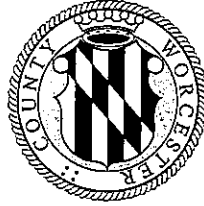
A handwritten signature in black ink, appearing to read "J. Meredith".

James W. Meredith  
District Engineer

cc: Sheriff Reggie Mason, Worcester County Sheriff's Department  
Mr. John Tustin, Director of Public Works, Worcester County  
Ms. Jana B. Potvin, Assistant District Engineer, Traffic, MDOT SHA



TEL: 410-632-1194  
FAX: 410-632-3131  
E-MAIL: admin@co.worcester.md.us  
WEB: www.co.worcester.md.us



COMMISSIONERS  
MADISON J. BUNTING, JR., PRESIDENT  
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OFFICE OF THE  
COUNTY COMMISSIONERS

HAROLD L. HIGGINS, CPA  
CHIEF ADMINISTRATIVE OFFICER  
MAUREEN F.L. HOWARTH  
COUNTY ATTORNEY

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

March 7, 2017

Jay Meredith, District 1 Engineer  
State Highway Administration  
600 West Road  
Salisbury, MD 21804

RE: Request to Post Speed Limit on Bishopville Road (MD Route 367)

Dear Mr. Meredith:

Please be advised that at our meeting of March 7, 2017, the Worcester County Commissioners requested that your office post speed limit signs on Bishopville Road (Maryland Route 367) from Worcester Highway (US Route 113) east to the currently posted speed limit of 30 miles per hour (MPH) just prior to entering the Village of Bishopville. Recently this area has experienced increased traffic in part due to the routing of beach traffic along this roadway by satellite-based navigation systems during the busy summer months when nearby arterial highways are congested with traffic. We are concerned that vehicles traveling at excessive rates of speed along this stretch of highway pose a danger to the residents of Worcester County and the parishioners at St. John A.M.E. Church, and should therefore travel at a reduced rate of speed. In addition, due to the very narrow shoulders and ditches along this highway, slower rates of speed would enhance the safety of the motoring public as well. As a result, the Worcester County Commissioners hereby request that the State Highway Administration (SHA) post Bishopville Road with a 45 MPH speed limit, transitioning to 35 MPH speed limit before reaching the portion which is currently posted with a speed limit of 30 MPH, as shown on the attached map and more specifically described as follows:

- 45 MPH speed limit from US Route 113 east for approximately 5,055 feet to the ditch along the easterly property line of Parcel 104 as shown on Worcester County Tax Map 9; and
- 35 MPH from the end of the 45 MPH zone east for approximately 2,550 feet to the 30 MPH zone.

Thank you for your consideration. If you should have any questions or concerns, please feel free to contact either me or Harold L. Higgins, Chief Administrative Officer, at this office.

Sincerely,

Madison J. Bunting, Jr.  
President

cc: John Tustin, Director of Public Works  
Sheriff Reggie Mason

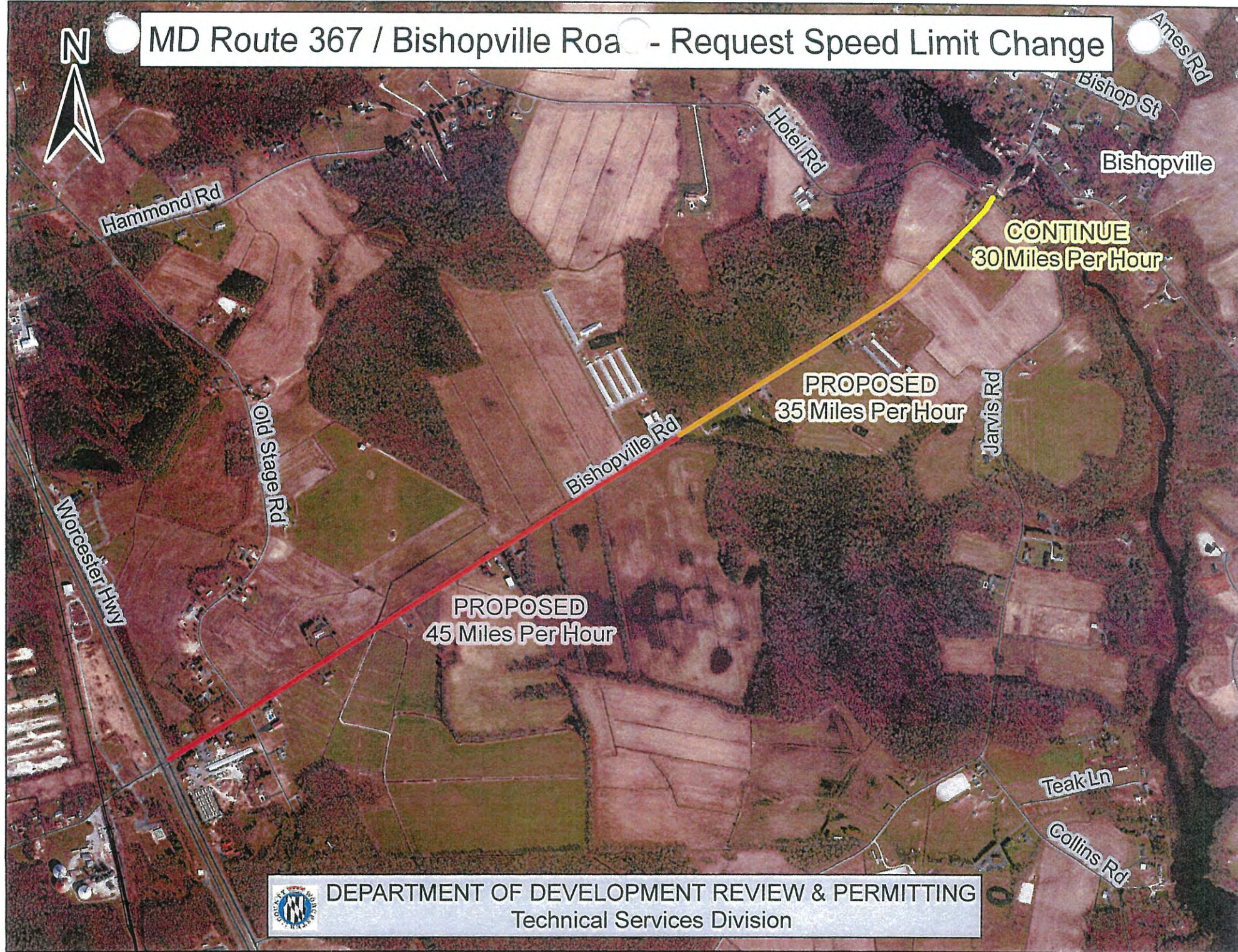
*Citizens and Government Working Together*

2



N

# MD Route 367 / Bishopville Road - Request Speed Limit Change



DEPARTMENT OF DEVELOPMENT REVIEW & PERMITTING  
Technical Services Division





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COMMISSIONERS  
MADISON J. BUNTING, JR., PRESIDENT  
DIANA PURNELL, VICE PRESIDENT  
ANTHONY W. BERTINO, JR.  
JAMES C. CHURCH  
THEODORE J. ELDER  
MERRILL W. LOCKFAW, JR.  
JOSEPH M. MITRECIC

OFFICE OF THE  
COUNTY COMMISSIONERS

**Worcester County**

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

HAROLD L. HIGGINS, CPA  
CHIEF ADMINISTRATIVE OFFICER  
MAUREEN F.L. HOWARTH  
COUNTY ATTORNEY

To: Harold Higgins, Chief Administrative Officer  
From: Maureen Howarth, County Attorney  
Date: November 22, 2017 *MH*  
Re: Natural Gas Franchise Agreement with Chesapeake Utilities

---

In 2011, Chesapeake Utilities ("Chesapeake") entered into a Franchise Agreement with Worcester County for the provision of natural gas service. Subsequent to the negotiation of that Agreement, Chesapeake acquired Eastern Shore Gas Company ("ESG"), which also had a Franchise Agreement with the County dating back to 2000 for liquefied petroleum and artificial gas exclusively and a non-exclusive agreement for natural gas.

Chesapeake would like to officially terminate their Franchise Agreement as they have no customers in Worcester County and only operated under this Franchise Agreement for 2 weeks in May 2013 for one customer, an asphalt plant in Bishopville. Chesapeake had activated their tariff with the Public Service Commission ("PSC") to serve this one customer and then when the purchase of ESG went through, transferred this customer to ESG. Thus, since that time the customer fell under the ESG Franchise Agreement and there are no customers under the Chesapeake Agreement. In July 2013, Chesapeake revised its Maryland Division tariff to remove Worcester County as an approved area for a tariff, because it no longer served customers in Worcester County. ESG is now called Sandpiper which is a subsidiary of Chesapeake.

Attached for your consideration is a resolution to terminate the Chesapeake Franchise Agreement and to receive the final payments under said Agreement. I am available to answer any questions you may have.

**RESOLUTION TERMINATING THE NON-EXCLUSIVE FRANCHISE AGREEMENT  
WITH CHESAPEAKE UTILITIES CORPORATION**

WHEREAS, on April 19, 2011, the County Commissioners of Worcester County, Maryland (the "County") entered into a non-exclusive Franchise Agreement ("2011 Franchise Agreement") with Chesapeake Utilities Corporation ("Chesapeake") to allow Chesapeake to provide natural gas service to residents and business owners throughout Worcester County; and

WHEREAS, the April 19, 2011 Franchise Agreement calls for a Franchise Fee of \$10,000 upon Maryland Public Service Commission ("PSC") approval of the exercise of the Franchise and Supplemental Franchise Fees paid on an annual basis of \$10,000 or \$2.00 per customer, whichever is greater; with the caveat that if the PSC denies recovery of the Supplemental Franchise Fee, then Chesapeake was not obligated to pay the portion of the Supplemental Franchise Fee so denied; and

WHEREAS, effective June 14, 2011, the PSC authorized Chesapeake to exercise the 2011 Franchise Agreement but withheld authority to serve customers until it approved a tariff for Chesapeake governing service to Worcester County customers; and

WHEREAS, on July 19, 2011, Chesapeake paid to the County the \$10,000 Franchise Fee due under the April 19, 2011 Franchise Agreement; and

WHEREAS, on May 17, 2013, the PSC granted Chesapeake the authority to serve customers in the County under a service tariff on file with the PSC and Chesapeake began serving one commercial customer; and

WHEREAS, on May 31, 2013, Chesapeake's wholly-owned subsidiary, Sandpiper Energy, Inc. ("Sandpiper Energy"), acquired certain propane distribution assets from Eastern Shore Gas Company ("ESG") and began serving the former ESG propane customers under ESG's March 7, 2000, Franchise Agreement with the County, which ESG assigned to Sandpiper Energy as part of the acquisition; and

WHEREAS, upon Sandpiper Energy's acquisition of the ESG distribution assets and the assignment of the March 7, 2000 Franchise Agreement to Sandpiper Energy, Chesapeake transferred the one customer it served to Sandpiper Energy; and

WHEREAS, Chesapeake requested the PSC to remove their Worcester County tariff as they no longer had any customers in the County and on June 24, 2013, the PSC granted Chesapeake's request to remove Worcester County from the areas served under its service tariff effective July 25, 2013, thereby terminating its authority to serve customers in Worcester County; and

WHEREAS, since losing its authority to serve customers in Worcester County, Chesapeake has had no intent to serve customers in Worcester County under its April 19, 2011 Franchise Agreement; and

WHEREAS, Sandpiper Energy has at all times since the 2013 acquisition of ESG operated under the March 7, 2000, Franchise Agreement with the County transferred from ESG, has successfully converted over fifty percent of its customers from propane service to natural gas service, and has recently completed construction of a natural gas pipeline across the Isle of Wight Bay into Ocean City, Maryland; and

WHEREAS, Sandpiper Energy has paid franchise fees to the County in accordance with its March 7, 2000 Franchise Agreement of \$2.00 per customer in the amounts of \$21,942 for 2013, \$21,656 for 2014, \$21,252 for 2015 and \$21,266 for 2016; and

WHEREAS, the number of customers for the previously referenced calculation include propane and natural gas customers; and

WHEREAS, in mid-2015, Chesapeake initiated discussions with the Worcester County Attorney at that time regarding formal termination of the April 19, 2011 Franchise Agreement, which Chesapeake considered to be inactive and, those discussions were renewed with the current Worcester County Attorney; and

WHEREAS, Chesapeake has agreed to pay \$30,000, \$10,000 a year for 2012, 2013 and 2014, in accordance with the 2011 Franchise Agreement which required the payment of \$10,000 a year or \$2 per customer whichever is greater and to satisfy any and all claims from the County for Supplemental Franchise Fees under the April 19, 2011, Chesapeake Franchise Agreement and will make such payment upon the adoption of this Resolution; and

WHEREAS, Chesapeake and the County waive any and all other claims each may have against the other under the 2011 Franchise Agreement.

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County, Maryland that it hereby mutually terminates the April 19, 2011 Franchise Agreement with Chesapeake Utilities Corporation and finds that, after receiving payment of \$30,000, no further franchise fees are due thereunder.

AND, BE IT FURTHER RESOLVED that this Resolution shall take effect upon its passage.

PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

ATTEST:

COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND

\_\_\_\_\_  
Harold L. Higgins  
Chief Administrative Officer

\_\_\_\_\_  
Madison J. Bunting, Jr., President

\_\_\_\_\_  
Diana Purnell, Vice President

\_\_\_\_\_  
Anthony W. Bertino, Jr.

