

# AGENDA

## WORCESTER COUNTY COMMISSIONERS

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

February 20, 2018

Item #

- 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 hiring a Fleet Management Superintendent for Public Works, a Natural Resources Planner II for Environmental Programs, and an Information Technology Technician for Emergency Services; posting to fill a vacancy for a Communications Clerk Trainee in Emergency Services; 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
- 10:10 - Chief Administrative Officer: Administrative Matters 1-20  
(Housing Rehabilitation Bid Package - Berlin and Whaleyville Area Homes; USDA Rural Development Housing Program Guidelines; Market Square Lease Renewal for Health Department; Berlin Branch Library Construction Change Notifications; Proposed 2018 Mosquito Control Budget; Surplus Vehicles, Equipment and Miscellaneous Items proposed for Auction on GovDeals; Speed Study on Mumford, Selby and Back Creek Road; Bid Waiver Request - Blacktop Surfacing of Roadways; Bid Specifications for Chip Seal Surfacing of Roadways, and Crack Sealing of County Bridges; Bid Specifications for Courthouse Jury Assembly Restroom Renovation Project; Proposed Building Condition Assessment of County Tourism and Economic Development Building; Purchase of Spare Pump for West Ocean City Pump Station 2; Bid Specifications for West Ocean City Service Area Sewer Line Cleaning and Inspection; Adoption of Standard Specifications for Water Mains and Sanitary Sewers; Ocean Pines Wastewater Treatment Plant Exemption from Bay Restoration Fund; Proposed Use of Public Landing for 19<sup>th</sup> Annual Osprey Sprint Triathlon; Building Condition Assessment of 100 Belt Street - Elections Board Facility; Lease for Elections Board Space at Royal Plus; Transportation Priority Letters to Towns Under Chapter 30 Requirements; and potentially other administrative matters)
- 10:20 -
- 10:30 - Public Hearing - Adoption of 2017 National Electrical Code with Local Amendments 21
- 10:40 - L. Challenger and P. Touart: Proposed Briddletown Interpretive Sign 22
- 10:50 - M. Hurd - Forester: New Invasive Species Program for Lower Shore of Maryland 23
- 11:00 - Legislative Session: Introduction of Bills - Taxation and Revenue - Trailer Camp Licenses; 24  
- Zoning - Cottage Courts/Seasonal Resort Development in the R-4 General Residential District 25
- 11:10 - B. Mitchell and B. Rodriguez: Proposed County Land Preservation, Parks and Recreation Plan 26
- 11:20 -
- 11:30 - Chief Administrative Officer: Administrative Matters 27-31  
(State Environmental Bills of Concern; Request to Support HB518 - Reform on Tap Act of 2018; Approval of Draft Letter Opposing Offshore Wind Turbines Visible from Ocean City; Amended Rules and Regulations for County Parking Lots in Snow Hill; Pending Board Appointments; and potentially other administrative matters)
- 11:40 -
- 11:50 -
- 12:00 - Questions from the Press
- Lunch
- 1:00 PM - Chief Administrative Officer: Administrative Matters (If Necessary) 1-20, 27-31, continued
- 1:10 -
- 1:20 - **AGENDAS ARE SUBJECT TO CHANGE UNTIL THE TIME OF CONVENING**
- 1:30 -

**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!**

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

February 6, 2018

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

Following a motion by Commissioner Mitrecic, seconded by Commissioner Bertino, 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), (7) and (8) 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 Kyndall McCleary as a part-time Document Imager II and Erin Passwaters as an Accounting Clerk III for the Treasurer's Office; promoting Shannon Donoway from Accounting Clerk I within the Treasurer's Office to Office Assistant IV for the Maintenance Division of Public Works; promoting Kortney Kellogg from part-time Library Assistant I within the County Library to Accounting Clerk II within the Treasurer's Office; hiring Austin Jones as a Roads Worker I for the Roads Division and Nikki Powell as a Scale Operator I within the Solid Waste Division of Public Works; hiring Matthew Cloud and Crystal Merritt as Communication Clerk Trainees for Emergency Services; agreeing to hire an intern for Emergency Services and for Volunteer Services; posting to fill a vacant Plant Operator II position within the Water and Wastewater Division of Public Works; discussing potential and pending litigation; receiving legal advice from counsel; and performing administrative functions.

After the closed session, the Commissioners reconvened in open session. Commissioner Purnell called the meeting to order and announced the topics discussed during the afternoon closed session on January 16, 2018 and the morning closed session today.

The Commissioners reviewed and approved the open and closed session minutes of their January 16, 2018 meeting as presented.

With regard to the work session discussion regarding the proposal from Human Resources Director Stacey Norton to reclassify certain positions as Phase I of the Comprehensive Compensation Analysis and Action Plan presented at the January 16, 2018 meeting, Commissioner Elder stated that he was present for much of the discussion during the work session but that due to a prior commitment he was absent during the vote, which was tied 3-3. Therefore, he made a motion to approve the proposed plan as presented on January 16, 2018,



Pursuant to the request of Tourism Director Lisa Challenger and upon a motion by Commissioner Lockfaw, the Commissioners unanimously authorized Commission President Purnell to sign the FY18 County Tourism Cooperative Marketing Grant Agreement between the Maryland Department of Commerce, acting through the Maryland Tourism Development Board (MTDB) and the County Commissioners of Worcester County, Maryland for a grant of \$102,931, which will be used to fund print, online, television, and cable advertisements both in and out of the target market.

Pursuant to the recommendation of Ms. Challenger and the request of Phil Houck of the Offshore Powerboat Association, and upon a motion by Commissioner Church, the Commissioners unanimously approved the use of 2/3 of the West Ocean City Commercial Harbor parking lot from June 22-25, 2018 for the National Championship Offshore Powerboat Association Race at Ocean City, with Mr. Houck to provide insurance, security and traffic control as needed. Parks Superintendent Bill Rodriguez advised that the parking lot will be partitioned, with 2/3 of the space to be dedicated for event use and 1/3 of the space to be reserved for recreational boaters.

Pursuant to the request of Colonel Doug Dods and upon a motion by Commissioner Lockfaw, the Commissioners unanimously authorized Commission President Purnell to sign the Public Safety Mutual Aid Agreement between the County Commissioners, the Sheriff's Office, and the Mayor and Council of Pocomoke City and authorized the new Sheriff who takes office in December 2018 to execute these agreements without returning to the Commissioners to reauthorize the agreements.

Pursuant to the request of Colonel Dods and upon a motion by Commissioner Elder, the Commissioners unanimously authorized Commission President Purnell to sign the Public Safety Mutual Aid Agreement between the County Commissioners, the Sheriff's Office, and the Mayor and Council of Snow Hill and authorized the new Sheriff who takes office in December 2018 to execute these agreements without returning to the Commissioners to reauthorize the agreements.

Pursuant to the request of Colonel Dods and upon a motion by Commissioner Lockfaw, the Commissioners unanimously authorized Commission President Purnell to sign the Public Safety Mutual Aid Agreement between the County Commissioners, the Sheriff's Office, and the Ocean Pines Administration (OPA) and authored the new Sheriff who takes office in December 2018 to execute these agreements without returning to the Commissioners to reauthorize the agreements.

Pursuant to the request of Environmental Programs Director Bob Mitchell and upon a motion by Commissioner Bunting, the Commissioners unanimously accepted the proposal from Parker Forestry Services, Inc. of Salisbury, Maryland at a cost ranging between \$1,500 and \$4,000 based on the accrued rate of \$85 per hour to develop the Grey's Creek Nature Park Forest Management Plan. The preparation of this plan was first authorized by the Commissioners on August 18, 2015.

Pursuant to the recommendation of Mr. Mitchell and upon a motion by Commissioner Church, the Commissioners unanimously authorized staff to apply for and support Maryland Community Resilience Grant Program funds to help fund two projects as follows: the marsh restoration, road, and residential property protection project on Selsey Road in West Ocean City (WOC) by the County; and the erosion control project on Tizzard Island in the southern Chincoteague Bay by the Maryland Coastal Bays Program (MCBP). In response to a question by Commissioner Church, Mr. Mitchell stated that he has discussed the project with the residents of Selsey Road, and they are in favor of the proposed project. Commissioner Church thanked Mr. Mitchell for seeking grant funding for this needed project, which is anticipated to improve conditions for the property owners in the area.

The Commissioners met with Mr. Mitchell and Katherine Munson, Planner V within Environmental Programs, to review two Rural Legacy Area (RLA) Expansion Grant Applications for the Dividing Creek RLA and the Coastal Bays RLA. Mr. Mitchell explained that, because the County has two RLAs, they are required to indicate which area is preferred for the funding applications. He further advised that in past years they have always alternated preference between the two areas, and this year's application process follows that same pattern, with the Coastal Bays RLA receiving priority. He stated that easements protect rich farmland, forests, wetlands, historic sites, and wildlife habitats, noting that conservation with the RLAs provides water quality benefits to the Coastal and Chesapeake Bays and the local watersheds. Furthermore, the proposed applications will expand the eligible area from which easements may be purchased in both RLAs.

In response to a question by Commissioner Bertino, Mr. Mitchell advised that participation in the program is voluntary, with 88,749 acres or 29% of County lands currently eligible for protection, and the proposed expansion would increase eligible lands to 32% to help reach the target established by the County Commissioners in the 2006 Comprehensive Plan. Mr. Mitchell noted that the County runs shy of its protection goals by about 150 acres a year. Ms. Munson confirmed that the Dividing Creek RLA was expanded in 2013, but that the Coastal Bays RLA has not been expanded since its inception in 1999, and to date approximately 40 of the 50 to 60 eligible property owners have taken advantage of the RLA protections.

In response to a question by Commissioner Bunting, Ms. Munson advised that the expansion is needed to continue to attract interested landowners in the Worcester County side of the Dividing Creek RLA. Otherwise, the RLA awards for that area would be limited to Somerset County. Mr. Mitchell confirmed that the Coastal Bays RLA is almost entirely located in the Critical Area; however, without RLA easement protections, poultry houses are permitted on Agricultural lands located in the Critical Areas. Commissioner Bunting stated that he supports this program, but he questioned the merits of expanding RLAs on lands that are already protected by Critical Area restrictions. Ms. Munson confirmed that they strive to protect properties that would otherwise have significant development potential and have turned down others that do not.

Following much discussion and upon a motion by Commissioner Church, the Commissioners voted 4-3, with Commissioners Church, Lockfaw, Mitrecic, and Purnell voting in favor of the motion and Commissioners Bertino, Bunting, and Elder voting in opposition, to authorize Commission President Purnell to sign both the Dividing Creek RLA and the Coastal Bays RLA grant applications, with the proposed expansions, which includes a combined total of

\$2,076,000 in grant requests, and stating a preference for the Coastal Bays RLA in FY19.

Pursuant to the request of Emergency Services Director Fred Webster and upon a motion by Commissioner Bertino, the Commissioners unanimously approved an authorized overexpenditure of \$33,096.84 to provide monthly funding of \$16,548.42 for January and February 2018 to Harris Corporation along with a 30-day notice of the County's intent to cancel the existing Enhanced Digital Access Communications System (EDACS) support contract upon conditional acceptance of the new 800 MHz P25 Radio System from Harris Corporation at today's meeting.

Pursuant to the recommendation of Mr. Webster and upon a motion by Commissioner Bertino, the Commissioners unanimously approved the Fourth Amendment to the System Purchase Agreement between the County Commissioners (Buyer) and Harris Corporation (Seller) to provide an 800 MHz P25 Radio System Migration, which includes conditional acceptance of five sites and acknowledges that a sixth site will be developed at the Mystic Harbour Water Department and, perhaps, other improvements to satisfy the coverage guarantees as set forth in the agreement. Mr. Webster advised that the contract includes six sites, five of which are currently ready for operation, including the Pocomoke water tower, Klej Grange tower, Central Site Lane tower, Nassawango tower, and the Maryland State Police (MSP) tower in Berlin, and the sixth site at Mystic Harbour, which is to be constructed in the near future. In response to questions by Commissioner Bertino, Mr. Webster advised that the new system will be activated February 14, 2018, and the voice coverage in the Ocean Pines area under this new system is as good or better than it is under the County's existing system. Furthermore, final system acceptance will be subject to fully satisfying coverage guarantees in the agreement once the sixth site is installed, which may include additional equipment on other towers as well.

The Commissioners reviewed and discussed various board appointments.

Upon a nomination by Commissioner Bunting, the Commissioners unanimously agreed to reappoint Chris Klebe to the Recreation Advisory Board for a four-year term expiring December 31, 2021.

Upon a nomination by Commissioner Elder, the Commissioners unanimously agreed to appoint Harry Wimbrow to the Agricultural Reconciliation Board for a four-year term expiring December 31, 2021.<sup>1</sup>

Upon a motion by Commissioner Mitrecic, the Commissioners voted unanimously to send a letter to local, State, and federal officials supporting Ocean City's stance to support wind energy off shore in the Atlantic Ocean provided the turbines are located out of site of the shoreline, a distance of at least 26 miles.

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<sup>1</sup> It was later determined that Mr. Wimbrow, a local farmer, was not eligible to serve on the Agricultural Reconciliation Board at this time, since the board already consists of the maximum three members engaged in the agriculture or forestry industries.

Upon a motion by Commissioner Mitrecic, the Commissioners unanimously directed staff to identify \$300,000 to cover the local cost-share of a feasibility study to deepen the Ocean City Inlet and to ask the Town of Ocean City to share the cost equally with the County as a local partner. Commissioner Church thanked his fellow Commissioners for their support on this vital matter, stating that time is of the essence to correct this issue.

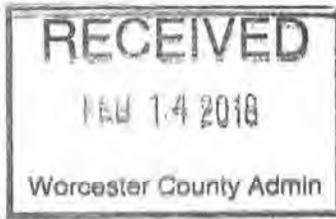
The Commissioners answered questions from the press, after which they adjourned to meet in closed session.

Following a motion by Commissioner Bunting, seconded by Commissioner Elder, the Commissioners unanimously voted to meet in closed session at 11:05 a.m. in the Commissioners' Conference Room to discuss legal matters permitted under the provisions of Section 3-305(b)(7) and (8) 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 Information Officer. Topics discussed and actions taken included: discussing potential and pending litigation; receiving legal advice from counsel; and performing administrative functions.

The Commissioners temporarily adjourned their closed session meeting for lunch.