\_\_\_\_\_  
James C. Church

\_\_\_\_\_  
Theodore J. Elder

\_\_\_\_\_  
Merrill W. Lockfaw, Jr.

\_\_\_\_\_  
Joseph M. Mitrecic

**DRAFT**





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COMMISSIONERS  
MADISON J. BUNTING, JR., PRESIDENT  
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ANTHONY W. BERTINO, JR.  
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HAROLD L. HIGGINS, CPA  
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MAUREEN F.L. HOWARTH  
COUNTY ATTORNEY

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

November 27, 2017

TO: Worcester County Commissioners  
FROM: Kelly Shannahan, Assistant Chief Administrative Officer *KS*  
SUBJECT: Upcoming Board Appointments - Terms Beginning January 1, 2018

Attached, please find copies of the Board Summary sheets for the remaining County Boards or Commissions (24) which have current or upcoming vacancies (43 total). They are as follows: Adult Public Guardianship Board (4); Commission on Aging Board (5), Agricultural Preservation Advisory Board (1), Agricultural Reconciliation Board (1), Building Code Appeals Board (1), Drug & Alcohol Abuse Council (3), Economic Development Advisory Board (1), Board of Electrical Examiners (1), Ethics Board (1), Housing Review Board (1), Local Management Board/Initiative to Preserve Families Board (1), Board of Library Trustees (1), Local Development Council for the Ocean Downs Casino (3), Lower Shore Workforce Investment Board (1), Planning Commission (1), Property Tax Assessment Appeal Board (1, with 3 nominees to Governor), Recreation Advisory Board (1), Social Services Board (2), Solid Waste Advisory Committee (1), Tourism Advisory Committee (2), Water and Sewer Advisory Council - Ocean Pines (3), Commission for Women (4), Wor-Wic Community College Local Advisory Council (1), and Board of Zoning Appeals (2). I have circled the members whose terms have expired or will expire on each of these boards.

Most of these Boards and Commissions specify that current members' terms will expire on December 31<sup>st</sup>. Current members will continue to serve beyond their term until they are either reappointed or a replacement is named. Please consider these reappointments or new appointments during November and December so I can notify the board members and staff contacts preferably prior to the end of the calendar year.

Since your last meeting, we have received letters from the following local citizens volunteering to serve on one or more of the boards as follows:

- **Gregory R. Sauter, P.E.** of Ocean Pines - Building Code Appeals, Economic Development, Local Development Council for Ocean Downs Casino, Planning Commission, Board of Zoning Appeals, Ocean Pines Water and Sewer Advisory Council
- **David Deutsch** of Ocean Pines - Economic Development, Ethics

## **Pending Board Appointments - By Commissioner**

- District 1 - Lockfaw**
- p. 20 - Local Development Council for Ocean Downs Casino (Ron Taylor - for remainder of term through 2018) - 4-year
  - p. 25 - Social Services Board (Tracey Cottman) - 3-year
  - p. 31 - Commission for Women (Laura McDermott) - 3-year
- District 2 - Purnell**
- All District Appointments received. Thank You!  
Please consider nominations for At-Large positions listed below - "All Commissioners"
- District 3 - Church**
- All District Appointments received. Thank You!  
Please consider nominations for At-Large positions listed below - "All Commissioners"
- District 4 - Elder**
- p. 16 - Housing Review Board (Scott Tingle) - 3-year
  - p. 22 - Planning Commission (Brooks Clayville) - 5-year
- District 5 - Bertino**
- p. 20 - Local Development Council for Ocean Downs Casino (Jim Rosenberg) - 4-year
  - p. 25 - Social Services Board (Cathy Gallagher) - 3-year
  - p. 29 - Tourism Advisory Committee (Teresa Travatello) - 4-year
  - p. 30 - Water and Sewer Advisory Council - Ocean Pines (Frederick Stiehl, Michael Reilly, and Mike Hegarty) - 4-year
  - p. 31 - Commission for Women (Charlotte Cathell) - 3-year
- District 6 - Bunting**
- p. 8 - Agricultural Preservation Advisory Board (Kathy Drew) - 4-year
  - P. 10 - Building Code Appeals Board (Richard P. Mueller) - 4-year
  - P. 13 - Economic Development Advisory Board (Robert Fisher) - 4-year
  - p. 15 - Ethics Board (Richard Passwater) - 4-year
  - p. 24 - Recreation Advisory Board (Chris Klebe) - 4-year
  - p. 30 - Water and Sewer Advisory Council - Ocean Pines (Frederick Stiehl, Michael Reilly, and Mike Hegarty) - 4-year
  - p. 33 - Wor-Wic Community College Local Advisory Council (Arlene Page - Bishopville area) - 3-year
- District 7 - Mitrecic**
- p. 14 - Board of Electrical Examiners (Michael Patchett) - 3-year
  - p. 29 - Tourism Advisory Committee (Lauren Taylor) - 4-year
  - p. 34 - Board of Zoning Appeals (Glenn Irwin) - 3-year

### **All Commissioners**

- p. 3 - (4) Adult Public Guardianship Board (Brandy Trader, Debbie Ritter, Jack Ferry, Dean Perdue) - 3-year
- p. 8 - (1) Agricultural Preservation Advisory Board (Kathy Drew) - 4-year
- p. 9 - (1) Agricultural Reconciliation Board (Betty McDermott - At-Large) - 4-year
- p. 11 - (3) Drug and Alcohol Abuse Council (Colleen Wareing - Knowledge of Substance Abuse Treatment; Rev. Bill Sterling and Karen Johnson - Knowledge on Substance Abuse Issues) - 4-year
- p. 17 - (2) Local Management Board (Eloise Henry Gordy) - 3-year
- p. 20 - (1) Local Development Council for Ocean Downs Casino (David Massey - At-Large - business or institution representative in immediate proximity to Ocean Downs) - 4-year
- p. 21 - (1) Lower Shore Workforce Investment Board (Donna Weaver - Business Representatives) - 4-year
- p. 23 - Property Tax Assessment Appeal Board (Robert D. Rose - Pocomoke area) - must submit 3 nominees to Governor for his consideration in making this appointment - 5-year
- p. 30 - (3) Water and Sewer Advisory Council - Ocean Pines (Frederick Stiehl, Michael Reilly, and Mike Hegarty) - 4-year
- p. 31 - (2) Commission for Women (Alice Jean Ennis - At-Large-Pocomoke, and Eloise Henry Gordy - At-Large-Snow Hill) - 3-year
- p. 33 - (1) Wor-Wic Community College Local Advisory Council (Arlene Page - Bishopville area) - 3-year

### **All Commissioners (Awaiting Nominations)**

- p. 5 - (5) Commission on Aging Board (George "Tad" Pruitt and Bonnie C. Caudell - Snow Hill, Lloyd Parks - Girdletree, Larry Walton - Ocean Pines, and Clifford Gannett - Pocomoke) - self-appointed by Commission on Aging & confirmed by County Commissioners- 3-year to Sept 30
- p. 18 - (1) Board of Library Trustees (Rosemary S. Keech - Ocean Pines) - upon nominations from Library Board - 5-year
- p. 27 - (1) Solid Waste Advisory Committee (Steve Brown - upon nomination from Town of Ocean City) - 4-year

## ADULT PUBLIC GUARDIANSHIP BOARD

Reference: PGL Family Law 14-402, Annotated Code of Maryland

Appointed by: County Commissioners

Function: Advisory  
Perform 6-month reviews of all guardianships held by a public agency.  
Recommend that the guardianship be continued, modified or terminated.

Number/Term: 11/3 year terms  
Terms expire December 31st

Compensation: None, travel expenses (under Standard State Travel Regulations)

Meetings: Semi-annually

Special Provisions: 1 member must be a professional representative of the local department  
1 member must be a physician  
1 member must be a psychiatrist from the local department of health  
1 member must be a representative of a local commission on aging  
1 member must be a representative of a local nonprofit social services organization  
1 member must be a lawyer  
2 members must be lay individuals  
1 member must be a public health nurse  
1 member must be a professional in the field of disabilities  
1 member must be a person with a physical disability

Staff Contact: Department of Social Services - Roberta Baldwin (410-677-6872)

### Current Members:

| <u>Member's Name</u>   | <u>Representing</u>                   | <u>Years of Term(s)</u>        |
|------------------------|---------------------------------------|--------------------------------|
| Brandy Trader          | Non-profit Soc. Service Rep.          | *15-17                         |
| Debbie Ritter          | Commission on Aging Rep.              | *07-08-11-14, 14-17            |
| Jack Ferry             | Professional in field of disabilities | *14, 14-17                     |
| Dean Perdue            | Person with physical disability       | 08-11-14, 14-17                |
| Roberta Baldwin        | Local Dept. Rep. - Social Services    | 03-06-09-12-15, 15-18          |
| Melissa Banks          | Public Health Nurse                   | *02-03-06-09-12-15, 15-18      |
| Dr. Dia Arpon          | Psychiatrist                          | *10-12-15, 15-18               |
| Dr. William Greer      | Physician                             | 07-10-13-16, 16-19             |
| Richard Collins        | Lawyer                                | 95-98-01-04-07-10-13-16, 16-19 |
| The Rev. Guy H. Butler | Lay Person                            | *99-01-04-07-10-13-16, 16-19   |
| Connie Wessels         | Lay Person                            | *15-16, 16-19                  |

\* = Appointed to fill an unexpired term



**ADULT PUBLIC GUARDIANSHIP BOARD**  
(Continued)

**Prior Members:**

Dr. Donald Harting  
Maude Love  
Thomas Wall  
Dr. Dorothy Holzworth  
B. Randall Coates  
Kevin Douglas  
Sheldon Chandler  
Martha Duncan  
Dr. Francis Townsend  
Luther Schultz  
Mark Bainum  
Thomas Mulligan  
Dr. Paul Flory  
Barbara Duerr  
Craig Horseman  
Faye Thorne  
Mary Leister  
Joyce Bell  
Randolph Barr  
Elsie Briddell  
John Sauer  
Dr. Timothy Bainum  
Ernestine Bailey  
Terri Selby (92-95)  
Pauline Robbins (92-95)  
Darryl Hagey  
Dr. Ritchie Shoemaker (92-95)  
Barry Johansson (93-96)

**Since 1972**

Albert Straw (91-97)  
Nate Pearson (95-98)  
Dr. William Greer, III (95-98)  
Rev. Arthur L. George (95-99)  
Irvin Greene (96-99)  
Mary Leister (93-99)  
Otho Aydelotte, Jr. (93-99)  
Shirley D'Aprix (98-00)  
Theresa Bruner (91-02)  
Tony Devereaux (93-02)  
Dr. William Krone (98-02)  
David Hatfield (99-03)  
Dr. Kimberly Richardson (02-03)  
Ina Hiller (91-03)  
Dr. David Pytlewski (91-06)  
Jerry Halter (99-06)  
Dr. Glenn Arzadon (04-07)  
Madeline Waters (99-08)  
Mimi Peuser (03-08)  
Dr. Gergana Dimitrova (07-08)  
Carolyn Cordial (08-13)  
June Walker (02-13)  
Bruce Broman (00-14)  
Lori Carson (13-14)  
Pattie Tingle (15-16)

## COMMISSION ON AGING BOARD

Reference: By Laws of Worcester County Commission on Aging  
- As amended July 2015

Appointed by: Self-Appointing/Confirmed by County Commissioners

Function: Supervisory/Policy Making

Number/Term: Not less than 12; 3 year terms, may be reappointed  
Terms Expire September 30

Compensation: None

Meetings: Monthly, unless otherwise agreed by a majority vote of the Board

Special Provisions: At least 50% of members to be consumers or volunteers of services provided by Commission on Aging, with a representative of minorities and from each of the senior centers; one County Commissioner; and Representatives of Health Department, Social Services and Board of Education as Ex-Officio members

Staff Contact: Worcester County Commission on Aging, Inc. - Snow Hill  
Rob Hart, Executive Director (410-632-1277)

### Current Members:

| <u>Member's Name</u>    | <u>Resides/Represents</u>                               | <u>Years of Term(s)</u> |
|-------------------------|---------------------------------------------------------|-------------------------|
| George "Tad" Pruitt     | Snow Hill                                               | 05-08-11-14, 14-17      |
| Lloyd Parks             | Girdletree                                              | 08-11-14, 14-17         |
| Larry Walton            | Ocean Pines                                             | *13-14, 14-17           |
| Bonnie C. Caudell       | Snow Hill                                               | *09-11-14, 14-17        |
| Clifford Gannett        | Pocomoke                                                | *12-14, 14-17           |
| Tommy Tucker            | Snow Hill                                               | 09-12-15, 15-18         |
| Tommy Mason             | Pocomoke                                                | 15-18                   |
| Helen Whaley            | Berlin                                                  | *16-18                  |
| Fred Grant              | Snow Hill                                               | *15-16, 16-19           |
| Joyce Cottman           | Berlin                                                  | *16, 16-19              |
| Cynthia Malament        | Berlin                                                  | 07-10-13-16, 16-19      |
| Rebecca Cathell         | Agency - Maryland Job Service                           |                         |
| Dr. Jerry Wilson        | Agency - Worcester County Board of Education            |                         |
| Peter Buesgens          | Agency - Worcester County Department of Social Services |                         |
| Deborah Goeller         | Agency - Worcester County Health Department             |                         |
| Madison J. Bunting, Jr. | Worcester County Commissioners' Representative          |                         |

Prior Members:

Since 1972

Virginia Harmon  
 Maude Love  
 Dr. Donald Harting  
 John C. Quillen  
 Violet Chesser  
 William Briddell  
 Harrison Matthews  
 John McDowell  
 Mildred Brittingham  
 Maurice Peacock  
 Father S. Connell  
 Rev. Dr. T. McKelvey  
 Samuel Henry  
 Rev. Richard Hughs  
 Dorothy Hall  
 Charlotte Pilchard  
 Edgar Davis  
 Margaret Quillen  
 Lenore Robbins  
 Mary L. Krabill  
 Leon Robbins  
 Claire Waters  
 Thelma Linz  
 Oliver Williams  
 Michael Delano  
 Father Gardiner  
 Iva Baker  
 Minnie Blank  
 Thomas Groton III  
 Jere Hilbourne  
 Sandy Facinoli  
 Leon McClafin  
 Mabel Scott  
 Wilford Showell  
 Rev. T. Wall  
 Jeaninne Aydelotte  
 Richard Kasabian  
 Dr. Fred Bruner  
 Edward Phillips  
 Dorothy Elliott  
 John Sauer  
 Margaret Kerbin  
 Carolyn Dorman  
 Marion Marshall  
 Dr. Francis Ruffo  
 Dr. Douglas Moore  
 Hibernia Carey  
 Charlotte Gladding  
 Josephine Anderson  
 Rev. R. Howe  
 Rev. John Zellman  
 Jessee Fassett  
 Delores Waters  
 Dr. Terrance A. Greenwood  
 Baine Yates  
 Wallace T. Garrett  
 William Kuhn (86-93)  
 Mary Ellen Elwell (90-93)  
 Faye Thornes

Mary Leister (89-95)  
 William Talton (89-95)  
 Sunder Henry (89-95)  
 Josephine Anderson  
 Saunders Marshall (90-96)  
 Louise Jackson (93-96)  
 Carolyn Dorman (93-98)  
 Constance Sturgis (95-98)  
 Connie Morris (95-99)  
 Jerry Wells (93-99)  
 Robert Robertson (93-99)  
 Margaret Davis (93-99)  
 Dr. Robert Jackson (93-99)  
 Patricia Dennis (95-00)  
 Rev. C. Richard Edmund (96-00)  
 Viola Rodgers (99-00)  
 Baine Yates (97-00)  
 James Shreeve (99-00)  
 Tad Pruitt (95-01)  
 Rev. Walter Reuschling (01-02)  
 Armond Merrill, Sr. (96-03)  
 Gene Theroux  
 Blake Fohl (98-05)  
 Constance Harmon (98-05)  
 Catherine Whaley (98-05)  
 Wayne Moulder (01-05)  
 Barbara Henderson (99-05)  
 Gus Payne (99-05)  
 James Moeller (01-05)  
 Rev Stephen Laffey (03-05)  
 Anne Taylor (01-07)  
 Jane Carmean (01-07)  
 Alex Bell (05-07)  
 Inez Somers (03-08)  
 Joanne Williams (05-08)  
 Ann Horth (05-08)  
 Helen Richards (05-08)  
 Peter Karras (00-09)  
 Vivian Pruitt (06-09)  
 Doris Hart (08-11)  
 Helen Heneghan (08-10)  
 Jack Uram (07-10)  
 Robert Hawkins (05-11)  
 Dr. Jon Andes  
 Lloyd Pullen (11-13)  
 John T. Payne (08-15)  
 Sylvia Sturgis (07-15)  
 Gloria Blake (05-15)

\* = Appointed to fill an unexpired term



COMMISSIONERS  
MADISON J. BUNTING, JR., PRESIDENT  
DIANA PURNELL, VICE PRESIDENT  
ANTHONY W. BERTINO, JR.  
JAMES C. CHURCH  
THEODORE J. ELDER  
MERRILL W. LOCKFAW, JR.  
JOSEPH M. MITRECIC

OFFICE OF THE  
COUNTY COMMISSIONERS

HAROLD L. HIGGINS, CPA  
CHIEF ADMINISTRATIVE OFFICER  
MAUREEN F.L. HOWARTH  
COUNTY ATTORNEY

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

November 13, 2017

Rob Hart, Executive Director  
Commission on Aging  
4767 Snow Hill Rd  
Snow Hill, MD 21863

RE: Nominations for Members of the Commission on Aging Board

Dear Mr. Hart:

As I believe you are aware, the terms of the following five members of the Worcester County Commission on Aging Board of Directors expired on September 30, 2017:

|                  |               |
|------------------|---------------|
| Tad Pruitt       | Snow Hill     |
| Lloyd Parks      | Girdletree    |
| Larry Walton     | Ocean Pines   |
| Bonnie Caudell   | Snow Hill     |
| Clifford Gannett | Pocomoke City |

Please discuss this matter with the Commission on Aging Board and submit their nominations for new appointments or reappointments to fill these vacancies as soon as possible in order to restore full membership to the Commission on Aging Board of Directors.

Thank you for your attention to this matter. If you should have any questions or concerns, please feel free to contact me at this office.

Sincerely,

Kelly Shannahan  
Assistant Chief Administrative Officer

KS/fac  
cc: Worcester County Commissioners  
Board Book  
H:\CCBOARDS\Commission on Aging request for nominations.wpd

## AGRICULTURAL PRESERVATION ADVISORY BOARD

Reference: PGL Agriculture 2-504.1, Annotated Code of Maryland

Appointed by: County Commissioners

Functions: Advisory  
Advise the County Commissioners and State Agricultural Preservation Foundation on establishment of agricultural districts and priorities for purchase of easements; promote preservation of agriculture in the County.

Number/Term: 7/4 years\*\*\*  
Terms expire December 31st

Compensation: \$50 per meeting (policy)

Meetings: As Needed

Special Provisions: 4 members to be owner-operators of commercial farms  
Membership limited to two consecutive full terms

Staff Contact: Katherine Munson, Dept. of Environmental Programs (410-632-1220)

Current Members: (O-O = Commercial Farm Owner-Operator)

| <u>Member's Name</u> | <u>Nominated By</u> | <u>Resides</u>   | <u>Terms (Year)</u> |
|----------------------|---------------------|------------------|---------------------|
| Kathy Drew           | Bunting             | D-6, Bishopville | ** 06-09-13, 13-17  |
| Ed Phillips (O-O)    | Elder               | D-4, Whaleyville | 05-10-14, 14-18     |
| Alan Hudson (O-O)    | Elder               | D-4, Berlin      | 14-18               |
| Bill Bruning (O-O)   | Elder               | D-2, Snow Hill   | 11-15, 15-19        |
| Curt Lambertson      | Elder               | D-4, Snow Hill   | 15-19               |
| Kelley Gravenor      | Elder               | D-4, Snow Hill   | *14-16, 16-20       |
| Glen Holland (O-O)   | Lockfaw             | D-1, Pocomoke    | 13-17, 17-21        |

### Prior Members:

|                              |                              |
|------------------------------|------------------------------|
| Norman Ellis                 | Ed Anderson (98-03)          |
| Richard Bradford             | Robert Gray (00-05)          |
| Charles Fulton               | Orlando Bishop (01-06)       |
| Elmer Hastings               | Roger Richardson (96-07)     |
| David Stevens                | Anne Hastings (06-11)        |
| Curtis Shockley              | Earl Ludey (07-13)           |
| Gerald Redden                | George Lee Clayville (00-14) |
| William Sirman, Jr.          | Sandra Frazier (03-14)       |
| Harold Purnell               | Donnie Powell (06-15)        |
| Chauncy Henry (96-97)        |                              |
| Lieselotte Pennewell (93-98) |                              |
| Carlton Magee (90-00)        |                              |
| Harry Mitchell (90-00)       |                              |
| Frank Baker (98-01)          |                              |

\* = Appointed to fill an unexpired term

\*\* = Appointed to partial term to create proper staggering of terms

\*\*\*=Membership expanded from 5 to 7 members and terms reduced from 5 to 4-years each in 2006

## AGRICULTURAL RECONCILIATION BOARD

Reference: Public Local Law § ZS 1-346 (Right to Farm Law)

Appointed by: County Commissioners

Function: Regulatory  
Mediate and arbitrate disputes involving agricultural or forestry operations conducted on agricultural lands and issue opinions on whether such agricultural or forestry operations are conducted in a manner consistent with generally accepted agricultural or forestry practices and to issue orders and resolve disputes and complaints brought under the Worcester County Right to Farm Law.

Number/Term: 5 Members/4-Year Terms - Terms expire December 31st

Compensation: None - Expense Reimbursement as provided by County Commissioners

Meetings: At least one time per year, more frequently as necessary

Special Provisions: - All members must be County residents  
- Two Members chosen from nominees of Worcester County Farm Bureau  
- One Member chosen from nominees of Worcester County Forestry Board  
- Not less than 2 but not more than 3 members shall be engaged in the agricultural or forestry industries

Staff Contact: Dept. of Development Review & Permitting  
- Edward A. Tudor, Director (410-632-1200, ext. 100)  
County Agricultural Extension Agent - As Consultant to the Board  
- Doug Jones, District Manager, Resource Conservation District - (632-3109, x112)

### Current Members:

| <u>Member's Name</u> | <u>Nominated By</u> | <u>Ag/Forest Industry</u> | <u>Resides</u> | <u>Years of Term(s)</u> |
|----------------------|---------------------|---------------------------|----------------|-------------------------|
| Betty McDermott      | At-Large            | No                        | Ocean Pines    | *09-09-13, 13-17        |
| Tom Babcock          | At-Large            | No                        | Whaleyville    | 14-18                   |
| Dean Ennis           | Farm Bureau         | Yes                       | Pocomoke       | 06-10-14, 14-18         |
| Stacey Esham         | Forestry Bd.        | Yes                       | Berlin         | 12-16, 16-20            |
| Brooks Clayville     | Farm Bureau         | Yes                       | Snow Hill      | 00-04-08-12-16, 16-20   |

### Prior Members: Since 2000

Michael Beauchamp (00-06)  
Phyllis Davis (00-09)  
Richard G. Holland, Sr. (00-12)  
Rosalie Smith (00-14)

## BUILDING CODE APPEALS BOARD

Reference: PGL - Public Safety Article - Section 12-501 - 12-508 - Annotated Code of Maryland  
COMAR 05.02.07 (Maryland Building Performance Standards)  
- International Building Code, International Residential Code

Appointed by: County Commissioners

Function: Quasi-Judicial  
Hear and decide upon appeals of the provisions of the International Building Code (IBC) and International Residential Code for one- and two-family dwellings (IRC)

Number/Term: 7/4-year terms  
Terms expire December 31

Compensation: \$50 per meeting (by policy)

Meetings: As Needed

Special Provisions: Members shall be qualified by reason of experience, training or formal education in building construction or the construction trades.

Staff Contact: Edward A. Tudor, Director  
Development Review & Permitting (410-632-1200, ext. 1100)

### Current Members:

| <u>Member's Name</u> | <u>Nominated By</u> | <u>Resides</u> | <u>Years of Term(s)</u> |
|----------------------|---------------------|----------------|-------------------------|
| Richard P. Mueller   | D-6 - Bunting       | Bishopville    | 98-05-09-13, 13-17      |
| Jim Wilson           | D-3 - Church        | Berlin         | 02-06-10-14, 14-18      |
| Mark Bargar          | D-4 - Elder         | Berlin         | 14-18                   |
| Elbert Davis         | D-2 - Purnell       | Snow Hill      | *03-03-07-11-15, 15-19  |
| Bill Paul            | D-7 - Mitrecic      | Ocean Pines    | 15-19                   |
| Kevin Holland        | D-1 - Lockfaw       | Pocomoke       | 96-04-08-12-16, 16-20   |
| James Spicknall      | D-5 - Bertino       | Ocean Pines    | 04-08-12-16, 16-20      |

### Prior Members:

Robert L. Cowger, Jr. (92-95)  
Charlotte Henry (92-97)  
Robert Purcell (92-98)  
Edward DeShields (92-03)  
Sumei Prete (97-04)  
Shane C. Spain (03-14)  
Dominic Brunori (92-15)

## DRUG AND ALCOHOL ABUSE COUNCIL

Reference: PGL Health-General, Section 8-1001

Appointed by: County Commissioners

Functions: Advisory  
Develop and implement a plan for meeting the needs of the general public and the criminal justice system for alcohol and drug abuse evaluation, prevention and treatment services.

Number/Term: At least 18 - At least 7 At-Large, and 11 ex-officio (also several non-voting members)  
At-Large members serve 4-year terms; Terms expire December 31

Compensation: None

Meetings: As Necessary

Special Provisions: Former Alcohol and Other Drugs Task Force was converted to Drug and Alcohol Abuse Council on October 5, 2004.