Following a motion by Commissioner Mitrecic, seconded by Commissioner Lockfaw, the Commissioners unanimously voted to meet in closed session at 1:00 p.m. in the Commissioners' Conference Room to discuss personnel matters permitted under the provisions of Section 3-305(b)(1) of the General Provisions Article of the Annotated Code of Maryland. Also present at the closed session were Harold L. Higgins, Chief Administrative Officer; Kelly Shannahan, Assistant Chief Administrative Officer; and Stacey Norton, Human Resources Director. Topics discussed and actions taken included conducting interviews for Director of Recreation and Parks.

The Commissioners adjourned their closed session to meet again on February 20, 2018.



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)

1

ZONING DIVISION  
BUILDING DIVISION  
ADMINISTRATIVE DIVISION

DATA RESEARCH DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICES DIVISION

# Memorandum

**To:** Worcester County Commissioners

**CC:** File

**From:** Jo Ellen Bynum 

**Date:** 2/14/2018

**Re:** Worcester County Housing Rehabilitation Program Bid Package

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Berlin Home	7
Whaleyville Home	11

Attached please find a bid package for general rehabilitation work to be performed on two single-family owner-occupied homes in the Berlin and Whaleyville areas of the County. These projects are proposed to be funded through the County's current CDBG grant, MD-18-CD-21.

At this time, I am requesting that the Commissioners review and approve these projects to be placed out for bids through the competitive bidding process.

1

# DRAFT

**NOTICE TO HOME IMPROVEMENT CONTRACTORS  
INVITATION TO BID  
Housing Rehabilitation  
Worcester County, Maryland**

The Worcester County Commissioners are currently accepting bids for rehabilitation work to be performed on two single family homes located in the Berlin and Whaleyville areas of the County. Bid specification packages and bid forms are available to licensed Maryland Home Improvement Contractors and may be picked up from the Office of the County Commissioners, Room 1103, One West Market Street, Snow Hill, Maryland 21863 or by calling the Commissioners Office at 410-632-1194 to request a package by mail. Packages are also available on the Worcester County Government website at [www.co.worcester.md.us](http://www.co.worcester.md.us) on the Commissioners Department tab under "Bid Board".

This project is proposed to be funded by the Community Development Block Grant Program and is thus subject to all applicable Equal Opportunity and Civil Rights guidelines. Sealed bids will be accepted until **1:00 p.m. on Monday, March 12, 2018** in the Office of the County Commissioners at the above address at which time they will be opened and publicly read aloud. Envelopes shall be marked **"Housing Rehabilitation Bid – March 12, 2018"** in the lower left-hand corner. Bids shall be reviewed by the staff and awarded by the County Commissioners at a future meeting. In awarding the bid, the Commissioners reserve the right to reject any or all bids, waive formalities, informalities, and technicalities therein and to take whatever bid they determine to be in the best interest of the County considering lowest or best bids, quality of work, time of delivery or completion, responsibility of bidders being considered, previous experience of bidders with County contracts or any other factors they deem appropriate.

All inquiries regarding the bid specifications shall be directed to the Program Inspector, Dave Walter, at 410-213-2021. All other inquiries shall be directed to Jo Ellen Bynum, Housing Program Administrator, at 410-632-1200, ext. 1171.

## Bid Submission Checklist

- Contractor Qualification Form
- Contractor Conflict of Interest Disclosure Form
- Bid Form- on your company letterhead using Worcester format
- Scope of Work with Line Item Breakdown- all lines completed and total price
- Signed Bid Submission Checklist

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Signature

Date

Please check off items submitted above, sign and include this checklist with your submission package. If you have any questions as to if a previously submitted Contractor Qualification Form has expired, please contact Jo Ellen Bynum at 410-632-1200, ext. 1171. Bids submitted with no Contractor Qualification form on file dated within the past 6 months may not be considered.

## WORCESTER COUNTY HOUSING REHABILITATION PROGRAM

### GENERAL SPECIFICATIONS

These specifications cover general items of information relating to this bid solicitation. Detailed specifications for the homes to be rehabilitated are attached. Bids will be accepted until 1:00 p.m. on Monday, March 12, 2018 at the Worcester County Commissioners Office, Room 1103, One West Market Street, Snow Hill, Maryland 21863 at which time they will be opened and read aloud. General telephone inquiries may be directed to the County's Housing Consultant, Jo Ellen Bynum, at 410-632-1200, ext. 1171. Questions of a technical nature may be directed to the Environmental Programs Inspector, Dave Walter, at 410-213-2021. Bids may be mailed or delivered in person. Faxed bids are not acceptable. Bids must be clearly marked "Housing Rehabilitation Bid – March 12, 2018". Each bid must be signed and dated.

**Contractor qualifications:** Any contractor who has not submitted a Contractor Qualification form to the Program within the past six (6) months must complete and return the enclosed form. Contractors for these projects must be licensed Maryland Home Improvement Contractors as well as possess active liability insurance (\$100,000/\$300,000 for personal injury and \$50,000/\$100,000 for property damage).

**Completion of job:** Contractors are expected to commence work within ten (10) days of the issuance of the Notice To Proceed. Work must be completed within thirty (30) days of commencement of job. If anticipated start date and completion schedule is different than outlined above, please write estimated dates on enclosed Bid Form.

**Contracting Policy:** Attached to this bid is a copy of the Rehabilitation Program Guidelines. Contractors are urged to read this document carefully.

**WORCESTER COUNTY HOUSING REHABILITATION PROGRAM  
CONTRACTOR QUALIFICATION FORM**

Contractor \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone Number \_\_\_\_\_

Federal I.D. or S.S. # \_\_\_\_\_

Insurance Company, Agent, & Coverages: \_\_\_\_\_  
\_\_\_\_\_

List of Company Officers: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List of Licenses Currently Held:

\_\_\_\_\_ MHIC Number \_\_\_\_\_ Exp. Date

\_\_\_\_\_ MBR Number \_\_\_\_\_ Exp. Date

\_\_\_\_\_ MDE Lead Cert. \_\_\_\_\_ Exp. Date

\_\_\_\_\_ EPA Lead Cert. \_\_\_\_\_ Exp. Date

Trade References (2)

\_\_\_\_\_ Name \_\_\_\_\_ Phone

\_\_\_\_\_ Name \_\_\_\_\_ Phone

Client References (2)

\_\_\_\_\_ Name \_\_\_\_\_ Phone

\_\_\_\_\_ Name \_\_\_\_\_ Phone

Is contractor in a State of Bankruptcy? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is contractor on HUD's debarred list? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is contractor any of the following? (not required to qualify)

- \_\_\_\_\_ Minority Business Enterprise
- \_\_\_\_\_ Women's Business Enterprise
- \_\_\_\_\_ Disadvantaged Business Enterprise
- \_\_\_\_\_ Section 3 Employer

## Contractor Conflict of Interest Disclosure

All businesses submitting bids for projects and activities which include funding through the Maryland Community Development Block Grant Program must disclose any potential conflict of interest. A conflict of interest may occur if the business owner/principals are related to or have a business relationship with an employee, officer or elected official of **Worcester County**. If it is determined there is a conflict of interest or potential conflict of interest, you may not be selected even if your bid is determined to be the lowest, most qualified. The **County** can request for the State of Maryland CDBG Program to review and make a determination which could result in a waiver allowing for approval.

1. Are owner(s)/principal(s) ever been an employee, agent, consultant, officer, elected official or appointed official of \_\_\_\_\_?  Yes  No  
If yes, please identify: \_\_\_\_\_
  
2. Are owner(s)/principal(s) related (including through marriage or domestic partnership) to an employee, agent, consultant, officer, elected or appointed official of \_\_\_\_\_?  Yes  No If yes, please identify: \_\_\_\_\_
  
3. Do owner(s)/principal(s) have a business or professional relationship with anyone identified under Question #1?  Yes  No  
If yes, please identify: \_\_\_\_\_

I/We certify that the above information is true and correct. I/We understand that providing false statements or information is grounds for termination of assistance and is punishable under federal law.

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

Name: \_\_\_\_\_ (Print)

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

Name: \_\_\_\_\_ (Print)

*\*For all non-construction contracts and for single family housing rehabilitation only  
9/2017*

**For Grantee Use Only:**

<b>CDBG Grant Number:</b>	<b>Date Received:</b>
<input type="checkbox"/> <b>Conflict of Interest does not exist</b>	<input type="checkbox"/> <b>Conflict of Interest exists</b>
<b>Date Sent to State:</b>	<input type="checkbox"/> <b>Waiver Granted</b> <input type="checkbox"/> <b>Waiver Denied</b>

WORCESTER COUNTY IS REQUESTING QUOTATIONS FROM QUALIFIED CONTRACTORS FOR REPAIRS TO:

PROPERTY OF: **Barbara Parks**  
ADDRESS: **10412 Dinges Road**  
**Berlin, MD 21811**  
TELEPHONE:

TOTAL QUOTE: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ DATE: \_\_\_\_\_  
NO QUOTATIONS AFTER: 03/12/18

PART ONE: GENERAL CONDITIONS  
PART TWO: SCOPE OF WORK

PART ONE – GENERAL CONDITIONS

- 1) The Contractor shall coordinate all work in progress with the homeowner so as not to severely disrupt living conditions. Inside work which is disruptive, or displaces the use of the kitchen, bathroom, or bedrooms, shall be pursued continuously on normal working days.
- 2) The Contractor shall be responsible for removing and replacing furniture and other articles, to and from other storage areas on premises, as needed to allow work space or to protect such possessions. Provide plastic film protection over all furniture (if not removed), carpets, finished floors, etc. – also install film at doorways as required.
- 3) The Contractor shall remove all excess material, construction debris, and other existing debris and material specified herein, to an approved dumpsite off premises. Work area shall be broom swept at the end of each work day.
- 4) The Contractor shall contact the Program Inspector or Housing Administrator for direction in the event that coordination or clarification problems arise with the homeowner or other contractors.
- 5) The Contractor shall coordinate closely with the homeowner as to which possessions are considered “junk and debris” and which are valuable before hauling anything away.
- 6) The Contractor shall leave all work areas on the premises in a neat and clean condition, and shall instruct the homeowner in the care and use of all installed equipment and appliances. Owner’s manuals and warranty booklets are to be provided to the homeowner for all applicable equipment, appliances, and materials.
- 7) The Contractor shall not undertake or engage in any additional work intended to be billed to the Program as an “extra” or as additional cost to the original contract without a written change order signed by the Program Inspector, Housing Administrator, and homeowner. A written change order as outlined above is also

- required for substitutions or additions to the original scope of work not involving additional costs.
- 8) The Contractor shall obtain and pay for all building, plumbing, electrical, well, septic and other permits required for specified work.
  - 9) The Contractor shall call for all inspections required by County law as well as inspections to receive draw payments and any special inspections required by the Program Inspector. All work shall conform to code.
  - 10) All of the above general conditions shall be adhered to unless otherwise specifically described in the following scope of work.

ATTENTION: THIS BID FORM MUST BE REPRODUCED ON YOUR COMPANY LETTERHEAD AND BE SUBMITTED WITH YOUR BID PACKAGE. ALL PAGES OF WORK SCOPE WITH LINE ITEM PRICING DETAIL MUST BE INCLUDED. ANY MISSING INFO OR WORDING MAY DISQUALIFY YOUR BID. THE BID PACKAGE IS ALSO AVAILABLE ON-LINE AT [www.co.worcester.md.us](http://www.co.worcester.md.us)

**BID FORM**

**\*must be signed to be valid**

**Property of Barbara Parks  
10412 Dinges Road  
Berlin, MD 21811**

I have reviewed the specifications and provisions for rehabilitation work on the above referenced property and understand said requirements. I hereby propose to perform this work for the total price of:

Total Quote : \$ \_\_\_\_\_

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number(s)

\_\_\_\_\_  
MHIC License #      Expiration Date

Barbara Parks  
10412 Dinges Road  
Berlin, MD 21811  
410-629-1247

01/08/18

### WORK SCOPE

#### A. Bathroom:

1. Toilet is leaking at wax ring because the closet flange bolts are threaded into inadequate blocking, and the toilet can tilt. Remove and replace finish flooring and subfloor sheathing as needed for secure placement of the closet flange to the subflooring. Furnish new wax ring, re-set the stool, connect the supply line, fill and check for leaks. Flush until pump starts, wait until tank fills and listen for a clean quick pump shut off, thereafter.

Price \_\_\_\_\_

#### B. Crawlspace/Other:

1. Install a Mumford style insulated galvanized sheet metal access door, in place of the existing.
2. Remove any and all debris from the surface of the ground, thereafter install a 6 mil vapor barrier, smooth out and fit to the walls and piers.
3. Wrap with foam pipe insulation any exposed water lines in the crawlspace.
4. Properly secure the supply duct boot to the bathroom floor register. No air gaps, no air leaks.
5. Apply clear silicone caulking along the line where varnished window stops and window stools, meet the vinyl box frames. Check around each replaced window for any gap along this line that will emit air entry around the replaced box frame.

Price \_\_\_\_\_

Project Total \_\_\_\_\_

I have reviewed the above scope of work and hereby accept it as written with no additions or changes.

Barbara Parks 1-19-2018  
Owner Date

WORCESTER COUNTY IS REQUESTING QUOTATIONS FROM QUALIFIED CONTRACTORS FOR REPAIRS TO:

PROPERTY OF: **Theresa Wyatt**  
ADDRESS: **7826 Duncan Crossing Road**  
**Whaleyville, MD 21872**

TELEPHONE:

TOTAL QUOTE: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

NO QUOTATIONS AFTER: 03/12/18

PART ONE: GENERAL CONDITIONS

PART TWO: SCOPE OF WORK

PART ONE – GENERAL CONDITIONS

- 1) The Contractor shall coordinate all work in progress with the homeowner so as not to severely disrupt living conditions. Inside work which is disruptive, or displaces the use of the kitchen, bathroom, or bedrooms, shall be pursued continuously on normal working days.
- 2) The Contractor shall be responsible for removing and replacing furniture and other articles, to and from other storage areas on premises, as needed to allow work space or to protect such possessions. Provide plastic film protection over all furniture (if not removed), carpets, finished floors, etc. – also install film at doorways as required.
- 3) The Contractor shall remove all excess material, construction debris, and other existing debris and material specified herein, to an approved dumpsite off premises. Work area shall be broom swept at the end of each work day.
- 4) The Contractor shall contact the Program Inspector or Housing Administrator for direction in the event that coordination or clarification problems arise with the homeowner or other contractors.
- 5) The Contractor shall coordinate closely with the homeowner as to which possessions are considered “junk and debris” and which are valuable before hauling anything away.
- 6) The Contractor shall leave all work areas on the premises in a neat and clean condition, and shall instruct the homeowner in the care and use of all installed equipment and appliances. Owner’s manuals and warranty booklets are to be provided to the homeowner for all applicable equipment, appliances, and materials.
- 7) The Contractor shall not undertake or engage in any additional work intended to be billed to the Program as an “extra” or as additional cost to the original contract without a written change order signed by the Program Inspector, Housing Administrator, and homeowner. A written change order as outlined above is also

required for substitutions or additions to the original scope of work not involving additional costs.

- 8) The Contractor shall obtain and pay for all building, plumbing, electrical, well, septic and other permits required for specified work.
- 9) The Contractor shall call for all inspections required by County law as well as inspections to receive draw payments and any special inspections required by the Program Inspector. All work shall conform to code.
- 10) All of the above general conditions shall be adhered to unless otherwise specifically described in the following scope of work.

**ATTENTION: THIS BID FORM MUST BE REPRODUCED ON YOUR COMPANY LETTERHEAD AND BE SUBMITTED WITH YOUR BID PACKAGE. ALL PAGES OF WORK SCOPE WITH LINE ITEM PRICING DETAIL MUST BE INCLUDED. ANY MISSING INFO OR WORDING MAY DISQUALIFY YOUR BID. THE BID PACKAGE IS ALSO AVAILABLE ON-LINE AT [www.co.worcester.md.us](http://www.co.worcester.md.us)**

**BID FORM**

**\*must be signed to be valid**

**Property of Theresa Wyatt .  
7826 Duncan Crossing Road  
Whaleyville, MD 21872**

I have reviewed the specifications and provisions for rehabilitation work on the above referenced property and understand said requirements. I hereby propose to perform this work for the total price of:

Total Quote : \$ \_\_\_\_\_

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number(s)

\_\_\_\_\_  
MHIC License #      Expiration Date

## WORKSCOPE

### A. Septic

1. Unearth the corner of the concrete box where the depression is apparent at the surface. Fabricate a wood/metal concrete form with which to make a solid waterproof repair using quick setting hydraulic cement.
2. Parge the face of the repair area, and backfill the topsoil to an even grade.
3. Beneath the upside down bucket, replace the missing clear protective cover to the GFCI receptacle box, or the entire box if needs be.

Price \_\_\_\_\_

### B. HVAC

1. Inspect and evaluate system performance. Condensing unit is making an atypical Noise. Air handler in the attic appears fine. Thermostat responded when asked and the fan kicked in, shortly thereafter cool air flowed. Owner reports that the emergency heat strips provided much of her heat this past winter. Diagnose, identify possible repairs including parts replacement, if practical. Make recommendations.

Price \_\_\_\_\_

**Option:** replace the Heat pump capable of heating interior to 78 degrees when exterior temperature is 0 degrees F; sizing to comply with ACCA standards. Minimum of 16 SEER rating. State Brand, Model, SEER rating you will provide.

Price of this **option:** \_\_\_\_\_

### C. Plumbing Leaks:

1. Find and fix the existing active leak approximately beneath the shower valve wall.
2. Pull the vinyl floor covering up, replace any discolored sub-floor beneath the shower corner. Follow the damage. Dry out all framing. Install dry insulation where needed.
3. Complete sub-floor and overlayment repairs. Install new like-in-kind sheet vinyl floor covering, with baseboards and quarter-round as needed. Drywall repairs and paint as needed in the floor repair area. Caulk all work.
4. Reset the toilet base on a new wax ring.
5. Add shower wall accessory white vinyl/rubber splash guards, 6" to 8" size, at lower corners of shower curtain on the threshold. This appears to be 90 degree corner with an adequate flat surface to place the accessory. Adhesive the U-channels and secure the splashguards into the grooves.
6. Drips beneath the double-bowl stainless steel kitchen sink may call for installing new plumbers putty to the drain assemblies, and or tightening all drain fittings.

Price \_\_\_\_\_

### D. Other

1. Replace the rear porch outdoor carriage house wall light fixture, with similar in kind appearance, but with LED bulb, and a dusk to dawn sensor.

Theresa Wyatt  
7826 Duncan Crossing Rd.  
Whaleyville, MD 21872  
410-641-2670

01/08/18

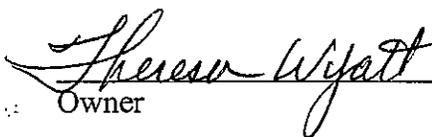
2. Replace the rotted out metal storm door at the kitchen entrance. Replace with similar appearance white aluminum storm door. NO wood core storm doors like the one being replaced will be accepted.
3. Remove and replace one 3-tab shingle with the blown out tab on the Northeast roof area. A reasonable match to the existing will be acceptable.
4. Repair the 1 ½" rock damaged vinyl siding on the South wall to the point of permanently preventing weather entry. If there is a spare piece of siding left in the crawlspace use that to enact a proper repair. Without spare siding try unzipping the vinyl siding and adhesive in place from the underside a 4" x 4" approximately metal patch of stock tan/beige aluminum coil stock. Back this metal layer with a cedar shim of the perfect thickness to support but not bulge the vinyl siding. Zip the siding back up. Alternatively, unzip and fit beneath the damaged hole just a cedar shim that you touch-up paint to match the siding color.

Price \_\_\_\_\_

Project total (without Option in Section B)  
\$ \_\_\_\_\_

Project Total with **Option** \$ \_\_\_\_\_

I have reviewed and hereby accept the above specifications as written.

 1-19-18  
Owner Date

I

## REHABILITATION

AIM Services, Inc.  
Attn: Steve Coady  
2314 Allen Drive  
Salisbury, MD 21801  
scoady@aimservicesinc.com  
443-859-8009

Allstate Renovation & New Homes, Inc.  
Leo Kuneman  
PO. Box 303  
Trappe, MD 21673  
allstaterenovation@yahoo.com  
443-880-2257

Apex Construction  
Attn: Mike Meade  
12650 Sunset Avenue, Suite 7  
Ocean City, MD 21842  
m.meadeestimator@gmail.com  
jjfranzetti@gmail.com

Barmar Construction, LLC  
714 Hills Point Road  
Cambridge, MD 21613  
410-901-2304  
barmarconstruct@aol.com

Robert Brooks MBE  
Apostle Construction  
716 Naylor Mill Road  
Salisbury, MD 21801  
410-548-1392, ext. 107  
rbrooks.apostlecon@gmail.com

C.A.R.E. Property Services, Inc.  
Attn: Jordan Lehr  
1235 Abbottstown Pike  
Hanover, PA 17331 (has office in OC  
too) 717-437-1649  
jlehr@callcarefirst.com

## CONTRACTORS

Covenant Contractors  
10522 Jones Road  
Berlin, MD 21811  
covenant\_contractors@yahoo.com  
410-629-1815

Curtis Mercer Remodeling, Inc.  
9937 Hotel Road  
Bishopville, MD 21813  
410-352-5379  
410-430-3446 cell  
410-352-5920 fax  
cmremodelinginc@hotmail.com

Eastern Shore Construction  
David Barone  
27320 Cash Corner Road  
Crisfield, MD 21817  
easternshoreconstructioninc@gmail.com  
410-713-5763 cell  
410-341-7400 office  
410-341-7401 fax

Hebreux St. Fleur- MBE  
P.O. Box 4501  
Salisbury, MD 21803  
hebrewqualityinsulation@gmail.com  
410-860-1613

Andy Argetakis  
J.A. Argetakis Contracting Co., Inc.  
3723 Eastern Avenue, Baltimore, MD  
21224  
jcatanzaro.jargetakis@verizon.net  
P:410-633-8016/F:410-633-6010

J & G Maintenance & Repair  
10446 Dinges Road  
Berlin, MD 21811  
jwbunt@comcast.net  
Cell 410-726-1611  
Fax 410-641-0776

Mallard Home Improvements  
P.O. Box 28  
Quantico, MD 21856  
mallardconst@yahoo.com  
410-572-2727

Medli Home Improvement  
1806 Jersey Road  
Salisbury, MD 21801  
medlihome@comcast.net  
302-841-2899

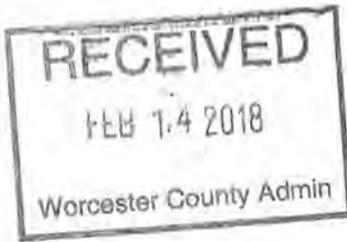
The Myers Group  
1147 S. Salisbury Blvd #8-140  
Salisbury, MD 21801  
443-366-9222  
Fax: 443-513-4178 left message  
themyersgroupllc@aol.com

Carroll Odom  
631 Naylor Mill Rd.  
Salisbury, MD 21801  
Phone: 410-546-4218

Peebles Contracting Co., Inc.  
76 Clubhouse Drive  
Berlin, MD 21811

Shoreman Construction  
William Hearn  
606 E. Pine St.  
Delmar, MD 21875  
shoremanconstruction@gmail.com  
Phone: 410-896-3200  
Fax: Same

Three Guys Construction  
Stephen Frey  
8660 Lake Somerset Rd.  
Westover, MD 21871  
sgfrey@yahoo.com  
Phone: 410-430-1109  
Mobile:  
Fax: 410-957-2868



2

ZONING DIVISION  
BUILDING DIVISION  
ADMINISTRATIVE 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)

DATA RESEARCH DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICES DIVISION

# Memorandum

**To:** Worcester County Commissioners  
**CC:** File  
**From:** Jo Ellen Bynum   
**Date:** 2/13/2018  
**Re:** USDA Rural Development Housing Program Guideline Changes

With the exception of Ocean City, USDA Rural Development currently offers no money down, 100% financing with 30 year fixed rate mortgages for families of 1-4 persons earning less than \$96,150 per year throughout Worcester County. As Worcester County is a rural county comprised of townships too small to have housing authorities, it is unable to offer home buying incentives of its own. Programs of this nature offered at the State and Federal levels play a key role in making housing accessible and affordable especially to young families who wish to live and work here and are therefore vital to ensuring that our communities continue to grow and thrive.

The USDA has published the attached notice for review and comment advising the public of its intent to re-draw the eligible districts for this home loan program throughout the State; page 3 outlines the areas of Worcester County that would become ineligible, affecting the area of Ocean Pines. Also attached is a letter from the Coastal Realtors Association to the USDA outlining the reasons why this area of the County should continue to be eligible. It is my recommendation that in conjunction with the realtors association, the Commissioners issue a letter of support for the continuation of this program in all currently eligible areas. Comments and letters are required to be forwarded to Mr. Brad King, the Single Family Housing Director for the USDA Maryland/Delaware State Office by March 1, 2018. 

**NOTICE OF CHANGES TO ELIGIBLE AREA MAPS FOR  
USDA RURAL DEVELOPMENT HOUSING PROGRAMS - REVISED**

USDA Rural Development is conducting a review of all areas under its jurisdiction to identify areas that no longer qualify as rural for housing programs. The last rural area reviews were performed in 2012-2013 using the 2010 census data. This review, which is done every five years, will utilize the 2015 American Community Survey (ACS) data.

The public shall have 90 days from December 1, 2017 (the date of this public notice) to submit comments regarding the potential loss of eligibility for Rural Development housing programs. **Comments should be sent to Brad King ([brad.king@md.usda.gov](mailto:brad.king@md.usda.gov)).** For details, or questions about specific changes, please contact the Delaware/Maryland Rural Development Housing Program staff at (301) 797-0500 ext. 4.

Based on the 2015 ACS data and rural area guidance located in Handbook HB-1-3550, Chapter 5, the rural eligibility designation is under review for the following areas:

Delaware

1) **New Castle County – Middletown Area**

- a. Ineligible area to begin at Rt. 301 (Summit Ridge Road/SR-71) and Armstrong Corner Road. Heading west on Armstrong Corner Road to Rt. 15 (Choptank Road). Go south on Rt. 15 (Choptank Road) to Bunker Hill Road. Go west on Bunker Hill Road to the DE/MD state line. Follow the DE/MD state line south to Strawberry Lane. Go east on Strawberry Lane to Levels Road. Follow Levels Road south to Grears Corner Road to the Appoquinimink River (Wiggins Mill Pond). Follow the Appoquinimink River (Wiggins Mill Pond) east to where it intersects with Wiggins Mill Road. Go northwest on Wiggins Mill Road to Green Giant Road. Follow Green Giant Road east to Rt. 71 (Summit Bridge Road). Go north on Rt. 71 (Summit Bridge Road) to Noxontown Road. Follow Noxontown Road east and south to Rt. 1. Follow Rt. 1 north to where it intersects with Rt. 13 (N. DuPont Hwy.). Follow Rt. 13 (N. DuPont Hwy.) to Marl Pit Road. Go west on Marl Pit Road to Rt. 301 (Summit Bridge Road/SR-71) the beginning point.

2) **New Castle/Kent County – Smyrna/Clayton Area**

- a. **\*\*Please Note the Updated Boundaries in this Area's Description\*\*** - Ineligible area to begin at the intersection of Black Diamond Road and Masseys Church Road. Follow Masseys Church Road south to Vandyke Greenspring Road. Go west on Vandyke Greenspring Road to Rt. 15 (Clayton Greenspring Road). Follow Rt. 15 (Clayton Greenspring Road) south to the Conrail train line. Follow the Conrail train line south to Brenford Road. Go north on Brenford Road to Big Oak Road. Follow Big Oak Road northeast to Smyrna Leipsic Road. Follow Smyrna Leipsic Road northwest to Rt. 1. Follow Rt. 1 north to where it intersects Mill Creek. Follow Mill Creek to where it meets Duck Creek. Follow Duck Creek west to where it intersects Smyrna Landing Road. Go north on Smyrna Landing Road to Brick Store Landing Road. Follow Brick Store Landing Road east to Alabam Road. Follow Alabam Road north to McQuail Road. Take McQuail Road west to Paddock Road. Follow Paddock Road south and west to where it intersects Rt. 13 (N. DuPont Hwy.). Follow Rt. 13 north to where it intersects Black Diamond Road. Go west on Black Diamond Road to Masseys Church Road and the beginning point.

Maryland

1) **Calvert County – Lusby Area**

- a. Ineligible area to begin at the intersection of Rt. 2/4 (Solomons Island Road South) and Rt. 497 (Cove Point Road). Follow Rt. 497 (Cove Point Road) to the Chesapeake Bay (this area includes the entire Cove Point Subdivision to the property line of the Dominion Gas Terminal). Follow

the Chesapeake Bay shoreline south around Drum Point to where it connects in a vertical line to Rt. 760 (Rousby Hall Road). Follow Rt. 760 (Rousby Hall Road) north to Rt. 2/4 (Solomons Island Road South). Follow Rt. 2/4 (Solomons Island Road South) north to the beginning point.