Staff Contact: David Baker, Council Secretary, Health Department (410-632-1100, ext. 1106)  
Doug Dods, Council Chair, Sheriff's Office (410-632-1111)

### Current Members:

| <u>Name</u>                   | <u>Representing</u><br><u>At-Large Members</u> | <u>Years of Term(s)</u>                |
|-------------------------------|------------------------------------------------|----------------------------------------|
| Colleen Wareing               | Knowledge of Substance Abuse Treatment         | *06-09-13, 13-17                       |
| Rev. Bill Sterling            | Knowledge of Substance Abuse Issues            | 13-17 - <i>moved / Replace</i>         |
| Eric Gray (Christina Purcell) | Substance Abuse Treatment Provider             | *15-18                                 |
| Sue Abell-Rodden              | Recipient of Addictions Treatment Services     | 10-14, 14-18                           |
| Colonel Doug Dods             | Knowledgeable on Substance Abuse Issues        | 04-10 (advisory), 10-14, 14-18         |
| Jim Freeman, Jr.              | Knowledgeable on Substance Abuse Issues        | 04-11-15, 15-19                        |
| Jennifer LaMade               | Knowledgeable on Substance Abuse Issues        | *12-15, 15-19                          |
| Kat Gunby                     | Substance Abuse Prevention Provider            | *16-19                                 |
| Kim Moses                     | Knowledgeable on Substance Abuse Issues        | 08-12-16, 16-20                        |
| Karen Johnson                 | Knowledgeable on Substance Abuse Issues        | *14-16, 16-20 - <i>moved / Replace</i> |

### Ex-Officio Members

|                                      |                                       |                        |
|--------------------------------------|---------------------------------------|------------------------|
| Rebecca Jones                        | Health Officer                        | Ex-Officio, Indefinite |
| Roberta Baldwin                      | Social Services Director              | Ex-Officio, Indefinite |
| Spencer Lee Tracy, Jr.               | Juvenile Services, Regional Director  | Ex-Officio, Indefinite |
| Trudy Brown                          | Parole & Probation, Regional Director | Ex-Officio, Indefinite |
| Beau Oglesby                         | State's Attorney                      | Ex-Officio, Indefinite |
| Burton Anderson                      | District Public Defender              | Ex-Officio, Indefinite |
| Sheriff Reggie Mason (Doug Dods)     | County Sheriff                        | Ex-Officio, Indefinite |
| William Gordy (Eloise Henry Gordy)   | Board of Education President          | Ex-Officio, Indefinite |
| Diana Purnell                        | County Commissioners                  | Ex-Officio, Indefinite |
| Judge Thomas Groton (Jen Bauman)     | Circuit Court Administrative Judge    | Ex-Officio, Indefinite |
| Judge Gerald Purnell (Tracy Simpson) | District Court Administrative Judge   | Ex-Officio, Indefinite |
| Donna Bounds                         | Warden, Worcester County Jail         | Ex-Officio, Indefinite |



### Advisory Members

|                                      |                                             |            |
|--------------------------------------|---------------------------------------------|------------|
| Lt. Earl W. Starner                  | Maryland State Police                       | Since 2004 |
| Charles "Buddy" Jenkins              | Business Community - Jolly Roger Amusements |            |
| Chief Ross Buzzuro (Lt. Rick Moreck) | Ocean City Police Dept.                     |            |
| Leslie Brown                         | Hudson Health Services, Inc.                |            |

### Prior Members:

Since 2004

|                                   |                   |
|-----------------------------------|-------------------|
| Vince Gisriel                     | Aaron Dale        |
| Michael McDermott                 | Garry Mumford     |
| Marion Butler, Jr.                | Sharon Smith      |
| Judge Richard Bloxom              | Jennifer Standish |
| Paula Erdie                       |                   |
| Tom Cetola                        |                   |
| Gary James (04-08)                |                   |
| Vickie Wrenn                      |                   |
| Deborah Winder                    |                   |
| Garry Mumford                     |                   |
| Judge Theodore Eschenburg         |                   |
| Andrea Hamilton                   |                   |
| Fannie Birkhead                   |                   |
| Sharon DeMar Reilly               |                   |
| Lisa Gebhardt                     |                   |
| Jenna Miller                      |                   |
| Dick Stegmaier                    |                   |
| Paul Ford                         |                   |
| Megan Griffiths                   |                   |
| Ed Barber                         |                   |
| Eloise Henry-Gordy                |                   |
| Lt. Lee Brumley                   |                   |
| Ptl. Noal Waters                  |                   |
| Ptl. Vicki Fisher                 |                   |
| Chief John Groncki                |                   |
| Chief Arnold Downing              |                   |
| Frank Pappas                      |                   |
| Captain William Harden            |                   |
| Linda Busick (06-10)              |                   |
| Sheriff Chuck Martin              |                   |
| Joel Todd                         |                   |
| Diane Anderson (07-10)            |                   |
| Joyce Baum (04-10)                |                   |
| James Yost (08-10)                |                   |
| Ira "Buck" Shockley (04-13)       |                   |
| Teresa Fields (08-13)             |                   |
| Frederick Grant (04-13)           |                   |
| Doris Moxley (04-14)              |                   |
| Commissioner Merrill Lockfaw      |                   |
| Kelly Green (08-14)               |                   |
| Sheila Warner - Juvenile Services |                   |
| Chief Bernadette DiPino - OCPD    |                   |
| Chief Kirk Daugherty -SHPD        |                   |
| Mike Shamburek - Hudson Health    |                   |
| Shirleen Church - BOE             |                   |
| Tracy Tilghman (14-15)            |                   |
| Marty Pusey (04-15)               |                   |
| Debbie Goeller                    |                   |
| Peter Buesgens                    |                   |

## ECONOMIC DEVELOPMENT ADVISORY BOARD

**Reference:** County Commissioners' Resolutions of March 1976, 4/16/85, 9/16/97, 5/4/99 and 03-6 on 2/18/03

**Appointed by:** County Commissioners

**Function:** Advisory  
Provide the County with advice and suggestions concerning the economic development needs of the County; review applications for financing; review Comprehensive Development Plan and Zoning Maps to recommend to Planning Commission appropriate areas for industrial development; review/comment on major economic development projects.

**Number/Term:** 7/4-Year - Terms expire December 31st

**Compensation:** \$50 per meeting as expense allowance

**Meetings:** At least quarterly, more frequently as necessary

**Special Provisions:** One member nominated by each County Commissioner  
Members may be reappointed

**Staff Contact:** Economic Development Department - Merry Mears (410-632-3112)

### Current Members:

| <u>Member's Name</u>   | <u>Nominated By</u> | <u>Resides</u>  | <u>Term(s)</u>              |
|------------------------|---------------------|-----------------|-----------------------------|
| Robert Fisher          | D-6, Bunting        | Snow Hill       | 87-92-97-01-05-09-13, 13-17 |
| Greg Shockley          | D-7, Mitrecic       | Ocean City      | 14-18                       |
| Natoshia Collick Owens | D-2, Purnell        | Ocean Pines     | *15, 15-19                  |
| Tom Terry              | D-5, Bertino        | Ocean Pines     | 15-19                       |
| William Sparrow        | D-1, Lockfaw        | Pocomoke        | 16-20                       |
| John Glorioso          | D-3, Church         | West Ocean City | 08-12-16, 16-20             |
| Ralph Shockley         | D-4, Elder          | Snow Hill       | *08-09-13-17, 17-21         |

### Prior Members: Since 1972

|                   |                           |                                        |
|-------------------|---------------------------|----------------------------------------|
| George Gering     | Mary Humphreys            | Michael Avara (99-03)                  |
| Margaret Quillin  | Theodore Brueckman        | Annette Cropper (00-04)                |
| Robert W. Todd    | Shirley Pilchard          | Billie Laws (91-08)                    |
| Charles Fulton    | W. Leonard Brown          | Anne Taylor (95-08)                    |
| E. Thomas Northam | Charles Nichols (92-97)   | Mary Mackin (04-08)                    |
| Charles Bailey    | Jeff Robbins (97-98)      | Thomas W. Davis, Sr. (99-09)           |
| Terry Blades      | Colleen Smith (94-98)     | Mickey Ashby (00-12)                   |
| Roy Davenport     | Tommy Fitzpatrick (97-99) | Priscilla Pennington-Zytkowicz (09-14) |
| M. Bruce Matthews | John Rogers (92-98)       | Barbara Purnell (08-15)                |
| Barbara Tull      | Jennifer Lynch (98-99)    | Timothy Collins (03-15)                |
| Tawney Krauss     | Don Hastings (92-99)      | Joshua Nordstrom (12-16)               |
| Dr. Francis Ruffo | Jerry Redden (92-00)      |                                        |
| William Smith     | Keith Mason (98-00)       |                                        |
| Saunders Marshall | Bob Pusey (99-00)         |                                        |
| Elsie Marshall    | Harold Scrimgeour (00-02) |                                        |
| Halcolm Bailey    | Scott Savage (98-03)      |                                        |
| Norman Cathell    | Gabriel Purnell (91-03)   |                                        |

\* = Appointed to fill an unexpired term

## BOARD OF ELECTRICAL EXAMINERS

Reference: Public Local Law BR §2-203

Appointed by: County Commissioners

Function: Regulatory  
Regulate licensing of electricians in Worcester County.

Number/Term: 7/3 years  
Terms expire December 31st

Compensation: \$50 meeting for expenses (as determined by County Commissioners)

Meetings: As Needed (1 per month)

Special Provisions: 1 must be electrical contractor in Worcester County for 5-years prior.  
1 must be electrician in Worcester County.  
All must be residents of Worcester County.

Staff Contact: Department of Development Review & Permitting  
Deborah Mooney - Isle of Wight (Ph. 410-352-3057)

### Current Members:

| <u>Member's Name</u>      | <u>Nominated By</u> | <u>Resides</u>  | <u>Years of Term(s)</u> |
|---------------------------|---------------------|-----------------|-------------------------|
| Michael Patchett (ME-5)   | D-7, Mitrecic       | West Ocean City | 08-11-14, 14-17         |
| Duane Duncan (ME-5)       | D-3, Church         | Berlin          | *05-12-15, 15-18        |
| Steve Kolarik (EG-5)      | D-6, Bunting        | Bishopville     | 12-15, 15-18            |
| Roy M. Case (ME)          | D-2, Purnell        | Berlin          | 10-13-16, 16-19         |
| Carl Smith (ME-5)         | D-4, Elder          | Snow Hill       | 98-10-13-16, 16-19      |
| J.T. Novak (ME-5)         | D-5, Bertino        | Ocean Pines     | 07-10-13-16, 16-19      |
| Kenneth Lambertson (ME-5) | D-1, Lockfaw        | Pocomoke        | 96-11-14-17, 17-20      |

(Key: ME-5 = Master Electrician at least 5-years; ME = Master Electrician; EL = Electrician Limited; EG = Electrician General)

### Prior Members: (Since 1972)

|                      |                            |                          |
|----------------------|----------------------------|--------------------------|
| Harrison Lambertson  | Howard Pusey               | Bob Arnold (97-10)       |
| William Molnar       | Elwood Bunting             | Jamie Englishmen (06-12) |
| Thomas Ashby         | W. Prentiss Howard         |                          |
| Billy Burton Cropper | Frank Bradshaw (90-96)     |                          |
| Alonza Anderson      | H. Coston Gladding (90-96) |                          |
| Gus Foltz            | Willard W. Ward (92-97)    |                          |
| Robert Conner        | Walter Ward (92-98)        |                          |
| Gus Payne            | Dale Venable (94-00)       |                          |
| Robert Farley        | Gary Frick (96-03)         |                          |
| Mike Costanza        | Thomas Duncan (02-05)      |                          |
| Herbert Brittingham  | Mike Henderson (00-06)     |                          |
| Otho Mariner         | Brent Pokrywka (02-07)     |                          |
| Mark Odachowski      | Joel Watsky (03-08)        |                          |

\* = Appointed to fill an unexpired term

## ETHICS BOARD

Reference: Public Local Law, Section CG 5-103

Appointed by: County Commissioners

Function: Advisory  
Maintain all Ethics forms; develop procedures and policies for advisory opinions to persons subject to the Ethics Law and for processing complaints alleging violations of the Ethics Law; conduct a public information program regarding the purpose and application of the Ethics Law; annually certify compliance to the State; and recommend any changes to the Commissioners in order to comply with State Ethics Law.

Number/Term: 7/4 years  
Terms expire December 31<sup>st</sup>

Compensation: \$50 per meeting

Meetings: As Necessary

Special Provisions:

Staff Contact: Maureen Howarth, County Attorney (410-632-1194)

Current Members:

| <u>Member's Name</u> | <u>Nominated By</u> | <u>Resides</u> | <u>Years of Term(s)</u> |
|----------------------|---------------------|----------------|-------------------------|
| Richard Passwater    | D-6, Bunting        | Berlin         | 09-13, 13-17            |
| Mickey Ashby         | D-1, Lockfaw        | Pocomoke       | 14-18                   |
| Faith Mumford        | D-2, Purnell        | Snow Hill      | 14-18                   |
| Frank Knight         | D-7, Mitrecic       | Ocean City     | *14-15, 15-19           |
| Joseph Stigler       | D-4, Elder          | Berlin         | 16-20                   |
| Jeff Knepper         | D-5, Bertino        | Ocean Pines    | 16-20                   |
| Bruce Spangler       | D-3, Church         | Berlin         | *02-05-09-13-17, 17-21  |

Prior Members: (Since 1972)

|                             |                               |
|-----------------------------|-------------------------------|
| J.D. Quillin, III           | Wallace D. Stein (02-08)      |
| Charles Nelson              | William Kuhn (90-09)          |
| Garbriel Purnell            | Walter Kissel (05-09)         |
| Barbara Derrickson          | Marion Chambers (07-11)       |
| Henry P. Walters            | Jay Knerr (11-14)             |
| William Long                | Robert I. Givens, Jr. (98-14) |
| L. Richard Phillips (93-98) | Diana Purnell (09-14)         |
| Marigold Henry (94-98)      | Kevin Douglas (08-16)         |
| Louis Granados (94-99)      | Lee W. Baker (08-16)          |
| Kathy Philips (90-00)       |                               |
| Mary Yenney (98-05)         |                               |
| Bill Ochse (99-07)          |                               |
| Randall Mariner (00-08)     |                               |

\* = Appointed to fill an unexpired term

## HOUSING REVIEW BOARD

Reference: Public Local Law §BR 3-104

Appointed by: County Commissioners

Function: Regulatory/Advisory  
To decide on appeals of code official's actions regarding the Rental Housing Code. Decide on variances to the Rental Housing Code.  
Review Housing Assistance Programs.