**2) Carroll County – Westminster City Area**

- a. Extends the ineligible line north on Rt. 97 (Littlestown Pike) to Rt. 496 (Bachmans Valley Road). Follow Rt. 496 (Bachmans Valley Road) to where it intersects the Bear Branch stream. Follow the Bear Branch stream south to the Westminster city limit line. Follow the Westminster city line south to where it meets Old Bachmans Valley Road (the original ineligible area line).

**3) Cecil County – Elkton Area**

- a. Extends the ineligible line on the north end of the city west on I-95 to where it intersects Little Elk Creek. Follow Little Elk Creek south and east to Rt. 279 (Elkton Road). Go south on Elkton Road to US 40 (West Pulaski Highway) to Old Elk Neck Road. Follow Old Elk Neck Road south to Jones Chapel Road. Go east on Jones Chapel Road to Old Field Point Road. Follow Old Field Point Road south to Brownies Shore Lane. Follow Brownies Shore Lane east to the Elk River Park boundary then to the Elk River. Follow the Elk River shoreline south to the head waters of Perch Creek. Follow Perch Creek for a short distance to where it connects to W. Lewis Shore Road. Follow W. Lewis Shore Road east to Rt. 213 (Augustine Herman Highway). Go north on Rt. 213 (Augustine Herman Highway) to Frenchtown Road. Follow Frenchtown Road east to the MD/DE state line and the original ineligible area.

**4) Dorchester County – Cambridge Area**

- a. Ineligible line begins at the Shore of the Choptank River on the north eastern side of Cambridge and follows the Cambridge city limit line south then west to where it intersects with Bucktown Road. Follow Bucktown Road south and west to Greenbriar Road. Follow Greenbriar Road to Maple Dam Road. Go south on Maple Dam Road to Key Wallace Road. Take Key Wallace Road west to Key Wallace Drive. Follow Key Wallace Drive to Golden Hill Road (Rt. 355). Take Golden Hill Road north to Church Creek Road (Rt. 16). Go north on Church Creek Road to Pig Neck Road. Follow Pig Neck Road west to School House Lane. Go north on School House Lane to Dailsville Road. Follow Dailsville Road west and north to Town Point Road. Go north on Town Point Road to Hudson Road (Rt. 343). Follow Hudson Road (Rt. 343) east to Horns Point Road then follow northwest to the Choptank River/Lecompte Bay on the north western side of Cambridge.

**5) Frederick County – Urbana & Frederick City Areas**

- a. *Frederick City Area* – Extends the ineligible area line east and south from the CSX rail line to the Monocacy River to where it intersects Rt. 80 (Fingerboard Road). Follow Rt. 80 (Fingerboard Road) west to Rt. 85 (Buckeystown Pike). Go north on Rt. 85 (Buckeystown Pike) to where it meets the CSX rail line and the original ineligible area line.
- b. *Urbana Area* – Ineligible area will begin at I-270 and the Tabler Run stream intersect. Following Tabler Run stream north to where it intersects Tabler Run Road. Follow Tabler Run Road east and north to Ball Road. Go east on Ball Road to Ijamsville Road. Take Ijamsville Road south to Big Woods Road. Follow Big Woods Road south to Rt. 355 (Urbana Pike). Continue south on Rt. 355 (Urbana Pike) to the Montgomery County line. Follow the Montgomery County line southwest to I-270 then Follow I-270 north to the beginning point.

**6) Harford County – Aberdeen Area**

- a. Extends the ineligible area from I-95 northwest on Rt. 22 (Churchville Road) to Aldino Stepney Road. Go north on Aldino Stepney Road to Gilbert Road. Follow Gilbert Road east and south to Maxa Road where it intersects with I-95 and connects back to the original ineligible area line.

**7) Montgomery County – Clarksburg Area**

- a. Extends the ineligible area line north on I-270 from the intersection of Rt. 121 (Clarksburg Road) to the Montgomery County line. Go northeast on the Montgomery County Line to east on Rt. 123 (Lewisdale Road). Follow Rt. 123 (Lewisdale Road) east to Prices Distillery Road. Go southeast on Prices Distillery Road to Burnt Hill Road and the original ineligible area line.

Maryland (continued...)

**8) St. Mary's County – Lexington Park Area**

- a. Extends the ineligible area beginning at the boundary of the Patuxent Naval Air Station and the shoreline of the Chesapeake Bay. Follow the Chesapeake Bay shoreline south to Massume Eyrie Road. Go west on Massume Eyrie Road to Poplar Ridge Road. Follow Poplar Ridge Road north to Rt. 235 (Three Notch Road). Follow Rt. 235 (Three Notch Road) north to Hermanville Road. Go southwest and then south on Hermanville Road to Rt. 5 (Point Lookout Road). Follow Rt. 5 (Point Lookout Road) west to Rt. 246 (Great Mills Road). Go north on Rt. 246 (Great Mills Road) to Rt. 237 (Chancellors Run Road). Follow Rt. 237 (Chancellors Run Road) north to Buck Hewitt Road which is part of the original ineligible area.

**9) Talbot County – Easton Area**

- a. Ineligible area will begin from US 50 (Ocean Gateway) and follow the Easton city limits west to Hiners Lane. Follow Hiners Lane south to Rt. 662 (Longwoods Road). Go north on Rt. 662 (Longwoods Road) to Hailem School Road. Follow Hailem School Road south to Goldsborough Neck Road. Follow Goldsborough Neck Road south to Glebe Road. Go east on Glebe Road to the Easton city limit line. Follow the city limit line south to Rt. 33 (St. Michaels Road). Follow Rt. 33 (St. Michaels Road) west to Leehaven Road to Dixon Creek. Pick up the Easton city limit line on the east side of Dixon Creek to the Tred Avon River. Follow the Tred Avon River north to the Easton city limit line then follow the Easton city limit line to the opposite shore of the Tred Avon River then pick up the Easton city limit line and follow it south to Jacks Creek. Follow Jacks Creek to where it intersects with Woodland Circle. Follow Woodland Circle south to Woodland Court/Woodland Drive then go east/southeast to Waverly Road. Follow Waverly Road southeast to Rt. 333 (Oxford Road). Go south on Rt. 333 (Oxford Road) to Landaff Road. Follow Llandaff Road east to US Rt. 565 (Easton Trappe Road). Go north on Rt. 50 (Ocean Highway) to Schwainger Road then east and south to Manadier Road. Follow Manadier Road north to Dover Neck Road. Continue on Dover Neck Road north to Rt. 331 (Dover Road). Go east on Rt. 331 (Dover Road) to Black Dog Aly. Follow Black Dog Aly north to Rt. 309 (Cordova Road). Follow Rt. 309 (Cordova Road) northeast to Old Cordova Road. Take Old Cordova Road north to Rabbit Hill Road then east on Rabbit Hill Road to Rt. 50 (Ocean Gateway). Follow Rt. 50 (Ocean Gateway) south to the beginning point.

**10) Washington County – Hagerstown/Halfway Area**

- a. Extend the ineligible area line beginning at the CSX rail line west to Hopewell Road. Go south on Hopewell Road to I-70. Follow I-70 east to I-81. Follow I-81 south to Rt. 68 (Lappans Road). Follow Rt. 68 (Lappans Road) east to where it intersects the Winchester & Western rail line. Follow the Winchester & Western rail line north to where it intersects Sterling Road. Go east on Sterling Road to Bower Avenue. Follow Bower Avenue north to the original ineligible line where it intersects at I-70.

**11) Worcester County – Ocean Pines Area**

- a. Extends the ineligible area from the Isle of Wright Bay down Turville Creek by following Turville Creek west to Racetrack Road (Rt. 589). Follow Racetrack Road (Rt. 589) north thru Taylorville to Windmill Creek. Follow Windmill Creek north to the St. Martin River and its tributaries. Follow the St. Martin River east and southeast to the beginning point at the Isle of Wright Bay/Turville Creek.



LOCAL  
ACCURATE  
TRUSTED

January 19, 2018

Brad King  
USDA Rural Development Maryland/Delaware State Office  
1221 College Park Drive, Suite 200  
Dover, DE 19904

Dear Mr. King,

On behalf of the Board of Directors for the Coastal Association of REALTORS® – a trade association that represents over 1,000 real estate professionals in Somerset, Wicomico and Worcester counties on Maryland’s Lower Eastern Shore – I’d like to submit for your consideration the following concerns regarding a proposal to remove Ocean Pines in Worcester County as an area that is eligible for USDA Rural Development Housing Programs.

Ocean Pines is an unincorporated community in Worcester County that does not receive municipal utility services. We believe the community still fits the USDA’s definition of a “rural area,” in that its population is more than 10,000 but not more than 20,000, is not contained within a Metropolitan Statistical Area, and has a serious lack of mortgage credit for lower and moderate-income families.

Our members who sell real estate in Ocean Pines say a large percentage of their clientele rely on rural housing programs, particularly the Single-Family Housing Guaranteed Loan Program. According to the U.S. Census Bureau, the per capita income reported by Ocean Pines residents in 2016 was \$39,867 and the median household income was \$67,485, thus many households in Ocean Pines would qualify for the Single-Family Housing Guaranteed Loan Program, as per the income limits specified on the USDA’s website.

It is our concern that the USDA may mistake the demographics of Ocean Pines for those of Ocean City, the nearby resort destination and largely second home market. The Ocean Pines market may include some pricier waterfront properties that are utilized as vacation homes, but most of the community are primary residents who work in Worcester County or in the surrounding areas.

Moreover, according to our Multiple Listing Service data, the median sale price of a single-family home in Ocean Pines in 2017 was \$235,000, which is markedly lower than the national

*Serving Somerset, Wicomico, and Worcester Counties on the Eastern Shore of Maryland*  
314 Franklin Avenue, Suite 106, Berlin, MD 21811  
[www.coastalrealtors.org](http://www.coastalrealtors.org)

median price throughout the same time period of \$315,800, as reported by the National Association of REALTORS®. Also according to our data, over the past two years, a total of 882 homes have been sold in Ocean Pines. Of those homes, 522 were priced under \$250,000.

Additionally, although Ocean Pines is marketed frequently as an optimal retirement community, the U.S. Census Bureau reports that only 34.5 percent of the population is persons aged 65 years and over.

According to the National Association of REALTORS®, first-time homebuyers in the U.S. are at the lowest share of the market than at any time in the last 30 years. The percentage of first-time buyers fell from an average of 40 percent to 33 percent nationally in 2015 and has recovered only slightly (35 percent). The USDA Rural Development Housing Programs are a vital resource for millennials seeking to purchase their first home. This generation of young people faces many barriers that past generations did not, such as rising home prices which increase down payment requirements, more difficult underwriting standards to secure a loan, increased taxes at settlement, and student loan debt. Please do not increase the burden carried by these homeowner hopefuls by taking away a funding resource on which they rely.

The Coastal Association of REALTORS® is happy to provide the USDA with any additional information needed to make the decision to keep Ocean Pines as an eligible rural area. We are also asking our membership to reach out to you and share their personal experiences in working with these loan programs in Ocean Pines.

Thank you for your consideration.

Sincerely,

Joel Maher  
President  
Coastal Association of REALTORS®



3

# Worcester County

HEALTH DEPARTMENT

P.O. Box 249 • Snow Hill, Maryland 21863-0249  
www.worcesterhealth.org

Snow Hill (Main Office)  
410-632-1100  
Fax 410-632-0906

Rebecca L. Jones, RN, BSN, MSN  
Health Officer

Harold Higgins, Chief Administrative Officer  
Worcester County Commissioners Office  
One West Market Street, Room 1103  
Snow Hill, MD 21863

February 13, 2018

## Re: Market Square Lease Renewal

Dear Mr. Higgins,

Worcester County Health Department is requesting the County Commissioners to consider a lease extension, for an additional 5-year term, for our Market Square location in Snow Hill. We currently house our Connector Entity, Medical Assistance Transportation and Case Management staff at this location. We have program funding available to cover the costs of renting this space.

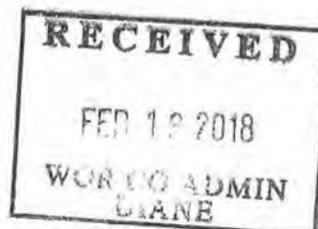
I am requesting this issue to be placed on the Commissioner's agenda for the February 20, 2018 meeting.

Thank you for your consideration.

Sincerely,

Rebecca Jones, RN, BSN, MSN  
Health Officer

CC: Kelly Shanahan  
Heather Barton



**COPY**

RECEIVED

COUNTY COMMISSIONERS OF WORCESTER COUNTY

2013 MAY 31 AM 10:39

LEASE FORM COUNTY AS LESSEE

WORCESTER COUNTY  
HEALTH DEPARTMENT

THIS AGREEMENT OF LEASE, made this 9<sup>th</sup> day of May, 2013,

by and between 424 Market Street Maryland, LLC, 300 Strode Avenue, Coatesville, PA 19320 hereinafter called "Lessor", and County Commissioners of Worcester County, Maryland, room 1103, One West Market Street, Snow Hill, Maryland 21863, hereinafter called "Lessee",

WITNESSETH:

THAT in consideration of the mutual covenants herein contained and other good and valuable considerations, the parties hereto do hereby agree as follows:

1. **LEASE OF PREMISES.** Lessor does hereby Lease unto Lessee and Lessee does hereby take from Lessor all that premises known as 6,500+/- in the building located at 424 W Market Street, Snow Hill, MD 21863
2. **TERM—TIME OF ESSENCE.** The term of this Lease shall be for a period of 5 years commencing on July 1, 2013 and ending June 30, 2018. The Lessee shall have One (1), 5-year option to renew this lease; if Lessee wishes to exercise this option they must give Lessor written notice to do so at least 180 days prior to lease termination.
3. **RENTAL.** The base rental shall be Sixty Five Thousand dollars (\$65,000) per year and shall be payable as follows: In Monthly installments due on the first of every month in the amount of Five Thousand Four Hundred Sixteen and 66/100 dollars (\$5,416.66) and shall be paid thirty days after receipt of invoice but not before the due date.
4. **RIGHT OF ENTRY AND REPOSSESSION.** If the rent or any portion thereof shall be in arrears or unpaid or any covenant of this Lease be breached and remain breached for a period of sixty (60) days, this Lease shall become null and void if the Lessor shall elect, or if this Lease is validly terminated by Lessor, then Lessor, its successors or assigns, may re-enter upon the premises and hold the same as if this Lease had not been made. Lessor, or any of its agents, upon 24 hours prior notice, shall have the right to enter said premises during all reasonable hours to examine the same or to make such repairs, additions or alterations as may be deemed necessary for the safety, comfort or preservation thereof, or said building, or to exhibit said premises and to put or keep upon the doors or windows thereof a notice "For Rent" at any time within thirty days (30) days before the expiration of this Lease.