Number/Term 7/3 year terms  
Terms expire December 31st

Compensation: \$50 per meeting (policy)

Meetings: As Needed

Special Provisions: Immediate removal by Commissioners for failure to attend meetings.

Staff Support: Development Review & Permitting Department  
Jo Ellen Bynum, Housing Program Administrator - 410-632-1200, x 1171

### Current Members:

| <u>Member's Name</u> | <u>Nominated By</u> | <u>Resides</u> | <u>Years of Terms(s)</u> |
|----------------------|---------------------|----------------|--------------------------|
| Scott Tingle         | D-4, Elder          | Snow Hill      | 14-17                    |
| Donna Dillon         | D-5, Bertino        | Ocean Pines    | 08-11-14, 14-17          |
| Sharon Teagle        | D-2, Purnell        | Ocean Pines    | 00-12-15, 15-18          |
| Jake Mitrecic        | D-7, Mitrecic       | Ocean City     | 15-18                    |
| C. D. Hall           | D-1, Lockfaw        | Pocomoke       | 10-13-16, 16-19          |
| Debbie Hileman       | D-6, Bunting        | Ocean Pines    | 10-13-16, 16-19          |
| John Glorioso        | D-3, Church         | Ocean Pines    | *06-11-14-17, 17-20      |

### Prior Members:

|                            |                            |
|----------------------------|----------------------------|
| Phyllis Mitchell           | Albert Bogdon (02-06)      |
| William Lynch              | Jamie Rice (03-07)         |
| Art Rutter                 | Howard Martin (08)         |
| William Buchanan           | Marlene Ott (02-08)        |
| Christina Alphonsi         | Mark Frostrom, Jr. (01-10) |
| Elsie Purnell              | Joseph McDonald (08-10)    |
| William Freeman            | Sherwood Brooks (03-12)    |
| Jack Dill                  | Otho Mariner (95-13)       |
| Elbert Davis               | Becky Flater (13-14)       |
| J. D. Quillin, III (90-96) | Ruth Waters (12-15)        |
| Ted Ward (94-00)           |                            |
| Larry Duffy (90-00)        |                            |
| Patricia McMullen (00-02)  |                            |
| William Merrill (90-01)    |                            |
| Debbie Rogers (92-02)      |                            |
| Wardie Jarvis, Jr. (96-03) |                            |

\* = Appointed to fill an unexpired term

# WORCESTER COUNTY'S INITIATIVE TO PRESERVE FAMILIES BOARD

Previously - Local Management Board; and Children, Youth and Family Services Planning Board

Reference: Commissioners' Resolution No. 09-3, adopted on January 6, 2009

Appointed by: County Commissioners

Functions: Advisory/Policy Implementation/Assessment and Planning  
- Implementation of a local, interagency service delivery system for children, youth and families;  
- Goal of returning children to care and establishment of family preservation within Worcester County;  
- Authority to contract with and employ a service agency to administer the State Service Reform Initiative Program

Compensation: \$50 Per Meeting for Private Sector Members

Number/Term: 9 members/5 Public Sector, 4 Private Sector with 3-year terms  
51% of members must be public sector  
Terms expire December 31<sup>st</sup>

Meetings: Monthly

Staff Contact: Jessica Sexauer, Director, Local Management Board - (410) 632-3648  
Jennifer LaMade - Local Management Board - (410) 632-3648

## Current Members:

| <u>Member's Name</u> | <u>Nominated By</u>   | <u>Resides/Representing</u>   | <u>Years of Term(s)</u> |
|----------------------|-----------------------|-------------------------------|-------------------------|
| Eloise Henry Gordy   | At-Large - J. Purnell | Snow Hill                     | *07-08-11-14, 14-17     |
| Mark Frostrom        | At-Large - Lockfaw    | Pocomoke City                 | *99-12, 12-15, 15-18    |
| Ira "Buck" Shockley  | At-Large - D. Purnell | Snow Hill                     | 03-09-12, 13-16, 16-19  |
| Amy Rothermel        | At-Large - Mitrecic   | Ocean City                    | 17-20                   |
| Jennifer LaMade      | <i>Ex officio</i>     | Core Service Agency           | Indefinite              |
| Rebecca Jones        | <i>Ex officio</i>     | Health Department             | Indefinite              |
| Sheila Warner        | <i>Ex officio</i>     | Juvenile Justice              | Indefinite              |
| Louis H. Taylor      | <i>Ex officio</i>     | Board of Education            | Indefinite              |
| Roberta Baldwin      | <i>Ex officio</i>     | Department of Social Services | Indefinite              |

## Prior Members (since 1994):

|                            |                             |                            |
|----------------------------|-----------------------------|----------------------------|
| Tim King (97)              | Rev. Pearl Johnson (05-07)  | Jerry Redden               |
| Sandra Oliver (94-97)      | Peter Fox (05-07)           | Jennifer Standish          |
| Velmar Collins (94-97)     | Lou Etta McClafflin (04-07) | Anne C. Turner             |
| Catherine Barbieri (95-97) | Bruce Spangler (04-07)      | Marty Pusey                |
| Ruth Geddie (95-98)        | Sharon DeMar Reilly         | Virgil L. Shockley         |
| Rev. Arthur George (94-99) | Kathy Simon                 | Dr. Jon Andes (96-12)      |
| Kathey Danna (94-99)       | Vickie Stoner Wrenn         | Dr. Ethel M. Hines (07-13) |
| Sharon Teagle (97-99)      | Robin Travers               | Deborah Goeller            |
| Jeanne Lynch (98-00)       | Jordan Taylor (09)          | Andrea Watkins (13-17)     |
| Jamie Albright (99-01)     | Aaron Marshall (09)         |                            |
| Patricia Selig (97-01)     | Allen Bunting (09)          |                            |
| Rev. Lehman Tomlin (99-02) | LaTrele Crawford (09)       |                            |
| Sharon Doss                | Sheriff Charles T. Martin   |                            |
| Rick Lambertson            | Joel Todd, State's Attorney |                            |
| Cyndy B. Howell            | Ed Montgomery (05-10)       |                            |
| Sandra Lanier (94-04)      | Edward S. Lee (07-10)       |                            |
| Dr. James Roberts (98-04)  | Toni Keiser (07-10)         |                            |
| Dawn Townsend (01-04)      | Judy Baumgartner (07-10)    |                            |
| Pat Boykin (01-05)         | Claudia Nagle (09-10)       |                            |
| Jeannette Tresler (02-05)  | Megan O'Donnell (10)        |                            |
| Lou Taylor (02-05)         | Kiana Smith (10)            |                            |
| Paula Erdie                | Christopher Bunting (10)    |                            |
|                            | Simi Chawla (10)            |                            |

## BOARD OF LIBRARY TRUSTEES

Reference: PGL Education 23-403, Annotated Code of Maryland

Appointed by: County Commissioners (from nominees submitted by Board of Library Trustees)

Function: Supervisory  
Responsible for the general control and development of the County library system. Oversees management of the libraries, assists in preparation of library budget and other fiscal matters, arranges for an annual audit, makes an annual report to the County Commissioners, make recommendations to the County Commissioners regarding library acquisitions/development.

Number/Term: 7/5 years  
Terms expire December 31st

Compensation: None

Meetings: 1 per month except June, July, and August

Special Provisions: Nominees submitted by Library Board; Maximum 2 consecutive terms

Staff Contact: Library Director - Jennifer Ranck (410) 632-2600

### Current Members:

| <u>Name</u>         | <u>Resides</u> | <u>Years of Term(s)</u> |
|---------------------|----------------|-------------------------|
| Rosemary S. Keech   | Ocean Pines    | 12-17                   |
| Frederick Grant     | Snow Hill      | 13-18                   |
| Ron Cascio          | Berlin         | 09-14, 14-19            |
| Vivian Pruitt       | Girdletree     | 09-14, 14-19            |
| Holly Anderson      | Newark         | *10-11-16, 16-21        |
| Nancy Howard        | Ocean City     | 16-21                   |
| Donald James Bailey | Pocomoke       | 16-21                   |

### Prior Members: Since 1972

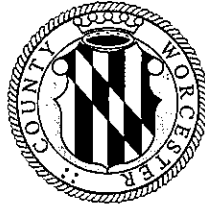
Herman Baker  
Lieselette Pennewell  
Edith Dryden  
Clifford D. Cooper, Jr.  
Klein Leister  
Evelyn Mumford  
Ann Eschenburg  
Barbara Ward  
Donald F. McCabe  
Fannie Russell  
Stedman Rounds  
Donald Turner  
Sarah Dryden  
L. Richard Phillips  
Barbara Bunting  
Joanne Mason

Jere Hilbourn  
Janet Owens  
Ruth Westfall  
Helen Farlow  
Judy Quillin  
Gay Showell  
Susan Mariner  
Jacqueline Mathias  
Ann S. Coates (88-97)  
Jim Dembeck (91-97)  
Bill Waters (88-98)  
Geraldine Thweatt (97-98)  
Martha Hoover (87-99)  
Eloise Henry-Gordy (98-00)  
William Cropper (91-01)  
Ms. Willie Gaddis (89-01)

Leola Smack (99-02)  
Jean Tarr (94-04)  
Lois Sirman (01-06)  
Amanda DeShields (00-07)  
David Nedrow (04-09)  
Belle Redden (99-09)  
Beverly Dryden Wilkerson (06-10)  
John Staley (97-11)  
James Gatling (01-11)  
Shirley Dale (02-12)  
Edith Barnes (07-13)  
Richard Polhemus (11-16)  
Richard Warner Davis (11-16)

\* = Appointed to fill an unexpired term

TEL: 410-632-1194  
FAX: 410-632-3131  
E-MAIL: admin@co.worcester.md.us  
WEB: www.co.worcester.md.us



COMMISSIONERS  
MADISON J. BUNTING, JR., PRESIDENT  
DIANA PURNELL, VICE PRESIDENT  
ANTHONY W. BERTINO, JR.  
JAMES C. CHURCH  
THEODORE J. ELDER  
MERRILL W. LOCKFAW, JR.  
JOSEPH M. MITRECIC

OFFICE OF THE  
COUNTY COMMISSIONERS

HAROLD L. HIGGINS, CPA  
CHIEF ADMINISTRATIVE OFFICER  
MAUREEN F.L. HOWARTH  
COUNTY ATTORNEY

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

November 13, 2017

Jennifer Ranck, Director  
Worcester County Library  
307 N. Washington St.  
Snow Hill, MD 21863

RE: Upcoming Vacancy on Worcester County Board of Library Trustees

Dear Ms. Ranck:

As I believe you are aware, the term of Ms. Rosemary S. Keech as a member of the Board of Library Trustees is scheduled to expire on December 31, 2017. The Worcester County Commissioners have requested that you discuss this matter with the Board of Library Trustees and submit your recommendation for reappointment or a new appointment to fill this upcoming vacancy at your earliest convenience so that the County Commissioners can approve this Board Appointment before the end of this calendar year.

Thank you for your attention to this matter. If you should have any questions or concerns, please feel free to contact me at this office.

Sincerely,

Kelly Shannahan  
Assistant Chief Administrative Officer

KS/fac  
cc: Worcester County Commissioners  
Board Book

H:\CCBOARDS\Library Board Nomination Request.wpd



# **LOCAL DEVELOPMENT COUNCIL FOR THE OCEAN DOWNS CASINO**

Reference: Subsection 9-1A-31(c) - State Government Article, Annotated Code of Maryland

Appointed by: County Commissioners

Function: Advisory  
Review and comment on the multi-year plan for the expenditure of the local impact grant funds from video lottery facility proceeds for specified public services and improvements; Advise the County on the impact of the video lottery facility on the communities and the needs and priorities of the communities in the immediate proximity to the facility.

Number/Term: 15/4 year terms; Terms Expire December 31

Compensation: None

Meetings: At least semi-annually

Special Provisions: Membership to include State Delegation (or their designee); one representative of the Ocean Downs Video Lottery Facility, seven residents of communities in immediate proximity to Ocean Downs, and four business or institution representatives located in immediate proximity to Ocean Downs.