5. **USE-CONDITION**. The premises will be used by the Lessee only for an office that will be occupied by the Worcester County Health Department and/or related departments and related purposes. Lessee agrees to keep the premises, including the exterior front, side and rear of the premises, in a clean, sanitary, neat and presentable condition.
6. **EXTERIOR**. Lessor agrees to keep the roof, structure and exterior walls of said premises in good repair.
7. **INTERIOR**. Lessee agrees to keep the interior of said premises, all windows, screens, awnings, doors, interior walls, pipes, machinery, plumbing, electrical wiring and other fixtures and interior appurtenances in good and substantial repair and clean condition at Lessee's own expense except that any single repair to any mechanical or electrical system costing more than \$500.00 shall be paid for by Lessor. All glass, both interior and exterior, is at the sole risk of Lessee, and Lessee agrees to replace at Lessee's own expense, any glass broken during the term of this Lease. If a sewer issue or back-up occurs Landlord shall respond to issue within 24/hrs. If any sewer issue is not permanently resolved within 30 days, Tenant shall then have the right to terminate this lease without any penalties or fees.
8. **UTILITIES AND NON-PAYMENT**. Lessee shall promptly pay all charges of electricity, and any other utilities including user and front foot benefit charges, used on or about the premises during the term of this lease and in the event such charges are not paid within sixty (60) days from the date they are due and payable, such will constitute a breach hereof.
9. **TAXES AND INSURANCE**. Lessor shall be responsible for all of the real estate taxes if any assessed on the account of land and existing improvements as well as insurance on the building.
10. **REGULATIONS AND INSURANCE**. Lessee shall promptly execute and comply with all statutes, ordinances, rules, orders, regulations and requirements of the Federal, State and City Government and of said premises for the correction, prevention and abatement of nuisances or other grievances in, upon or connected with said premises, as well as all environmental and hazardous materials laws during said term, and shall also promptly comply with and execute all rules, orders and regulations of Maryland State Underwriters Association for the prevention of fires, at Lessee's at own cost and expense.
11. **LIABILITY INSURANCE AND INDEMNIFICATION OF LESSOR**. To the extent permitted by law, Lessee, will indemnify and keep harmless Lessor from all losses, damages, liabilities and expenses which may arise or be rightfully legally claimed against Lessor and be in favor of any person, firm or corporation, consequent upon or arising from the use or occupancy of said premises by Lessee or (and in addition) consequent upon or arising from any acts, omissions, neglect or fault of Lessee (his agents, servants, employees, licensees, customers, or invitees) or (and further in addition) consequent upon or arising upon Lessee's failure to comply with the aforesaid laws, statutes, ordinances or regulations. Lessor shall not be liable to Lessee for any

damages, losses or injuries to the person or property of Lessee which may be caused by the acts, neglect, omissions or faults of any person, firm or corporation and that Lessee will to the extent permitted by law indemnify and keep harmless Lessor from all damages, liabilities, losses, injuries or expenses which may arise or be claimed against Lessor and be in favor of any person, firm or corporation, for any injuries or damages arose about or upon said premises. Lessee further agrees to carry Property and Liability Insurance in such amounts and upon such terms and conditions, as Lessee carries on its other buildings. Lessee may self-insure.

12. **SUBLEASES AND ASSIGNMENT.** Tenant shall not transfer or assign this Lease or sublet the demised premises without the Landlord's written consent which consent shall not be unreasonably withheld.
13. **FIRE AND CASUALTY.** The parties hereto agree that if the premises above described shall be destroyed by fire or other casualty, the tenancy hereby created shall be thereby terminated by Lessee and all liability for rent hereunder shall cease upon payment proportionately to the date of the fire, with a per diem abatement of rent. If the premises herein demised are partially destroyed, it is agreed that said premises may be repaired as speedily as possible at the expense of Lessor and the rent abated during the repair time.
14. **NOTICES.** It is understood and agreed between the parties hereto that written notice addressed to Lessee and actually delivered to Lessee at Worcester County Government Center, Room 1103, One West Market Street, Snow Hill, Maryland 21863, or such other address as it may designate in writing to Lessor, Written notice sent certified mail or actually delivered to Lessor at the address shown first herein shall constitute sufficient notice to Lessor.
15. **WAIVER.** No waiver of any condition or covenant of this Lease by Lessee shall be deemed to imply or constitute a further waiver by Lessee or any other condition or covenant of this Lease.
16. **CONDITION.** Lessee accepts premises once the Landlord has completed the following; paint and repair of walls, replace carpet where carpet has not been recently replaced, all HVAC systems are up and running and good condition and Lessor warrants these systems for 90 days from lease execution.
17. **NO PARTNERSHIP.** Lessor does not in any way or for any purpose become a partner of the Lessee in the conduct of Lessee's business or otherwise or become a joint venture or member of a joint enterprise with Lessee.
18. **SURRENDER.** Lessee agrees, upon the termination hereof, to quietly surrender the premises unto Lessor in the condition in which the premises were at the commencement hereof, normal wear and tear accepted and in broom clean condition.

19. **HAZARDOUS MATERIALS.** No hazardous materials other than household and janitorial supplies shall be permitted on the premises without permission of Lessor.
20. **ILLEGALITY OR PERFORMANCE.** If for any reason this Lease or the entering into it by Lessee is determined to be illegal, ultra-vires or not in accordance with the law by the Lessee then at Lessee's sole discretion and in good faith, Lessee may terminate this Lease immediately.
21. **IMMUNITY/LIMITATION ON ACTIONS AGAINST LESSEE.** Nothing in this Lease nor any agreement or any amendment to it shall constitute or be construed as a waiver of whatever immunities or limitations of liability that the Lessee may have in accordance with law including public general law or public local law. No money judgment exceeding the actual amount of rent owed by Lessee under this Lease may be obtained by Lessor. No action may be brought with respect to this Lease other than in the appropriate State court in Worcester County, Maryland. Lessor hereby consents and agrees to such provision and further waives Lessor's right to jury trial in any action relating to this Lease. Lessor's liability under this Lease shall be in no way limited. Lessee has entered into this Lease in the capacity stated. No individual elected County Commissioner, contractor, employee, agent or servant, of Lessee shall have any personal liability hereunder. Any indemnity herein or arising out of this agreement, on the part of the Lessee, 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 provision. The limitation of liability to Lessee hereunder shall be contractual and Lessor hereby agrees that such limitation is fair and equitable under the totality of the circumstances of this Lease.
22. **ANNUAL BUDGET.** Lessee's liability under or arising out of this agreement shall be subject to annual budget appropriation and strictly conditioned thereon.
23. **EARLY TERMINATION.** In the event the Lessee determines in good faith but at Lessee's sole discretion that the premises is no longer required for the purposes of Lessee then Lessee may terminate this Lease upon 180 days written notice from the Lessee to Lessor.
24. **WRITTEN AGREEMENT.** This lease, including any addendum which may be attached hereto, contains the entire agreement between the parties hereto and all previous negotiations leading thereto and it may be modified only by an agreement in writing signed and sealed by Lessor and Lessee.
25. **HEIRS AND ASSIGNS.** This Lease and all provisions, covenants and conditions thereof shall be binding upon and inure to the benefit of the heirs, legal representatives, successors and assigns of the parties hereto, except that no person, firm, corporation or court officer holding under or through Lessee in violation of any of the terms, provisions, conditions of this Lease shall have any right, interest or equity in or to this Lease, the term of this Lease or the premises covered by this Lease.

26. **HEADINGS AND TERMS.** The headings to the various paragraphs of this Lease have been inserted for convenient reference only and shall not in any manner be construed as modifying, amending or affecting in any way the express terms and provisions hereof. Words of any gender, and words in the singular number shall be held to include the plural, when the sense requires.

IN WITNESS WHEREOF, the parties have executed this Lease all as of the day and year first herein written.

WITNESS:

LESSOR

402 Market Street Maryland, LLC

Valerie D. All

By: Michael J. [Signature] CEO (SEAL)

WITNESS:

LESSEE

COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND

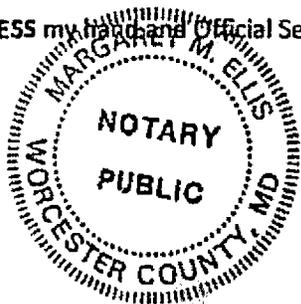
[Signature]

By: James C. Church (SEAL)  
James C. Church, President

STATE OF MARYLAND, COUNTY OF WORCESTER:

I HEREBY CERTIFY, that on this 30 day of MAY, 2010, before me, the subscriber, a Notary Public in and for the State and County aforesaid, personally appeared James C. Church who acknowledged himself/herself to be James C. Church, President of the County Commissioners of Worcester County, Maryland, a party to foregoing instrument and who acknowledged the foregoing instrument is the act and deed of such Lessee and further that he/she is fully empowered to bind the lessee hereto.

AS WITNESS my hand and Official Seal.



Margaret M. Ellis

Notary Public

My Commission Expires: 10/25/2015

PENNSYLVANIA CHESTER  
STATE OF ~~MARYLAND~~; COUNTY OF ~~WORCESTER~~:

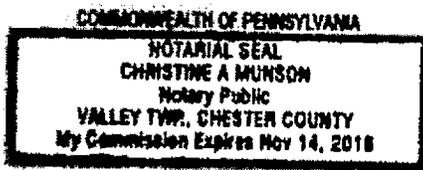
I HEREBY CERTIFY, that on this 14<sup>th</sup> day of May, 2013, before me, the subscriber, a Notary Public in and for the State and County aforesaid, personally appeared Michael J. Jacobs who acknowledged himself/herself to be lessor of 424 Market Street Maryland, LLC, a party to foregoing instrument and who acknowledged the foregoing instrument is the act and deed of such lessor and further that he/she is fully empowered to bind the lessor hereto.

AS WITNESS my hand and Official Seal.

Christine A. Munson

Notary Public

My Commission Expires: 11/14/2016



**DRAFT**

February 9, 2018

Michael J. Jacobs, Chief Executive Officer  
424 Market Street Maryland LLC  
300 Strode Avenue  
Coatesville, PA 19320

Re: Renewal of Lease - 5-Year Option  
424 W. Market Street, Snow Hill, MD 21863

Dear Mr. Jacobs:

Please be advised that the County Commissioners of Worcester County, Maryland, wish to exercise the option to renew the agreement of lease dated May 9, 2013 (copy attached) as referenced in paragraph 2. We understand that the renewal would commence on July 1, 2018 and expire on June 30, 2023.

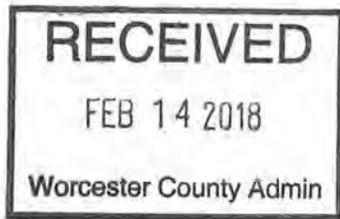
If you have any questions or concerns regarding the Lease renewal, please feel free to contact me at this office.

Sincerely,

Harold L. Higgins  
Chief Administrative Officer

MH/HLH/fac  
encls

S:\Commissioners\Faith\Lease Renewal Letter-424 Market St.wpd



4

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

ZONING DIVISION  
BUILDING DIVISION  
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICE DIVISION

### MEMORANDUM

**TO:** Harold L. Higgins, Chief Administrative Officer  
**FROM:** William Bradshaw P.E., County Engineer *WBS*  
**DATE:** February 15, 2018  
**SUBJECT:** Berlin Library Change Notifications Approval Request

Attached are construction change notifications submitted by Whiting Turner for the Berlin Library Construction project. These change notifications represent additional structural stiffening and landscape bid award.

- CNO #31 – This building design incorporates the addition of steel roof eave brackets after the building envelope and air barriers are installed. This design was implemented to improve air sealing performance but has also added some complexity to the roof framing. Specifically, the added steel brackets need to be stiffened which results in additional components and labor to install at the second story elevation. These brackets have been a challenge and are near completion to allow the release of roof work. This change is provided by Whiting Turner as a not to exceed price of \$15,093.
- CNO #32 – This change is a result of observation that the upper rail framing needs to be stiffened to be used as railing frame. This change involves the addition of plywood to the railing frame to improve the structure and results in a change request of \$5,052.
- CNO #36 – The original landscape proposals for this project were incomplete or above budget. As a result, an allowance of \$40,000 for landscape and \$10,000 for porch benches was included in the Whiting Turner contract with the intention of re-bidding. Over the past 2 months, the landscape design was revised and now includes bid alternates for a privacy fence requested by the Town of Berlin, porch benches, plantings for the stormwater system, tree trimming, and 2 types of sod alternates around the building perimeter. Bids were received from JND Landscape, Chesapeake Landscape and Denison. After bid review, Whiting Turner recommends award to JND Landscape at \$37,930 which is \$2,070 below allowance. This recommendation

P.3

P.14

P.21

**SUBJECT: Berlin Library Change Notifications Approval Request**

Page 2

includes bio retention plantings (required for stormwater system) in the amount of \$13,920 and sod grass around the building and extending into the rear yard (approx 8,500 Sf) in the amount of \$4,400. County maintenance has more recently been using sod as it decreases reseeding and allows use of grounds in less time than seeding. There were no landscape bids for porch benches, the fence addition or tree trimming. At this point, it is recommended that the porch benches may be sacrificed as part of construction to save allowance funds.

Changes #31 and #32 represent a cost increase of \$20,145. The contracted allowance budget resulting from change #36 including sod will decrease by \$10,000. Therefore, the contract price for the building will be \$6,255,319 which is \$5,319 above the original contract.

If there are questions, please let me know. Thank you.

attachments

cc: Jennifer Ranck, Director of Worcester County Libraries



**Project: New Berlin Branch Library**  
 13 Harrison Ave.  
 Berlin, MD 21811

**W-T Job Number:** 015912  
**Date:** 02/09/2018  
**CN Number:** 000031  
**Project Area:** Add-on steel eave brackets

**To:** Worcester County  
 One West Market Street  
 Snow Hill, MD 21863

**From:** Adam Leonard  
 The Whiting-Turner Contracting Company  
 100 West Main St.  
 Salisbury, MD 21801

**DESCRIPTION:** Type B3 Steel Eave Bracket Stiffening Details  
**REASON:** Design  
**SOURCE:** Owner  
**SCOPE OF WORK:** See GMB repair details for stiffening of metal eave bracket assemblies.  
 Furnish and install added hardware, framing, and anchors to reinforce the framing and anchorage points for the steel eave assembly brackets Type B3.  
 Reference attached GMB repair details.