Staff Contacts: Kim Moses, Public Information Officer, 410-632-1194  
Maureen Howarth, County Attorney, 410-632-1194

## **Current Members:**

| <u>Member's Name</u>    | <u>Nominated By</u> | <u>Represents/Resides</u> | <u>Years of Term(s)</u> |
|-------------------------|---------------------|---------------------------|-------------------------|
| Ron Taylor °            | Dist. 1 - Lockfaw   | Resident - Pocomoke       | *09-10, 10-14           |
| Jim Rosenberg °         | Dist. 5 - Boggs     | Resident - Ocean Pines    | 09-13, 13-17            |
| David Massey °          | At-Large            | Business - Ocean Pines    | 09-13, 13-17            |
| Cam Bunting °           | At-Large            | Business - Berlin         | *09-10-14, 14-18        |
| James N. Mathias, Jr. ° |                     | Maryland Senator          | 09-10-14, 14-18         |
| Mary Beth Carozza       |                     | Maryland Delegate         | 14-18                   |
| Charles Otto            |                     | Maryland Delegate         | 14-18                   |
| Roxane Rounds           | Dist. 2 - Purnell   | Resident - Berlin         | *14-15, 15-19           |
| Michael Donnelly        | Dist. 7 - Mitrecic  | Resident - Ocean City     | *16-19                  |
| Mark Wittmyer           | At-Large            | Business - Ocean Pines    | 15-19                   |
| Mayor Charlie Dorman    | Dist. 4 - Elder     | Resident - Snow Hill      | 12-16, 16-20            |
| Rod Murray °            | Dist. 6 - Bunting   | Resident - Ocean Pines    | *09-12-16, 16-20        |
| Mayor Rick Meehan °     | At-Large            | Business - Ocean City     | *09-12-16, 16-20        |
| Mayor Gee Williams °    | Dist. 3 - Church    | Resident - Berlin         | 09-13-17, 17-21         |
| Bobbi Sample            | Ocean Downs Casino  | Ocean Downs Casino        | 17-indefinite           |

## **Prior Members: Since 2009**

|                               |                         |
|-------------------------------|-------------------------|
| J. Lowell Stoltzfus ° (09-10) | Todd Ferrante ° (09-16) |
| Mark Wittmyer ° (09-11)       | Joe Cavilla (12-17)     |
| John Salm ° (09-12)           |                         |
| Mike Pruitt ° (09-12)         |                         |
| Norman H. Conway ° (09-14)    |                         |
| Michael McDermott (10-14)     |                         |
| Diana Purnell ° (09-14)       |                         |
| Linda Dearing (11-15)         |                         |

\* = Appointed to fill an unexpired term/initial terms staggered  
° = Charter Member

**LOWER SHORE WORKFORCE INVESTMENT BOARD**  
(Previously Private Industry Council Board - PIC)

Reference: Workforce Investment Act of 1998, Section 117

Appointed by: County Commissioners

Functions: Advisory/Regulatory  
Provide education and job training opportunities to eligible adults, youth and dislocated workers who are residents of Somerset, Wicomico and Worcester counties.

Number/Term: 24 - 5 Worcester County, 7 At-Large (by Tri-County Council), 12 Other  
2, 3 or 4-year terms; Terms expire September 30

Compensation: None

Meetings: Quarterly (January, April, July, October) on the 2<sup>nd</sup> Wednesday

Special Provisions: Board must be at least 51% business membership.  
Chair must be a businessperson

Staff Contact: Lower Shore Workforce Alliance  
Milton Morris, Workforce Director (410-341-3835, ext 6)  
One-Stop Job Market, 31901 Tri-County Way, Suite 215, Salisbury, MD 21804

Current Members (Worcester County - also members from Wicomico, Somerset and Tri-County Council):

| <u>Name</u>      | <u>Resides/Agency</u> | <u>Term</u>       | <u>Representing</u>   |
|------------------|-----------------------|-------------------|-----------------------|
| Donna Weaver     | Berlin                | *08-09-13, 13-17  | Business Rep.         |
| Geoffrey Failla  | Whaleyville           | *15-18            | Business Rep.         |
| Jason Cunha      | Pocomoke              | *16-18            | Business Rep.         |
| Walter Maizel    | Bishopville           | *12, 12-16, 16-20 | Private Business Rep. |
| Robert "Bo" Duke | Ocean City            | *17, 17-21        | Business Rep.         |

Prior Members: Since

|                           |                         |
|---------------------------|-------------------------|
| Baine Yates               | Heidi Kelley (07-08)    |
| Charles Nicholson (98-00) | Bruce Morrison (05-08)  |
| Gene Theroux (97-00)      | Margaret Dennis (08-12) |
| Jackie Gordon (98-00)     | Ted Doukas (03-13)      |
| Caren French (97-01)      | Diana Nolte (06-14)     |
| Jack Smith (97-01)        | John Ostrander (07-15)  |
| Linda Busick (98-02)      | Craig Davis (13-17)     |
| Edward Lee (97-03)        |                         |
| Joe Mangini (97-03)       |                         |
| Linda Wright (99-04)      |                         |
| Kaye Holloway (95-04)     |                         |
| Joanne Lusby (00-05)      |                         |
| William Greenwood (97-06) |                         |
| Gabriel Purnell (04-07)   |                         |
| Walter Kissel (03-07)     |                         |

## PLANNING COMMISSION

Reference: Public Local Law ZS §1-112

Appointed by: County Commissioners

Functions: Advisory/Regulatory  
Make investigations and recommendations regarding zoning text and map amendment applications; recommend conditional rezoning; make recommendations to the Board of Zoning Appeals; review public projects, proposed facility development plans, regulations and standards; review and approve site plans; review and make recommendations regarding residential planned communities; review and approve subdivision plats.

Number/Term: 7/5 years; Terms expire December 31st

Compensation: \$50 per meeting (policy)

Meetings: 1 regular meeting per month; additional meetings held as necessary

Special Provisions: Historically - one member from each Commissioner District, plus two At-Large members; one member per district once expanded to seven districts.

Staff Contact: Department of Development Review & Permitting  
Edward A. Tudor, Director (410-632-1200, ext. 1100)

### Current Members:

| <u>Member's Name</u> | <u>Nominated By</u> | <u>Resides</u> | <u>Years of Term(s)</u> |
|----------------------|---------------------|----------------|-------------------------|
| Brooks Clayville     | D-4, Shockley       | Snow Hill      | 02-07-12, 12-17         |
| Marlene Ott          | D-5, Boggs          | Ocean Pines    | 08-13, 13-18            |
| Betty M. Smith       | D-2, Putnell        | Berlin         | *07-09-14, 14-19        |
| Jay Knerr            | D-7, Mitrecic       | Berlin         | 14-19                   |
| Jerry Barbierri      | D-1, Lockfaw        | Pocomoke       | *12-15, 15-20           |
| Mike Diffendal       | D-3, Church         | Berlin         | 10-15, 15-20            |
| Richard L. Wells     | D-6, Bunting        | Bishopville    | 11-16, 16-21            |

### Prior Members:

Since 1972

David L. Johnson  
N. Paul Joyner  
Daniel Trimper, IV  
Hugh F. Wilde  
Warren Frame  
Roland E. Powell  
Harry Cherrix  
W. David Stevens  
Granville Trimper  
J. Brad Aaron  
Lester Atkinson  
Paul L. Cutler  
Edward R. Bounds  
Edward Phillips  
Vernon McCabe

R. Blaine Smith  
Edward A. Tudor  
Terry Bayshore  
Larry Widgeon  
Charles D. "CD" Hall  
Ernest "Sandy" Coyman  
Rev. Donald Hamilton  
Dale Stevens  
Marion L. Butler, Sr.  
Ron Cascio (96-97)  
Louie Paglierani (90-99)  
Robert Hawkins (96-99)  
Ilia Fehrer (94-99)  
Rob Clarke (99-00)  
W. Kenny Baker (97-02)

James Jarman (99-03)  
Harry Cullen (00-03)  
Ed Ellis (96-04)  
Troy Putnell (95-05)  
Larry Devlin (04-06)  
Tony Devereaux (03-07)  
Wilbert "Tom" Pitts (99-07)  
Doug Slingerland (07-08)  
Carolyn Cummins (90-94, 99-09)  
Madison "Jimmy" Bunting (05-10)  
Jeanne Lynch (06-11)  
H. Coston Gladding (96-12)  
Wayne A. Hartman (09-14)

\* = Appointed to fill an unexpired term

## PROPERTY TAX ASSESSMENT APPEAL BOARD

Reference: Annotated Code of Maryland, Tax-Property Article, §TP 3-102

Appointed by: Governor (From list of 3 nominees submitted by County Commissioners)

- Nominees must each fill out a resume to be submitted to Governor
- Nominations to be submitted 3 months before expiration of term

Function: Regulatory

- Decides on appeals concerning: real property values and assessments, personal property valued by the supervisors, credits for various individuals and groups as established by State law, value of agricultural easements, rejection of applications for property tax exemptions.

Number/Term: 3 regular members, 1 alternate/5-year terms

Terms Expire June 1st

Compensation: \$15 per hour (maximum \$90 per day), plus travel expenses

Meetings: As Necessary

Special Provisions: Chairman to be designated by Governor

Staff Contact: Department of Assessments & Taxation (410-632-1196)

### Current Members:

|                            |               |                             |
|----------------------------|---------------|-----------------------------|
| Robert D. Rose             | Pocomoke City | *06-07, 07-12, 12-17        |
| Howard G. Jenkins          | Ocean Pines   | 03-04, *04-08, 08-13, 13-18 |
| Gary M. Flater (Alternate) | Snow Hill     | 13-18                       |
| Larry R. Fry               | Ocean Pines   | *10-13-14 (alt.), 14-19     |

C) = Chairman

### Prior Members: Since 1972

|                             |                                  |
|-----------------------------|----------------------------------|
| Wilford Showell             | Mary Yenney (98-03)              |
| E. Carmel Wilson            | Walter F. Powers (01-04)         |
| Daniel Trimper, III         | Grace C. Purnell (96-04)         |
| William Smith               | George H. Henderson, Jr. (97-06) |
| William Marshall, Jr.       | Joseph A. Calogero (04-09)       |
| Richard G. Stone            | Joan Vetare (04-12)              |
| Milton Laws                 |                                  |
| W. Earl Timmons             |                                  |
| Hugh Cropper                |                                  |
| Lloyd Lewis                 |                                  |
| Ann Granados                |                                  |
| John Spurling               |                                  |
| Robert N. McIntyre          |                                  |
| William H. Mitchell (96-98) |                                  |
| Delores W. Groves (96-99)   |                                  |

\* = Appointed to fill an unexpired term

Updated: June 3, 2014  
Printed: June 6, 2014

## RECREATION ADVISORY BOARD

Reference: County Commissioners' Action 6/13/72 and Resolution of 12/27/83 and Resolution 97-51 of 12/23/97 and Resolution 03-6 of 2/18/03

Appointed by: County Commissioners

Function: Advisory  
Provide the County with advice and suggestions concerning the recreation needs of the County and recommendations regarding current programs and activities offered.  
Review and comment on proposed annual Recreation Department budget.

Number/Term: 7/4-year term  
Terms expire December 31st

Compensation: \$50 per meeting expense allowance, subject to funding

Meetings: At least quarterly, more frequently as necessary

Special Provisions: One member nominated by each County Commissioner

Staff Support: Recreation Department - Lisa Gebhardt (410) 632-2144

### Current Members:

| <u>Member's Name</u> | <u>Nominated By</u> | <u>Resides</u> | <u>Years of Term(s)</u> |
|----------------------|---------------------|----------------|-------------------------|
| Chris Klebe          | D-6, Bunting        | Bishopville    | *11-13, 13-17           |
| Alvin Handy          | D-2, Purnell        | Ocean City     | 06-10-14, 14-18         |
| John Gehrig          | D-7, Mitrecic       | Ocean City     | 14-18                   |
| Shawn Johnson        | D-4, Elder          | Snow Hill      | 15-19                   |
| Mike Hooks           | D-1, Lockfaw        | Pocomoke       | 12-16, 16-20            |
| Missy Denault        | D-5, Bertino        | Berlin         | *15-16, 16-20           |
| Norman Bunting, Jr.  | D-3, Church         | Berlin         | *16-17, 17-21           |

### Prior Members: Since 1972

|                    |                        |                              |                         |
|--------------------|------------------------|------------------------------|-------------------------|
| Howard Taylor      | Cyrus Teter            | Gregory Purnell (83-96)      | Sonya Bounds (12-15)    |
| Arthur Shockley    | Warren Mitchell        | Vernon Redden, Jr. (83-98)   | Burton Anderson (05-15) |
| Rev. Ray Holsey    | Edith Barnes           | Richard Ramsay (93-98)       | William Regan (02-16)   |
| William Tingle     | Glen Phillips          | Mike Daisy (98-99)           |                         |
| Mace Foxwell       | Gerald Long            | Cam Bunting (95-00)          |                         |
| Nelson Townsend    | Lou Ann Garton         | Charlie Jones (98-03)        |                         |
| J.D. Townsend      | Milton Warren          | Rick Morris (03-05)          |                         |
| Robert Miller      | Ann Hale               | Gregory Purnell (97-06)      |                         |
| Jon Stripling      | Claude Hall, Jr.       | George "Eddie" Young (99-08) |                         |
| Hinson Finney      | Vernon Davis           | Barbara Kissel (00-09)       |                         |
| John D. Smack, Sr. | Rick Morris            | Alfred Harrison (92-10)      |                         |
| Richard Street     | Joe Lieb               | Janet Rosensteel (09-10)     |                         |
| Ben Nelson         | Donald Shockley        | Tim Cadotte (02-12)          |                         |
| Shirley Truitt     | Fulton Holland (93-95) | Craig Glover (08-12)         |                         |
|                    |                        | Joe Mitrecic (10-14)         |                         |

\* = Appointed to fill an unexpired term

## SOCIAL SERVICES BOARD

Reference: Human Services Article - Annotated Code of Maryland - Section 3-501

Appointed by: County Commissioners

Functions: Advisory  
Review activities of the local Social Services Department and make recommendations to the State Department of Human Resources.  
Act as liaison between Social Services Dept. and County Commissioners.  
Advocate social services programs on local, state and federal level.

Number/Term: 9 to 13 members/3 years  
Terms expire June 30th

Compensation: None - (Reasonable Expenses for attending meetings/official duties)

Meetings: 1 per month (Except June, July, August)

Special Provisions: Members to be persons with high degree of interest, capacity & objectivity, who in aggregate give a countywide representative character.  
Maximum 2 consecutive terms, minimum 1-year between reappointment  
Members must attend at least 50% of meetings  
One member (ex officio) must be a County Commissioner  
Except County Commissioner, members may not hold public office.