T&M Estimate:

Current work:  
 2/2/18 - (1) man for 6 hours - Install screws from roof blocking to steel eave bracket. This was installed prior to roof insulation as required for access to the work area.

Remaining work estimate:  
 Repair Detail Type 1 = (2) men \* 1 hour each bracket \* (23) brackets = 46 hrs  
 Repair Detail Type 2 = (2) men \* 3 hours each bracket \* (11) brackets = 66 hrs  
 Intermediate 2x6 Purlin Support = (2) men \* 18.5 hours each = 43 hrs

Total current and estimated man hours = 155

Material Estimate = \$6,000

**CONTRACTORS AFFECTED:** K.B. Coldiron Inc.

**RELATED OBJECTS:**

**AUTHORIZATION**

WT REQUESTS AUTHORIZATION TO PROCEED WITH THE CHANGES DESCRIBED ABOVE.  
 COST/SCHEDULE IMPACT WILL BE AS FOLLOWS:

**Cost: \$ 15,093.00** **Funding:** Owner Change Order

**SCHEDULE:**  NO IMPACT  
 POSSIBLE IMPACT - WT REVIEWING  
 IMPACT TO SCHEDULE AS FOLLOWS \_\_\_\_\_

**OWNER DIRECTION:**

**DISTRIBUTION:**  ORIGINAL FILE  
 OWNER/OWNER REP.  
 ARCHITECT  
 LENDER

- PRICE ONLY - DO NOT PROCEED UNTIL PROPOSAL IS APPROVED
- PROCEED AND CONFIRM COST
- PROCEED FOR NTE COST INDICATED ABOVE
- PROCEED T&M
- PROCEED FOR LUMP SUM COST ABOVE
- PROCEED (NO IMPACT)
- PROCEED AND PRICE
- CANCEL
- REJECTED

Other: \_\_\_\_\_

OWNER'S REPRESENTATIVE \_\_\_\_\_ DATE \_\_\_\_\_

**COST BREAKDOWN****DATE:** 02/09/2018**JOB NO:** 015912**PROJECT AREA:** Add-on steel eave brackets**CN NO:** 000031

Vendor	Description	Budget Code	Billing Amount
K.B. Coldiron Inc.	W-T Estimate for KB Coldiron to install hardware required to stiffen the steel eave assembly brackets. Hourly rate = \$52.00/hr for each carpenter mechanic.	015912.06A0000.06010000.S	\$ 8,060.00
K.B. Coldiron Inc.	WT Estimate for added material	015912.06A0000.06010000.S	\$ 6,000.00
<b>Mark-Ups:</b>			
	2.0 General Liability	015912.9000000.90100000.X	\$ 142.00
	1.0 P&P Bond	015912.9000000.92100000.X	\$ 103.00
	3.0 Builder's Risk Ins.	015912.9110000.91100000.X	\$ 69.00
	4.0 CM Fee (OH + Profit)	015912.9300000.93000000.F	\$ 719.00
<b>Total Cost of this work:</b>			<b>\$ 15,093.00</b>

**APPROVAL:**

WHITING-TURNER REQUESTS APPROVAL OF THE FOLLOWING ACTUAL/FINAL COST FOR THIS WORK:

PROPOSAL AMOUNT: **\$ 15,093.00**

OWNER CHANGE REF: \_\_\_\_\_

SUBMITTED BY: **Adam Leonard**  
WHITING-TURNER REPRESENTATIVE**2/13/18**  
DATE

DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_  
OWNER'S REPRESENTATIVE DATE

## Bill Bradshaw

---

**Subject:** FW: WCBL - Eave Bracket Stiffening CNO

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**From:** Jeff Schoellkopf [[mailto:jeffs\\_ed@gmavt.net](mailto:jeffs_ed@gmavt.net)]  
**Sent:** Tuesday, February 13, 2018 12:50 PM  
**To:** Bill Bradshaw; 'Leonard, Adam'  
**Cc:** 'Street, Logan'; 'Lowe, Mike'; 'Reggie Mariner'  
**Subject:** RE: WCBL - Eave Bracket Stiffening CNO

Bill,

Please find here our comments on the proposed CNO for eave stiffening

1. We note that this is an unusual detail done in an effort to provide significantly improved air sealing at the roof/eave intersection over conventional construction.
2. The proposed additional stiffening method has been provided by GMB based on their recent site visit and in conversation with the general contractor.
3. We believe this is reasonable and a very efficient method to improve the finished product and assure it remains true over time.
4. We recognize in this that there have been challenges with the original framing contractor and appreciate that this remedial work is to be performed by Coldiron, and believe that Whiting Turner is providing very good supervision of this issue

Please let me know if you have any further questions or requests relative to this issue.

Jeff

Jeff Schoellkopf, AIA, LEED AP  
The Design Group  
802-496-2166  
[www.tdgv.com](http://www.tdgv.com)

REPAIR TYPE 1

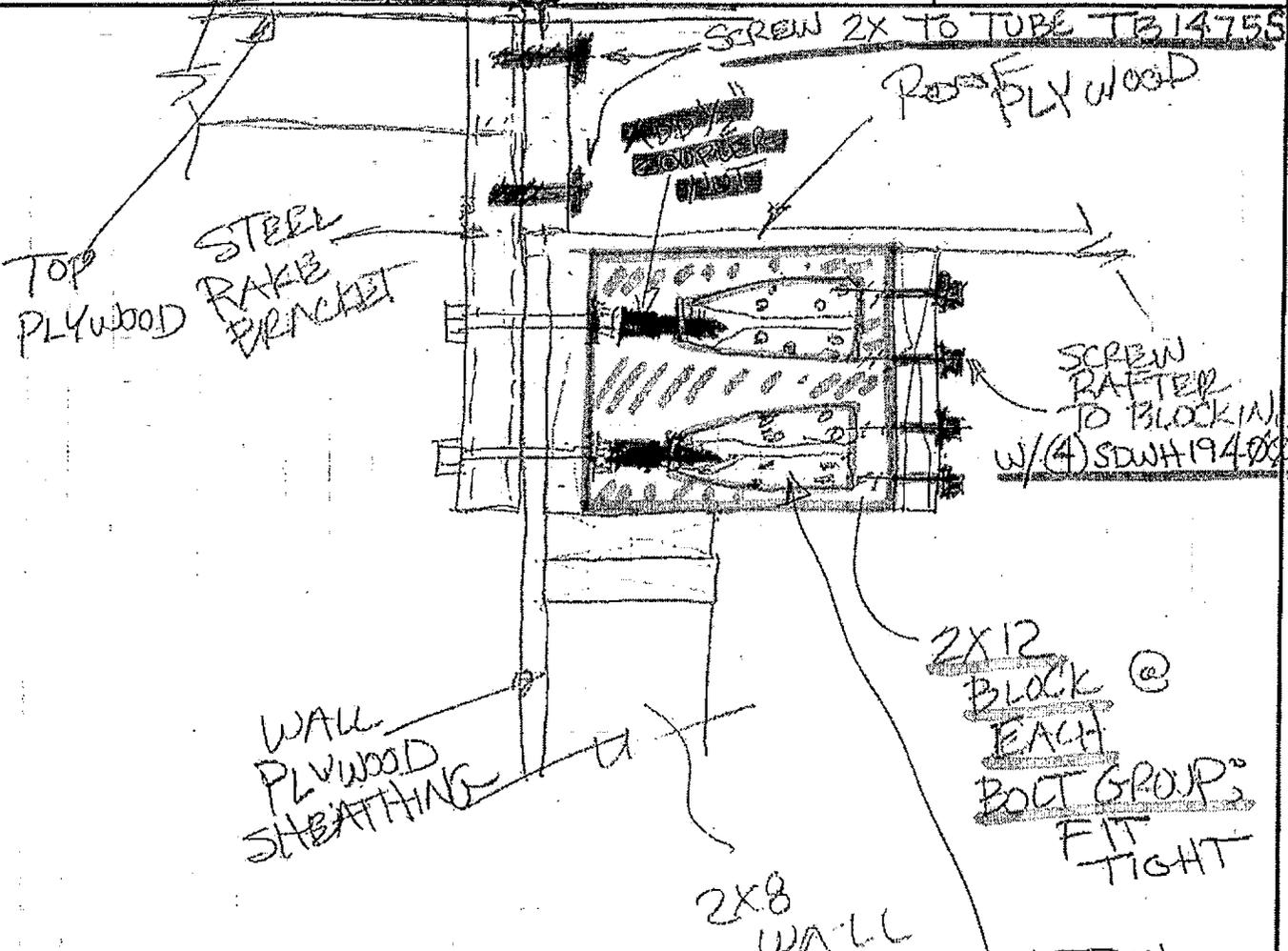
NAIL TOP PLYWOOD TO 2X w/ 8d @ 4" O.C. TOP

# GMB

ARCHITECTS / ENGINEERS

RE: DERUN LIBRARY  
RAKE BRACKET ATTACH  
 DATE: 1/29/18 BY: A.R.M.  
 PAGE: 1 OF 1

ROUTE 1- \_\_\_\_\_ 2- \_\_\_\_\_  
 TO: 3- \_\_\_\_\_ 4- \_\_\_\_\_  
 5- \_\_\_\_\_ 6- \_\_\_\_\_  
 GMB NO: 150039  
 FILE: \_\_\_\_\_



ATTACH  
 (2) SIMPSON  
DTT2Z  
TO BLOCKING-  
EXTEND  
1/2" ROD TO  
COUPLER  
NUT;  
TIGHTEN  
TO PRELOAD

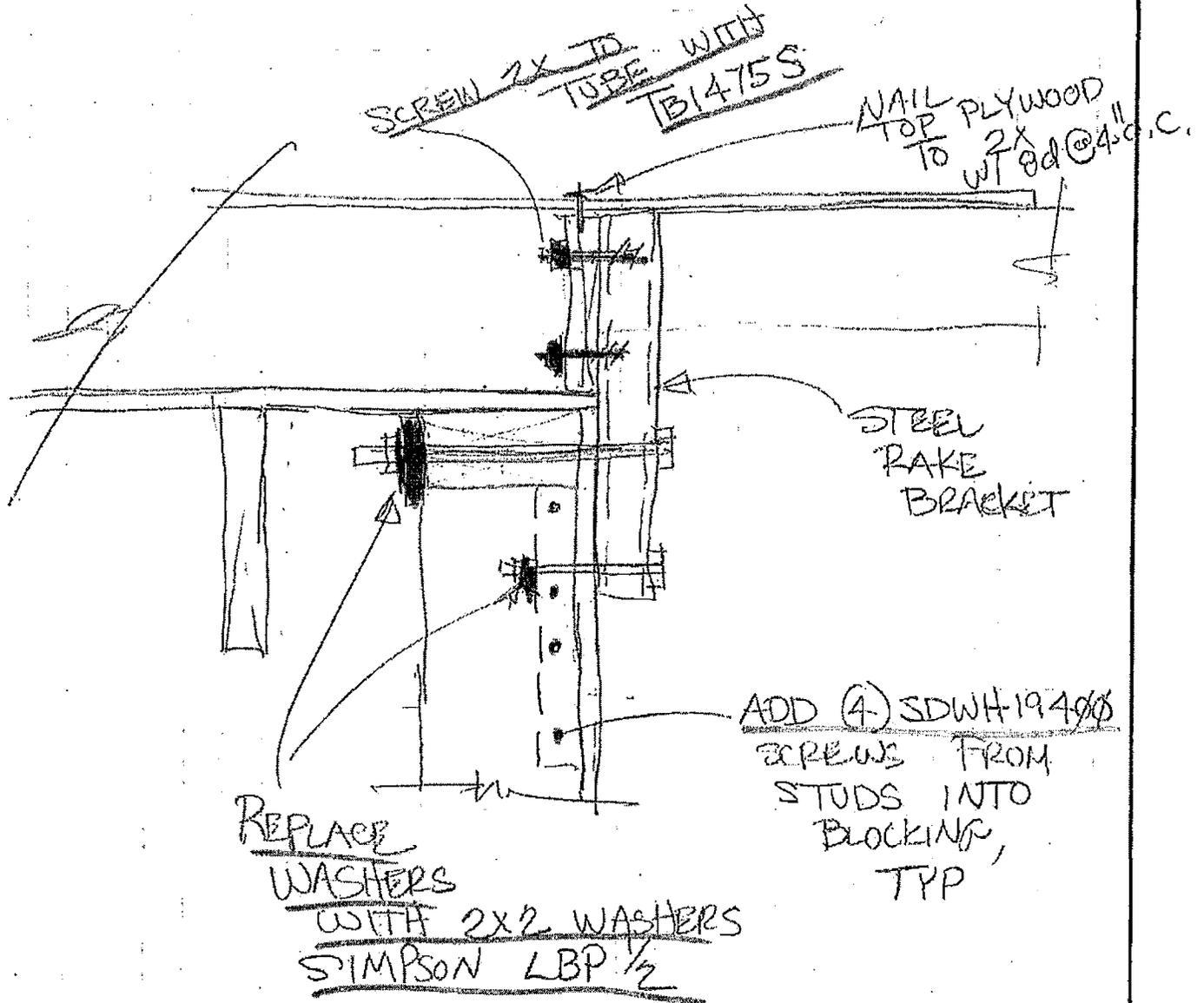
REPAIR TYPE 2

# GMB

ARCHITECTS / ENGINEERS

RE: PERLIN LIBRARY  
RAKE BRACKET  
DATE: 1/24/18 BY: ARM  
PAGE: 1 OF 1

ROUTE 1- \_\_\_\_\_ 2- \_\_\_\_\_  
TO: 3- \_\_\_\_\_ 4- \_\_\_\_\_  
5- \_\_\_\_\_ 6- \_\_\_\_\_  
GMB NO: 150039  
FILE: \_\_\_\_\_



TRUSSES @ 24" O.C.

2x BLOCK MAINTAIN VENTILATION

CENTER ROOF SHEATHING AT EAVE TRUSS ATTACHMENT JOINT

VERTICAL 2x10 @ BRACKET LOCATIONS

WELDED RAKE BRACKET (B2)

@ 5'-0" O.C. MAX.

C6x8.2 x 3'-0"

(2) 2x8 SUBFASCIA

9"x7"x $\frac{5}{16}$ " END PLATE

SEE ARCH. FOR EAVE DETAIL

$\frac{1}{2}$ " GALV. CARRIAGE BOLTS TYP.