Staff Contact: Roberta Baldwin, Director of Social Services - (410-677-6806)

### Current Members:

| <u>Member's Name</u>    | <u>Nominated By</u>       | <u>Resides</u> | <u>Years of Term(s)</u> |
|-------------------------|---------------------------|----------------|-------------------------|
| Tracey Cottman          | D-1, Lockfaw              | Pocomoke City  | *15-17                  |
| Cathy Gallagher         | D-5, Boggs                | Ocean Pines    | *13-14, 14-17           |
| Diana Purnell           | ex officio - Commissioner |                | 14-18                   |
| Faith Coleman           | D-4, Elder                | Snow Hill      | 15-18                   |
| Harry Hammond           | D-6, Bunting              | Bishopville    | 15-18                   |
| Voncelia Brown          | D-3, Church               | Berlin         | 16-19                   |
| Maria Campione-Lawrence | D-7, Mitrecic             | Ocean City     | 16-19                   |
| Mary White              | At-Large                  | Berlin         | *17-19                  |
| Nancy Howard            | D-2, Purnell              | Ocean City     | (09-16), 17-20          |

\* = Appointed to fill an unexpired term

# SOCIAL SERVICES BOARD

## (Continued)

### Prior Members: (Since 1972)

|                               |                            |
|-------------------------------|----------------------------|
| James Dryden                  | Naomi Washington (01-02)   |
| Sheldon Chandler              | Lehman Tomlin, Jr. (01-02) |
| Richard Bunting               | Jeanne Lynch (00-02)       |
| Anthony Purnell               | Michael Reilly (00-03)     |
| Richard Martin                | Oliver Waters, Sr. (97-03) |
| Edward Hill                   | Charles Hinz (02-04)       |
| John Davis                    | Prentiss Miles (94-06)     |
| Thomas Shockley               | Lakeshia Townsend (03-06)  |
| Michael Delano                | Betty May (02-06)          |
| Rev. James Seymour            | Robert "BJ" Corbin (01-06) |
| Pauline Robertson             | William Decoligny (03-06)  |
| Josephine Anderson            | Grace Smeerman (99-07)     |
| Wendell White                 | Ann Almand (04-07)         |
| Steven Cress                  | Norma Polk-Miles (06-08)   |
| Odetta C. Perdue              | Anthony Bowen (96-08)      |
| Raymond Redden                | Jeanette Tressler (06-09)  |
| Hinson Finney                 | Rev. Ronnie White (08-10)  |
| Ira Hancock                   | Belle Redden (09-11)       |
| Robert Ward                   | E. Nadine Miller (07-11)   |
| Elsie Bowen                   | Mary Yenney (06-13)        |
| Faye Thomes                   | Dr. Nancy Dorman (07-13)   |
| Frederick Fletcher            | Susan Canfora (11-13)      |
| Rev. Thomas Wall              | Judy Boggs (02-14)         |
| Richard Bundick               | Jeff Kelchner (06-15)      |
| Carmen Shrouck                | Laura McDermott (11-15)    |
| Maude Love                    | Emma Klein (08-15)         |
| Reginald T. Hancock           | Wes McCabe (13-16)         |
| Elsie Briddell                | Nancy Howard (09-16)       |
| Juanita Merrill               | Judy Stinebiser (13-16)    |
| Raymond R. Jarvis, III        | Arlette Bright (11-17)     |
| Edward O. Thomas              |                            |
| Theo Hauck                    |                            |
| Marie Doughty                 |                            |
| James Taylor                  |                            |
| K. Bennett Bozman             |                            |
| Wilson Duncan                 |                            |
| Connie Quillin                |                            |
| Lela Hopson                   |                            |
| Dorothy Holzworth             |                            |
| Doris Jarvis                  |                            |
| Eugene Birckett               |                            |
| Eric Rauch                    |                            |
| Oliver Waters, Sr.            |                            |
| Floyd F. Bassett, Jr.         |                            |
| Warner Wilson                 |                            |
| Mance McCall                  |                            |
| Louise Matthews               |                            |
| Geraldine Thweat (92-98)      |                            |
| Darryl Hagy (95-98)           |                            |
| Richard Bunting (96-99)       |                            |
| John E. Bloxom (98-00)        |                            |
| Katie Briddell (87-90, 93-00) |                            |
| Thomas J. Wall, Sr. (95-01)   |                            |
| Mike Pennington (98-01)       |                            |
| Desire Becketts (98-01)       |                            |

\* = Appointed to fill an unexpired term

## SOLID WASTE ADVISORY COMMITTEE

Reference: County Commissioners' Resolution 5/17/94 and 03-6 on 2/18/03

Appointed by: County Commissioners

Function: Advisory  
Review and comment on Solid Waste Management Plan, Recycling Plan, plans for solid waste disposal sites/facilities, plans for closeout of landfills, and to make recommendations on tipping fees.

Number/Term: 11/4-year terms; Terms expire December 31st.

Compensation: \$50 per meeting expense allowance, subject to annual appropriation

Meetings: At least quarterly

Special Provisions: One member nominated by each County Commissioner; and one member appointed by County Commissioners upon nomination from each of the four incorporated towns.

Staff Support: Solid Waste - Solid Waste Superintendent - Mike Mitchell - (410-632-3177)  
Solid Waste - Recycling Coordinator - Mike McClung - (410-632-3177)  
Department of Public Works - John Tustin - (410-632-5623)

### Current Members:

| <u>Member's Name</u> | <u>Nominated By</u>   | <u>Resides</u> | <u>Years of Term(s)</u> |
|----------------------|-----------------------|----------------|-------------------------|
| Steve Brown          | Town of Ocean City    |                | *10-13, 13-17           |
| George Linvill       | D-1, Lockfaw          | Pocomoke       | 14-18                   |
| George Dix           | D-4, Elder            | Snow Hill      | *10-10-14, 14-18        |
| James Rosenberg      | D-5, Bertino          | Ocean Pines    | *06-10-14, 14-18        |
| Mike Poole           | D-6, Bunting          | Bishopville    | 11-15, 15-19            |
| Michael Pruitt       | Town of Snow Hill     |                | *15, 15-19              |
| Bob Augustine        | D-3, Church           | Berlin         | 16-20                   |
| Granville Jones      | D-7, Mitrecic         | Berlin         | *15-16, 16-20           |
| George Tasker        | Town of Pocomoke City |                | *15-16, 16-20           |
| Wendell Purnell      | D-2, Purnell          | Berlin         | 97-09-13-17, 17-21      |
| Jamey Latchum        | Town of Berlin        |                | *17, 17-21              |

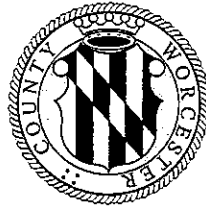
### Prior Members: (Since 1994)

Ron Cascio (94-96)  
Roger Vacovsky, Jr. (94-96)  
Lila Hackim (95-97)  
Raymond Jackson (94-97)  
William Turner (94-97)  
Vernon "Corey" Davis, Jr. (96-98)  
Robert Mangum (94-98)  
Richard Rau (94-96)  
Jim Doughty (96-99)  
Jack Peacock (94-00)  
Hale Harrison (94-00)

Richard Malone (94-01)  
William McDermott (98-03)  
Fred Joyner (99-03)  
Hugh McFadden (98-05)  
Dale Pruitt (97-05)  
Frederick Stiehl (05-06)  
Eric Mullins (03-07)  
Mayor Tom Cardinale (05-08)  
William Breedlove (02-09)  
Lester D. Shockley (03-10)  
Woody Shockley (01-10)

John C. Dorman (07-10)  
Robert Hawkins (94-11)  
Victor Beard (97-11)  
Mike Gibbons (09-14)  
Hank Westfall (00-14)  
Marion Butler, Sr. (00-14)  
Robert Clarke (11-15)  
Bob Donnelly (11-15)  
Howard Sribnick (10-16)  
Dave Wheaton (14-16)





HAROLD L. HIGGINS, CPA  
CHIEF ADMINISTRATIVE OFFICER  
MAUREEN F.L. HOWARTH  
COUNTY ATTORNEY

COMMISSIONERS  
MADISON J. BUNTING, JR., PRESIDENT  
DIANA PURNELL, VICE PRESIDENT  
ANTHONY W. BERTINO, JR.  
JAMES C. CHURCH  
THEODORE J. ELDER  
MERRILL W. LOCKFAW, JR.  
JOSEPH M. MITRECIC

OFFICE OF THE  
COUNTY COMMISSIONERS

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

November 9, 2017

Honorable Richard W. Meehan  
Mayor & Council of Ocean City  
P. O. Box 158  
Ocean City, MD 21842

RE: Nomination of Ocean City Representative on the Worcester County Solid Waste Advisory Committee

Dear Mayor Meehan:

Please be advised that the Worcester County Commissioners recently began to consider appointments to various County boards and commissions for which members' terms are scheduled to expire at the end of this year. Upon review of our records, we recently determined that Steve Brown, the Town of Ocean City's representative on the Worcester County Solid Waste Advisory Committee, is scheduled to expire on December 31, 2017. Since the establishing resolution for the Solid Waste Advisory Committee provides that one member shall be nominated from each of the incorporated towns, we would appreciate receiving your nomination for this upcoming vacancy as soon as possible so that the Commissioners can make this appointment in November or December of this year.

Thank you for your attention to this matter. If you should have any questions or concerns, please feel free to contact either me or Kelly Shannahan, Assistant Chief Administrative Officer, at this office.

Sincerely,

Madison J. Bunting, Jr.  
President

MJB/KS/fac  
cc: Kelly Shannahan, Assistant Chief Administrative Officer  
Board Book  
H:\CCBOARDS\OC Request for Solid Waste Board.wpd

# TOURISM ADVISORY COMMITTEE

Reference: County Commissioners' Resolution of May 4, 1999 and 03-6 of 2/18/03

Appointed by: County Commissioners

Function: Advisory  
Advise the County Commissioners on tourism development needs and recommend programs, policies and activities to meet needs, review tourism promotional materials, judge tourism related contests, review applications for State grant funds, review tourism development projects and proposals, establish annual tourism goals and objectives, prepare annual report of tourism projects and activities and evaluate achievement of tourism goals and objectives.

Number/Term: 7/4-Year term - Terms expire December 31st

Compensation: \$50 per meeting expense allowance

Meetings: At least bi-monthly (6 times per year), more frequently as necessary

Special Provisions: One member nominated by each County Commissioner

Staff Contact: Tourism Department - Lisa Challenger (410-632-3110)

## Current Members:

| <u>Member's Name</u> | <u>Nominated By</u> | <u>Resides</u>  | <u>Years of Term(s)<sup>2</sup></u> |
|----------------------|---------------------|-----------------|-------------------------------------|
| Teresa Travatello    | D-5, Boggs          | Ocean Pines     | 09-13, 13-17                        |
| Lauren Taylor        | D-7, Gulyas         | Ocean City      | 13-17                               |
| Gregory Purnell      | D-2, Purnell        | Berlin          | 14-18                               |
| Barbara Tull         | D-1, Lockfaw        | Pocomoke        | 03-11-15, 15-19                     |
| Molly Hilligoss      | D-4, Elder          | Snow Hill       | *15, 15-19                          |
| Isabel Morris        | D-6, Bunting        | Bishopville     | 11-15, 15-19                        |
| Elena Ake            | D-3, Church         | West Ocean City | *16, 16-20                          |

Resigned/Replac

## Prior Members: Since 1972

|                                   |                             |
|-----------------------------------|-----------------------------|
| Isaac Patterson <sup>1</sup>      | Barry Laws (99-03)          |
| Lenora Robbins <sup>1</sup>       | Klein Leister (99-03)       |
| Kathy Fisher <sup>1</sup>         | Bill Simmons (99-04)        |
| Leroy A. Brittingham <sup>1</sup> | Bob Hulburd (99-05)         |
| George "Buzz" Gering <sup>1</sup> | Frederick Wise (99-05)      |
| Nancy Pridgeon <sup>1</sup>       | Wayne Benson (05-06)        |
| Marty Batchelor <sup>1</sup>      | Jonathan Cook (06-07)       |
| John Verrill <sup>1</sup>         | John Glorioso (04-08)       |
| Thomas Hood <sup>1</sup>          | David Blazer (05-09)        |
| Ruth Reynolds (90-95)             | Ron Pilling (07-11)         |
| William H. Buchanan (90-95)       | Gary Weber (99-03, 03-11)   |
| Jan Quick (90-95)                 | Annemarie Dickerson (99-13) |
| John Verrill (90-95)              | Diana Purnell (99-14)       |
| Larry Knudsen (95)                | Kathy Fisher (11-15)        |
| Carol Johnsen (99-03)             | Linda Glorioso (08-16)      |
| Jim Nooney (99-03)                |                             |

\* = Appointed to fill an unexpired term

1 = Served on informal ad hoc committee prior to 1990, Committee abolished between 1995-1999

2 = All members terms reduced by 1-year in 2003 to convert to 4-year terms

**WATER AND SEWER ADVISORY COUNCIL  
OCEAN PINES SERVICE AREA**

Reference: County Commissioners' Resolution of November 19, 1993

Appointed by: County Commissioners

Function: Advisory  
Advise Commissioners on water and sewer needs of the Service Area;  
review amendments to Water and Sewer Plan; make recommendations on  
policies and procedures; review and recommend charges and fees; review  
annual budget for the service area.

Number/Term: 5/4-year terms  
Terms Expire December 31

Compensation: Expense allowance for meeting attendance as authorized in the budget.