2x6

PURLIN MID SPAN ATTACH WITH JOIST HANGER TO BRACKET WITH TEK SCREENS

4x2.5x $\frac{1}{4}$  STEEL TUBE (4" AGAINST WALL)

2x4 SLEEPER TO COINCIDE WITH BRACKET

EXTEND 2x4 SLEEPER OVER TOP OF BRACKET AND ATTACH WITH TEK SCREENS

LSL CONTINUOUS RIM BOARD

SIMPSON H2.5 OR PER TRUSS MANUFACTURER

DOUBLE 2x8 TOP PLATE

$\frac{1}{2}$ " LAG BOLT INTO DOUBLE TOP PLATE

2x BOX HEADER

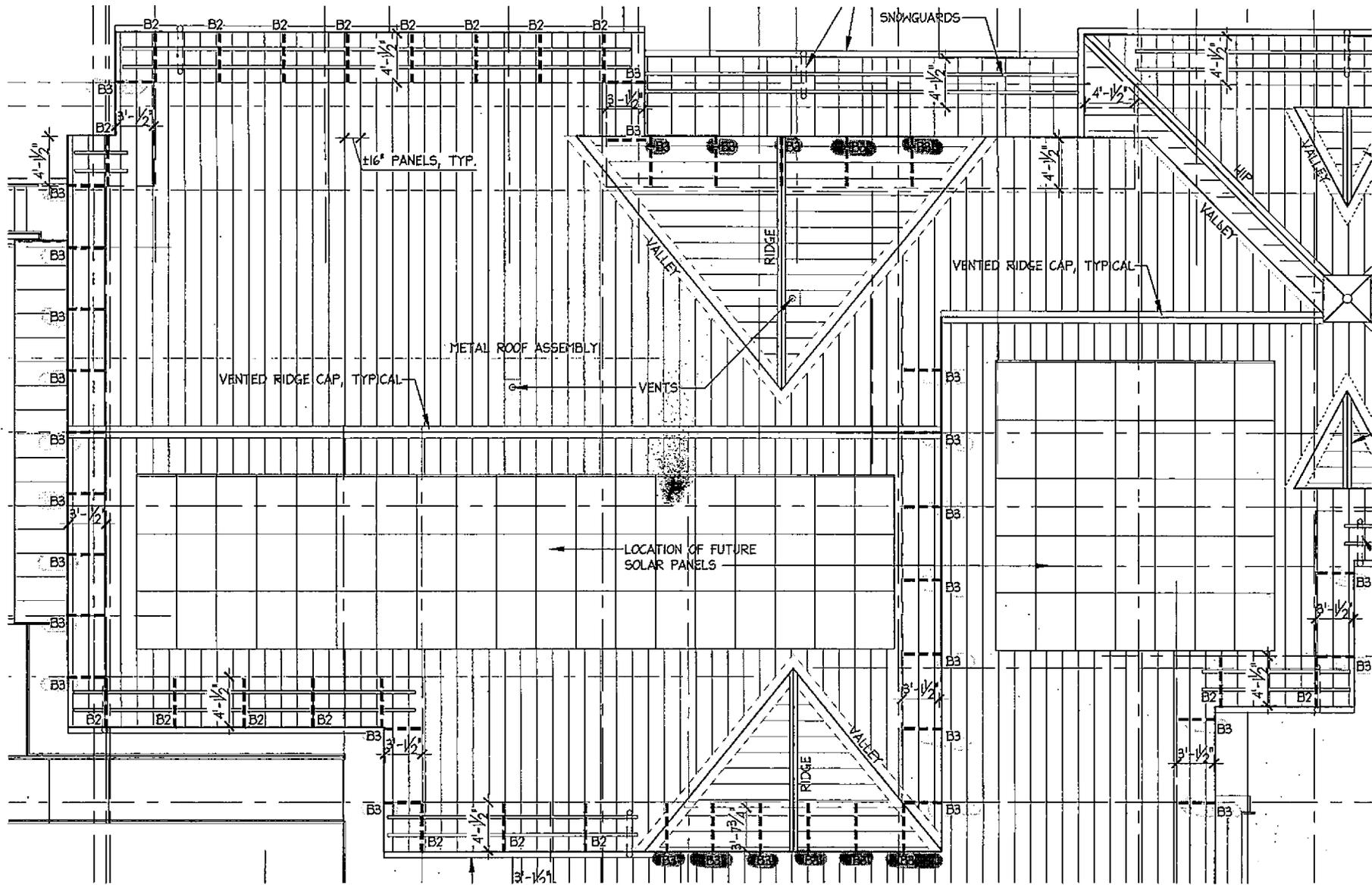
(2) 2x8 HORIZONTAL PLATES

(2) 2x8 HORIZONTAL

SECTION

1/2" = 1'-0"

1 S1.6



6



# Strong-Drive® SDWS/SDWH

## Timber Screws

The Strong-Drive® SDWS Timber screw is designed to provide an easy-to-install, high-strength alternative to through-bolting and traditional lag screws. The Strong-Drive SDWH Timber-Hex SS screw provides a structural wood-to-wood connection, including for ledgers. As a Type 316 stainless-steel fastener, the Strong-Drive SDWH Timber-Hex SS screw offers maximum corrosion protection.

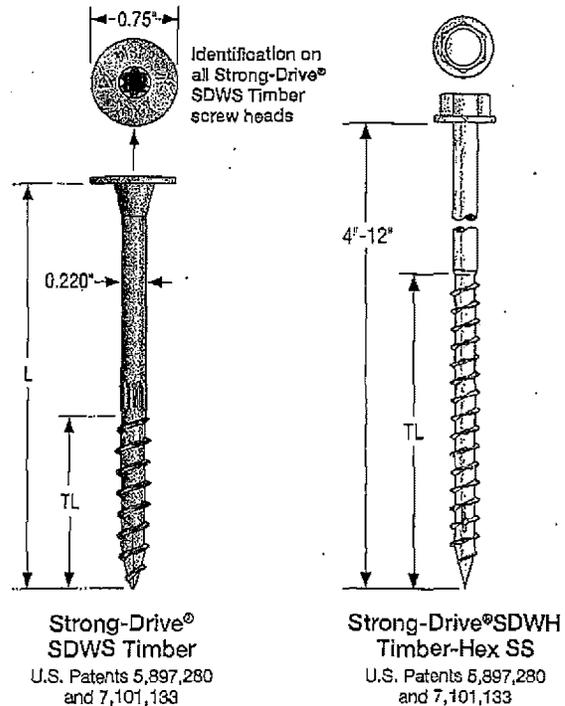
**Material:** Strong-Drive SDWS Timber screw — heat-treated carbon steel; Strong-Drive SDWH Timber-Hex SS screw — Type 316 stainless steel

**Finish:** Strong-Drive SDWS Timber screw — Double-barrier coating

**Installation:**

- See General Notes.
- Strong-Drive SDWS Timber screws install best with a low-speed ½" drill and a T-40 6-lobe bit. The matched bit included with the screws is recommended for best results.
- Strong-Drive SDWH Timber-Hex SS screws install best with a low-speed ½" drill and a ⅝" hex driver bit. The matched bit included with the screws is recommended for best results.
- Predrilling is typically not required. Where predrilling is necessary, use a ⅜" drill bit for Strong-Drive SDWS Timber screws and 0.188" Strong-Drive SDWH Timber-Hex SS screws. Use a ½" drill bit for 0.276" Strong-Drive SDWH Timber-Hex SS screws.
- SDWS Timber screws and SDWH Timber-Hex SS screw heads that are countersunk flush to the wood surface are acceptable if the screw has not spun out.
- For additional information, visit [strongtie.com/fasteners](http://strongtie.com/fasteners).

**Codes:** See p. 14 for Code Reference Key Chart



## Strong-Drive® SDWS Timber Screw Product Information

Size Dia. x L (in.)	Thread Length TL (in.)	Retail Pack <sup>1</sup>			Mini-Bulk Bucket <sup>1</sup>			Bulk <sup>1</sup>	
		Fasteners per Pack	Packs per Master Carton	Model No.	Fasteners per Pack	Packs per Master Carton	Model No.	Fasteners per Pack	Model No.
0.220 x 3	1½	12	10	SDWS22300DB-RC12	50	6	SDWS22300DB-R50	950	SDWS22300DB
0.220 x 4	2¾	12	10	SDWS22400DB-RC12	50	6	SDWS22400DB-R50	600	SDWS22400DB
0.220 x 5	2¾	12	10	SDWS22500DB-RC12	50	6	SDWS22500DB-R50	600	SDWS22500DB
0.220 x 6	2¾	12	10	SDWS22600DB-RC12	50	6	SDWS22600DB-R50	500	SDWS22600DB
0.220 x 8	2¾	12	10	SDWS22800DB-RC12	50	6	SDWS22800DB-R50	400	SDWS22800DB
0.220 x 10	2¾	12	10	SDWS221000DB-RC12	50	6	SDWS221000DB-R50	250	SDWS221000DB

1. Retail and mini-bulk packs include one deep, 6-lobe, T-40 driver bit; bulk packs include two driver bits.

## Strong-Drive® SDWH Timber-Hex SS Screw Product Information

Size (in.)	Hex Drive (in.)	Thread Length (in.)	Package		Bucket	
			Fasteners per Pack	Model No.	Fasteners per Bucket	Model No.
0.188 x 4	⅝	2.40	20	SDWH19400SS-R20	100	SDWH19400SS-R100
0.188 x 4.5	⅝	2.75	10	SDWH19450SS-R10	100	SDWH19450SS-R100
0.188 x 5	⅝	2.40	10	SDWH19600SS-R10	100	SDWH19600SS-R100
0.188 x 6	⅝	2.40	10	SDWH19600SS-R10	100	SDWH19600SS-R100
0.188 x 8	⅝	2.40	10	SDWH19800SS-R10	50	SDWH19800SS-R50
0.276 x 3	½	2.95	10	SDWH27300SS-R10	100	SDWH27300SS-R100
0.276 x 4	½	2.95	10	SDWH27400SS-R10	100	SDWH27400SS-R100
0.276 x 5	½	2.95	10	SDWH27500SS-R10	50	SDWH27500SS-R50
0.276 x 6	½	2.95	10	SDWH27600SS-R10	50	SDWH27600SS-R50
0.276 x 8	½	2.95	10	SDWH27800SS-R10	25	SDWH27800SS-R25
0.276 x 10	½	2.95	5	SDWH271000SS-R5	25	SDWH271000SS-R25
0.276 x 12	½	2.95	5	SDWH271200SS-R5	25	SDWH271200SS-R25

**BP/LBP/RP6**

**Bearing Plates**

Bearing plates give greater bearing surface than standard cut washers, and help distribute the load at these critical connections.

The BP $\frac{1}{4}$ -3 and BP $\frac{1}{2}$ -3 are 3" x 3" bearing plates that meet the latest requirements of the IRC and IBC. These plate washers are available uncoated or with a hot-dip galvanized (HDG) coating.

The BPS and LBPS are bearing plates that offer increased flexibility while meeting the latest requirements of the code for 2x4 and 2x6 walls. The slotted hole allows for adjustability to account for bolts that are not in the middle of the sill plate.

The BP $\frac{1}{4}$ SKT uses  $\frac{1}{4}$ " x 1 $\frac{1}{2}$ " Strong-Drive® SDS Heavy-Duty Connector screws to provide lateral resistance when  $\frac{1}{4}$ " diameter sill holes are overdrilled (screws are provided). The shear capacity of the connection and the sill/anchor bolt shall be determined by the Designer for each installation.

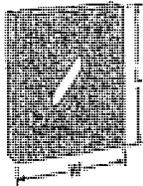
Material: See table

Finish: LBP, LBPS — Galvanized; BP $\frac{1}{2}$ -2, BP $\frac{1}{4}$ S — Zinc Plated; BPS, BP — None; BPS $\frac{1}{4}$ -6, BP $\frac{1}{4}$ S-6, BPS $\frac{1}{4}$ -3, BPS $\frac{1}{4}$ -6 may be ordered HDG; LBP and LBPS products may be ordered ZMAX®; contact Simpson Strong-Tie; see Corrosion Information, pp. 15-18.

Installation:

- See General Notes
- BP/BPS — For sheath applications, position edge of plate washer within  $\frac{1}{8}$ " of sheathed edge of sill plate
- BPS $\frac{1}{4}$ -6, BPS $\frac{1}{4}$ -3, BPS $\frac{1}{4}$ -6, BP $\frac{1}{4}$ S-6, BP $\frac{1}{4}$ S-3, BP $\frac{1}{4}$ S-6 may be ordered HDG; LBP and LBPS products may be ordered ZMAX®; contact Simpson Strong-Tie; see Corrosion Information, pp. 15-18.

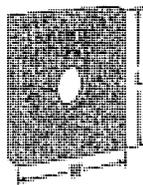
Codes: See p. 14 for Code Reference Key Chart; 2012 IRC R602.11.1, 2012 IBC S602.11.1



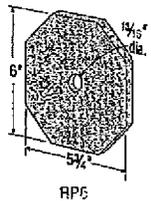
BPS  
(LBPS similar)



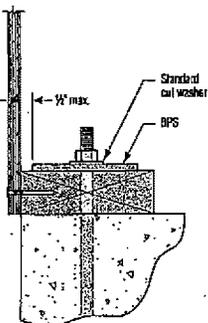
BPS $\frac{1}{4}$ -6  
(Other models similar)



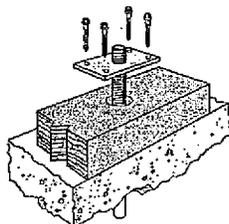
BP  
(LBP similar)



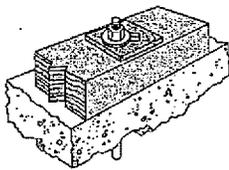
RP6



Typical BPS Installed as a Shear Anchor



The BP $\frac{1}{4}$ SKT is used when  $\frac{1}{4}$ " diameter sill bolt holes are overdrilled



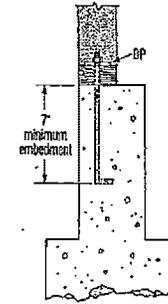
Typical BPS Installation

**BP/LBP/RP6**

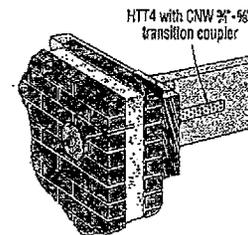
**Bearing Plates (cont.)**

These products are available with additional corrosion protection. For more information, see p. 18.