Meetings: Monthly

Special Provisions: Must be residents of Ocean Pines Service Area

Staff Support: Department of Public Works - Water and Wastewater Division  
John Ross - (410-641-5251)

**Current Members:**

| <u>Name</u>      | <u>Resides</u> | <u>Years of Term(s)</u> |
|------------------|----------------|-------------------------|
| Frederick Stiehl | Ocean Pines    | *06-08-12, 12-16        |
| Michael Reilly   | Ocean Pines    | *14-17 ←                |
| Mike Hegarty     | Ocean Pines    | *08-09-13, 13-17        |
| James Spicknall  | Ocean Pines    | 07-10-14, 14-18         |
| Bob Poremski     | Ocean Pines    | *17-19                  |

*Resigned/Replace*

**Prior Members: (Since 1993)**

Andrew Bosco (93-95)  
Richard Brady (96-96, 03-04)  
Michael Robbins (93-99)  
Alfred Lotz (93-03)  
Ernest Armstrong (93-04)  
Jack Reed (93-06)  
Fred Henderson (04-06)  
E. A. "Bud" Rogner (96-07)  
David Walter (06-07)  
Darwin "Dart" Way, Jr. (99-08)  
Aris Spengos (04-14)  
Gail Blazer (07-17)

# COMMISSION FOR WOMEN

Reference: Public Local Law CG 6-101

Appointed by: County Commissioners

Function: Advisory

Number/Term: 11/3-year terms; Terms Expire December 31

Compensation: None

Meetings: At least monthly (3<sup>rd</sup> Tuesday at 5:30 PM - alternating between Berlin and Snow Hill)

Special Provisions: 7 district members, one from each Commissioner District  
 4 At-large members, nominations from women's organizations & citizens  
 4 Ex-Officio members, one each from the following departments: Social Services, Health & Mental Hygiene, Board of Education, Public Safety  
 No member shall serve more than six consecutive years

Contact: Eloise Henry-Gordy, Chair  
 Worcester County Commission for Women - P.O. Box 1712, Berlin, MD 21811

## Current Members:

| <u>Member's Name</u>    | <u>Nominated By</u>              | <u>Resides</u>  | <u>Years of Term(s)</u> |
|-------------------------|----------------------------------|-----------------|-------------------------|
| Laura McDermott         | D-1, Lockfaw                     | Pocomoke City   | *11-13, 13-16           |
| Charlotte Cathell       | D-5, Bertino                     | Ocean Pines     | *09-11-14, 14-17        |
| Alice Jean Ennis        | At-Large                         | Pocomoke        | 14-17                   |
| Eloise Henry-Gordy      | At-Large                         | Snow Hill       | 08-11-14, 14-17         |
| Teola Brittingham       | D-2, Purnell                     | Berlin          | *16-18                  |
| Michelle Bankert        | D-3, Church                      | West Ocean City | *14-15, 15-18           |
| Bess Cropper            | D-6, Bunting                     | Berlin          | 15-18                   |
| Nancy Fortney           | D-7, Mitrecic                    | Ocean City      | 12-15, 15-18            |
| Lauren Mathias Williams | At-Large                         | Berlin          | *16-18                  |
| Hope Carmean            | D-4, Elder                       | Snow Hill       | *15-16, 16-19           |
| Mary E. (Liz) Mumford   | At-Large                         | Ocean City      | *16, 16-19              |
| Julie Phillips          | Board of Education               |                 | 13-16, 16-19            |
| Shannon Chapman         | Dept of Social Services          |                 | *17-19                  |
| Kelly O'Keane           | Health Department                |                 | 17-20                   |
| Cristi Graham           | Public Safety - Sheriff's Office |                 | 17-20                   |

Resigned/Replaced

## Prior Members: Since 1995

Ellen Pilchard<sup>c</sup> (95-97)  
 Helen Henson<sup>c</sup> (95-97)  
 Barbara Beaubien<sup>c</sup> (95-97)  
 Sandy Wilkinson<sup>c</sup> (95-97)  
 Helen Fisher<sup>c</sup> (95-98)  
 Bernard Bond<sup>c</sup> (95-98)  
 Jo Campbell<sup>c</sup> (95-98)  
 Karen Holck<sup>c</sup> (95-98)  
 Judy Boggs<sup>c</sup> (95-98)  
 Mary Elizabeth Fears<sup>c</sup> (95-98)  
 Pamela McCabe<sup>c</sup> (95-98)  
 Teresa Hammerbacher<sup>c</sup> (95-98)  
 Bonnie Platter (98-00)  
 Marie Velong<sup>c</sup> (95-99)

Carole P. Voss (98-00)  
 Martha Bennett (97-00)  
 Patricia Ilczuk-Lavanceau (98-99)  
 Lil Wilkinson (00-01)  
 Diana Purnell<sup>c</sup> (95-01)  
 Colleen McGuire (99-01)  
 Wendy Boggs McGill (00-02)  
 Lynne Boyd (98-01)  
 Barbara Trader<sup>c</sup> (95-02)  
 Heather Cook (01-02)  
 Vyotetus Ayres (98-03)  
 Terri Taylor (01-03)  
 Christine Selzer (03)  
 Linda C. Busick (00-03)

Gloria Bassich (98-03)  
 Carolyn Porter (01-04)  
 Martha Pusey (97-03)  
 Teole Brittingham (97-04)  
 Catherine W. Stevens (02-04)  
 Hattie Beckwith (00-04)  
 Mary Ann Bennett (98-04)  
 Rita Vaeth (03-04)  
 Sharyn O'Hare (97-04)  
 Patricia Layman (04-05)  
 Mary M. Walker (03-05)  
 Norma Polk Miles (03-05)  
 Roseann Bridgman (03-06)  
 Sharon Landis (03-06)

\* = Appointed to fill an unexpired term  
 c = Charter member

Prior Members: Since 1995 (continued)

Dr. Mary Dale Craig (02-06)  
Dee Shorts (04-07)  
Ellen Payne (01-07)  
Mary Beth Quillen (05-08)  
Marge SeBour (06-08)  
Meg Gerety (04-07)  
Linda Dearing (02-08)  
Angela Hayes (08)  
Susan Schwarten (04-08)  
Marilyn James (06-08)  
Merilee Horvat (06-09)  
Jody Falter (06-09)  
Kathy Muncy (08-09)  
Germaine Smith Garner (03-09)  
Nancy Howard (09-10)  
Barbara Witherow (07-10)  
Doris Moxley (04-10)  
Evelyne Tyndall (07-10)  
Sharone Grant (03-10)  
Lorraine Fasciocco (07-10)  
Kay Cardinale (08-10)  
Rita Lawson (05-11)  
Cindi McQuay (10-11)  
Linda Skidmore (05-11)  
Kutresa Lankford-Purnell (10-11)  
Monna Van Ess (08-11)  
Barbara Passwater (09-12)  
Cassandra Rox (11-12)  
Diane McGraw (08-12)  
Dawn Jones (09-12)  
Cheryl K. Jacobs (11)  
Doris Moxley (10-13)  
Kutresa Lankford-Purnell (10-12)  
Terry Edwards (10-13)  
Dr. Donna Main (10-13)  
Beverly Thomas (10-13)  
Caroline Bloxom (14)  
Tracy Tilghman (11-14)  
Joan Gentile (12-14)  
Carolyn Dorman (13-16)  
Arlene Page (12-15)  
Shirley Dale (12-16)  
Dawn Cordrey Hodge (13-16)  
Carol Rose (14-16)  
Mary Beth Quillen (13-16)  
Debbie Farlow (13-17)  
Corporal Lisa Maurer (13-17)

# WOR-WIC LOCAL ADVISORY COUNCIL

Reference: Wor-Wic Local Advisory Council Responsibilities Guidelines

Appointed by: County Commissioners

Function: Advisory to Wor Wic Community College  
- Review and comment on plans; attend budget hearings; identify Wor Wic graduates who have achieved success in their field, serve as resource

Number/Term: 5/3 years, with automatic reappointment for 2<sup>nd</sup> 3-year term (since 2008)  
Terms Expire June 30

Compensation:

Meetings: As Needed

Special Provisions: 5 members from Wicomico County  
5 members from Worcester County

## Current Members:

| <u>Member's Name</u> | <u>Nominated By</u>                                   | <u>Resides</u> | <u>Years of Term(s)</u> |
|----------------------|-------------------------------------------------------|----------------|-------------------------|
| Arlene Page          | Bunting                                               | Bishopville    | 11-14, 14-17            |
| Kelly Beck           | Boggs                                                 | Ocean Pines    | 12-15, 15-18            |
| Willie Jackson       | Lockfaw                                               | Pocomoke       | *11-13-16, 16-19        |
| Jay Knerr            | Gulyas                                                | Berlin         | 13-16, 16-19            |
| Frank Giampa         | Elder                                                 | Berlin         | 17-20                   |
| Caroline Bloxom      | (ex-officio - Worcester County Board of Education)    |                |                         |
| Merry Mears          | (ex-officio - Worcester County Economic Development ) |                |                         |

## Prior Members:

|                          |                                  |                         |
|--------------------------|----------------------------------|-------------------------|
| Nathan Pearson           | Kim Payne (98-00)                | Christina Welch (11-17) |
| Andrea Ulrich            | Helen Hammerman (97-00)          |                         |
| Russell Blake            | Alfred Harrison (98-01)          |                         |
| Klein Leister            | Melvin Stein (00-03)             |                         |
| John Staley              | Mary Knight (01-04)              |                         |
| Steve Habeger            | Dr. Arnold L. Torres (00-04)     |                         |
| Donna Clark              | Barbara Derrickson (00-05)       |                         |
| Kenny Baker              | Jeffry Chapman (02-05)           |                         |
| Leroy Hall               | Mary Ann Moore (03-06)           |                         |
| Rosalie Smith (93-96)    | Michael Dean (04-07)             |                         |
| Patrick Henry (93-96)    | Paul Kahn (04-07)                |                         |
| Jerry Richards (94-97)   | Barbara Beaubien (06-08)         |                         |
| Louise Gulyas (95-98)    | Jennifer Lynn JL Cropper (05-11) |                         |
| Amanda Schummer (95-98)  | Bill Bruning (99-02, 05-11)      |                         |
| Diana Purnell (96-99)    | Jerry Barbierri (07-11)          |                         |
| Christine Rayne (96-99)  | Lawrence Downs (08-12)           |                         |
| Ernestine Bailey (99-00) | Mary Knight (07-13)              |                         |

\* = Appointed to fill an unexpired term

## BOARD OF ZONING APPEALS

Reference: Public Local Law - ZS §1-116

Appointed by: County Commissioners

Function: Regulatory  
Hear and decide on applications for special exceptions, variances from the setback or area provisions of the Zoning Ordinance, and on appeals where there is an alleged error in the application of the Zoning Ordinance; grant expansions of nonconforming uses.

Number/Term: 7 members (as of 1-31-97 per Bill 96-14)/3 years  
Terms expire December 31st

Compensation: \$50 per meeting, plus mileage for site inspections (policy)

Meetings: 2 per month

Special Provisions: None

Staff Contact: Department of Development Review & Permitting  
Jennifer Keener - Zoning Administrator (410-632-1200, ext. 1123)

### Current Members:

| <u>Member's Name</u> | <u>Nominated By</u> | <u>Resides</u> | <u>Years of Term(s)</u> |
|----------------------|---------------------|----------------|-------------------------|
| Glenn Irwin          | D-7, Mitrecic       | Ocean City     | 14-17                   |
| Thomas Babcock       | D-4, Elder          | Whaleysville   | 15-18                   |
| Robert M. Purcell    | D-6, Bunting        | Bishopville    | *11-12-15, 15-18        |
| Larry Fykes          | D-1, Lockfaw        | Pocomoke       | *16, 16-19              |
| Larry Duffy          | D-2, Purnell        | Berlin         | *17-19                  |
| David Dypsky         | D-3, Church         | Ocean City     | *11-14-17, 17-20        |
| Joseph W. Green, Jr. | D-5, Bertino        | Ocean Pines    | *05-08-11-14-17, 17-20  |

### Prior Members: (Since 1972)

|                       |                              |                               |
|-----------------------|------------------------------|-------------------------------|
| Robert B. Jackson     | George Ward, Jr. (92-95)     | Dale Smack (01-06)            |
| Ruth Spinak           | Doris Glover (91-95)         | Lou Taylor (05-08)            |
| Merrill Lockfaw       | Marion Marshall (90-96)      | Jerre F. Clauss (98-10)       |
| Winnie Williams       | Madison Bunting (90-96)      | Mike Diffendal (08-10)        |
| Randolph F. Wilkerson | Howard "Buzz" Taylor (97-98) | James E. Clubb, Jr. (06-11)   |
| Cashar J. Hickman     | Edward Bounds (90-99)        | Joe Fehrer, Jr. (06-12)       |
| E. Paige Boston       | Marion Butler, Sr. (96-99)   | Beth Gismondi (96-14)         |
| Elbridge Murray       | Dwight Campbell (95-00)      | Bill Bruning (12-15)          |
| Gary McCabe           | Larry Widgeon (94-00)        | Robert L. Cowger, Jr. (10-16) |
| Harley Day            | Robert Ewell (95-01)         | Rodney C. Belmont (07-17)     |
| Charles Lynch         | Lester Shockley (99-02)      |                               |
| Dwight E. Campbell    | Robert Mitchell (02-05)      |                               |
| T. Clay Groton        | Janice Foley (99-05)         |                               |
| Albert Berger         | Richard Outten (00-06)       |                               |
| Clifford Dypsky       | Doug Parks (00-06)           |                               |
| Donald Jones          | Brian Roberts (06)           |                               |

\* = Appointed to fill an unexpired term