Bolt Diameter (in.)	Model No.	Thickness	Dimensions (in.)		Code Ref.
			W	L	
$\frac{1}{4}$	BP $\frac{1}{4}$ -2	$\frac{3}{16}$ "	2	2	II, FL
	LBP $\frac{1}{4}$	$\frac{3}{16}$ "	2	2	
	LBPS $\frac{1}{4}$	$\frac{3}{16}$ "	3	3	
$\frac{1}{2}$	BPS $\frac{1}{2}$ -3	3 ga.	3	3	II, FL
	BPS $\frac{1}{2}$ -6	3 ga.	3	4 $\frac{1}{2}$	
	BP $\frac{1}{2}$	$\frac{7}{16}$ "	2	2	
$\frac{3}{4}$	BP $\frac{1}{4}$ -3	3 ga.	3	3	II, FL
	LBP $\frac{1}{4}$	$\frac{3}{16}$ "	2	2	
	LBPS $\frac{1}{4}$	$\frac{3}{16}$ "	3	3	
	BPS $\frac{1}{4}$ -3	3 ga.	3	3	
	BPS $\frac{1}{4}$ -6	3 ga.	3	4 $\frac{1}{2}$	
	BP $\frac{1}{4}$ -2	$\frac{7}{16}$ "	2	2	
$\frac{1}{2}$	BP $\frac{1}{4}$ SKT	3 ga.	4	2	II, FL
	BP $\frac{1}{4}$	$\frac{1}{4}$ "	2 $\frac{1}{2}$	2 $\frac{1}{2}$	
	BPS $\frac{1}{4}$ -3	3 ga.	3	3	
	BPS $\frac{1}{4}$ -6	3 ga.	3	4 $\frac{1}{2}$	
$\frac{3}{4}$	BP $\frac{1}{4}$	$\frac{1}{2}$ "	3	3	II, FL
	BP $\frac{1}{4}$ -2	$\frac{1}{4}$ "	1 $\frac{1}{2}$	2 $\frac{1}{2}$	
$\frac{1}{2}$	BP $\frac{1}{4}$	$\frac{1}{2}$ "	3	3	II, FL
	BP $\frac{1}{4}$	$\frac{1}{2}$ "	3	3	
1	BP1	$\frac{1}{2}$ "	3 $\frac{1}{2}$	3 $\frac{1}{2}$	II, FL



Typical BP Installed with a Mudsill Anchor Bolt



Typical RP6 Installation

1. BP $\frac{1}{4}$ SKT sold as a kit.
2. Standard cut washer required with BPS $\frac{1}{4}$ -3, BPS $\frac{1}{4}$ -6, BPS $\frac{1}{4}$ -3, BPS $\frac{1}{4}$ -6, BPS $\frac{1}{4}$ -6 and BPS $\frac{1}{4}$ -6 (not provided) per the 2012 IRC and 2012 IBC S602.11.1.

## Strong-Drive® Connector Nails



Simpson Strong-Tie® nails and structural fasteners have been developed as the optimum fasteners for connector products. Special lengths afford economy of purchase and installation, and depth compatibility with framing members.

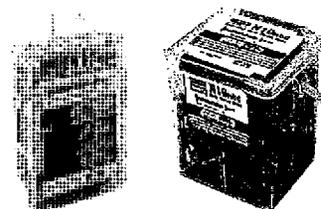
For pneumatic nail use, see Instructions to the Installer, p. 21 and visit [strongtie.com](http://strongtie.com) for technical bulletins.

### Nails Sold by the Pound

Nail	Simpson Strong-Tie Model No.	Dimensions	Wire Gauge	Finish	Fastener Category
8d x 1 1/4"	NB	0.131" x 1 1/4" (3.3mm x 38.1mm)	10 1/4	HDG	SS
	NB			SS	
8d common	SS8d	0.131" x 2 1/4" (3.3mm x 63.5mm)	10 1/4	SS	SS
	SS8d			SS	
10d x 1 1/2"	N10	0.148" x 1 1/2" (3.8mm x 38.1mm)	9	HDG	SS
	N10			SS	
10d common	10dHDG	0.148" x 3" (3.8mm x 76.2mm)	9	HDG	SS
	SS10d		9	SS	
16d x 2 1/2"	N16	0.162" x 2 1/2" (4.1mm x 63.5mm)	8	Bright	SS
	N16			Bright	
16d common	16dHDG	0.162" x 3 1/2" (4.1mm x 88.9mm)	8	HDG	SS
	SS16d			SS	
N54A	N54A	0.250" x 2 1/2" (6.4mm x 63.5mm)	3	Bright	SS
	N54AHDG			HDG	

1. HDG = hot-dip galvanized, SS = stainless steel, Bright = no finish.
2. Use HDG nails with ZMAX® and HDG products.
3. 16d shank with GV finish is not acceptable for ZMAX or HDG applications.
4. HDG nails sold by Simpson Strong-Tie meet the specifications of ASTM A153. Stainless steel nails are Type 316 stainless.

### Retail Packaging



1 lb. Retail Tub      5 lb. Retail Bucket

Simpson Strong-Tie® hot-dip galvanized nails are packed in 1 lb. and 5 lb. plastic retail containers for easy handling.

## Collated Strong-Drive® Connector Nails

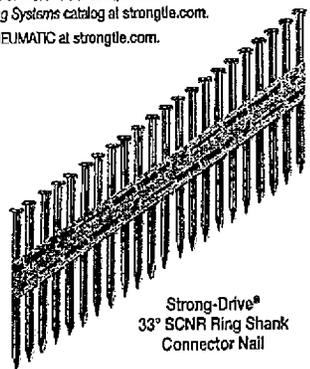
Simpson Strong-Tie® Strong-Drive® 33° SCNR Ring-Shank Connector nails are designed to provide installers with a pneumatic-driven alternative to hand-driven nails. The nails are approved for use in many popular Simpson Strong-Tie® products and serve as a replacement for 8d, 10d and 16d hand-driven common nails in a variety of Simpson Strong-Tie connector applications. Available in 25-nail, paper-collated strips.

Material: Carbon steel, hot-dip galvanized, or stainless steel

### Installation:

- Use all specified fasteners; see General Notes.
- Follow the manufacturer's instructions and use the appropriate safety equipment.
- Tools with nail hole-locating mechanisms should be used.
- Overdriving nails may reduce allowable loads.
- Tools and nails are compatible with a variety of popular nailers. For more information, access our Fastener Finder software or download the Simpson Strong-Tie Fastening Systems catalog at [strongtie.com](http://strongtie.com).
- For applications involving pneumatic nails, refer to technical bulletin T-PNEUMATIC at [strongtie.com](http://strongtie.com).

Model No.	Nominal Size	Diameter (in.)	Length (in.)
<b>1 1/2" x 10d</b>			
NBHDGPT500	8d	0.131	1 1/2
6dHDGPT500	8d	0.131	2 1/4
N10HDGPT500	10d	0.148	1 1/2
N8dHDGPT500	10d	0.148	2 1/4
N16HDGPT500	16d	0.162	2 1/2
<b>2" x 10d</b>			
T9A150MCH	10d	0.148	1 1/2
T9A250MCH	10d	0.148	2 1/4
T9A150MCH	8d	0.131	1 1/2
T10A250MCH	8d	0.131	2 1/4



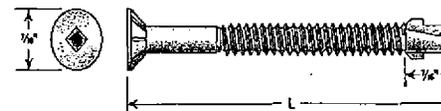
Strong-Drive®  
33° SCNR Ring Shank  
Connector Nail

## Strong-Drive® Fasteners



### Strong-Drive® TB Wood-to-Steel Screw

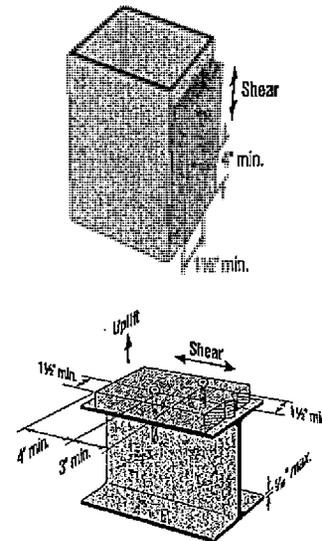
Simpson Strong-Tie® Quik Drive® auto-feed systems with TB series screw strips are a fast and reliable way to fasten wood to steel members. Available in loose and collated options. They are self-drilling so no predrilling is required.



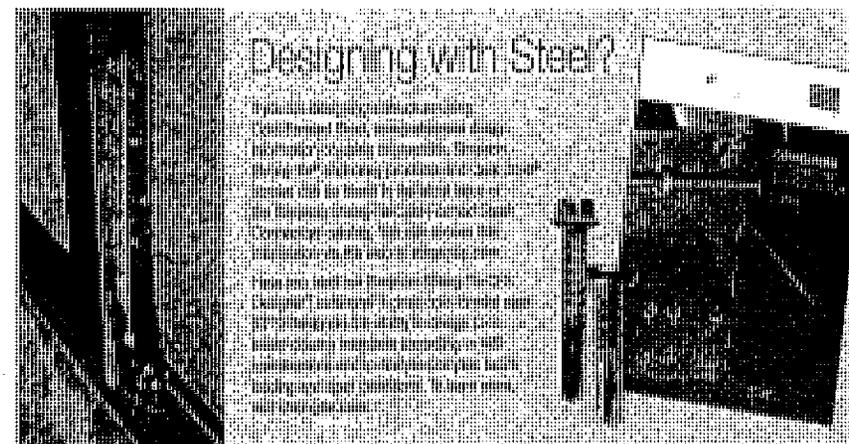
### TB – Allowable Loads – DF and SP Lumber Attachment to Steel (Steel Members 16 ga. – 5/16" Thick)

Model No.	Length in. (mm)	Wood Thickness (in.)	Steel Thickness mil (ga.)	DF/SP Allowable Load (lb.)			
				Uplift		Shear	
				Cp = 1.0	Cp = 1.6	Cp = 1.0	Cp = 1.6
TB1460S	2 1/2" (64)	1 1/4"	54 (16)	195	195	210	335
			68 (14)	225	225	210	335
			97 – 312 (12 – 11 1/2")	245	390	215	345
TB147SS	3" (75)	1 1/4"	54 (16)	195	195	210	335
			68 (14)	225	225	210	335
			97 – 312 (12 – 11 1/2")	245	390	215	345

1. For use with structural steel members up to 1/2" thick or cold-formed steel members 54 mil (16 ga.) or thicker.
2. Standard product available in a black phosphate, yellow zinc or N2000 coating for additional corrosion protection (TB1460S or TDG147SS).
3. For use with 2x (1 1/2") DF/SP only.
4. For use with Quik Drive® HSD63 or HSD75 tool.
5. Use increased allowable loads (Cp = 1.6) only when resisting wind or seismic forces.



**Warning:**  
Industry studies show that hardened fasteners can experience performance problems in wet or corrosive environments. Accordingly, use this product in dry, interior, and noncorrosive environments only.





**Change Notification to Owner**

The Whiting-Turner Contracting Company  
100 West Main St., Salisbury, MD 21801  
Tel: (410) 677-3253 Fax: (410) 677-3259

**Project: New Berlin Branch Library**  
13 Harrison Ave.  
Berlin, MD 21811

**W-T Job Number:** 015912  
**Date:** 02/01/2018  
**CN Number:** 000032  
**Project Area:** Type A and A1 Walls at Lvl. 02

**To:** Worcester County  
One West Market Street  
Snow Hill, MD 21863

**From:** Adam Leonard  
The Whiting-Turner Contracting Company  
100 West Main St.  
Salisbury, MD 21801

**DESCRIPTION:** RFI #070 - Interior Railings Type A and A1 Support  
**REASON:** Design  
**SOURCE:** Owner  
**SCOPE OF WORK:** Add layer of 1/2" and 3/4" plywood sheathing for additional support of wall type A and A1 located at the computer area (overlooking periodicals) and the north stair. See highlighted sketch attached.  
**CONTRACTORS AFFECTED:** K.B. Coldiron Inc.

**RELATED OBJECTS:**

Object Type	Object ID	Description
Request For Information	00070	Interior Railings Type A and A1 Support

**AUTHORIZATION**

WT REQUESTS AUTHORIZATION TO PROCEED WITH THE CHANGES DESCRIBED ABOVE.  
COST/SCHEDULE IMPACT WILL BE AS FOLLOWS:

**Cost: \$ 5,052.00** **Funding:** Owner Change Order

**SCHEDULE:**  NO IMPACT  
 POSSIBLE IMPACT - WT REVIEWING  
 IMPACT TO SCHEDULE AS FOLLOWS \_\_\_\_\_

**OWNER DIRECTION:**

**DISTRIBUTION:**  ORIGINAL FILE  
 OWNER/OWNER REP.  
 ARCHITECT  
 LENDER

- PRICE ONLY - DO NOT PROCEED UNTIL PROPOSAL IS APPROVED
- PROCEED AND CONFIRM COST
- PROCEED FOR NTE COST INDICATED ABOVE
- PROCEED T&M
- PROCEED FOR LUMP SUM COST ABOVE
- PROCEED (NO IMPACT)
- PROCEED AND PRICE
- CANCEL
- REJECTED

Other: \_\_\_\_\_

\_\_\_\_\_  
OWNER'S REPRESENTATIVE

\_\_\_\_\_  
DATE

14

**COST BREAKDOWN**

**DATE:** 02/01/2018

**JOB NO:** 015912

**PROJECT AREA:** Type A and A1 Walls at Lvl. 02

**CN NO:** 000032

Vendor	Description	Budget Code	Billing Amount
K.B. Coldiron Inc.	KBC Proposal - Perform work on a T&M basis.	015912.06A0000.06010000.S	\$ 4,705.00
<b>Mark-Ups:</b>			
	2.0 General Liability	015912.9000000.90100000.X	\$ 48.00
	1.0 P&P Bond	015912.9000000.92100000.X	\$ 35.00
	3.0 Builder's Risk Ins.	015912.9110000.91100000.X	\$ 23.00
	4.0 CM Fee (OH + Profit)	015912.9300000.93000000.F	\$ 241.00
<b>Total Cost of this work:</b>			<b>\$ 5,052.00</b>

**APPROVAL:**

WHITING-TURNER REQUESTS APPROVAL OF THE FOLLOWING ACTUAL/FINAL COST FOR THIS WORK:

PROPOSAL AMOUNT: **\$ 5,052.00**

OWNER CHANGE REF: \_\_\_\_\_

DATE: \_\_\_\_\_

SUBMITTED BY: Adam Leonard 2/13/18  
WHITING-TURNER REPRESENTATIVE DATE

APPROVED BY: \_\_\_\_\_  
OWNER'S REPRESENTATIVE DATE



**Request For Information**

The Whiting-Turner Contracting Company  
 100 West Main St.  
 Salisbury MD 21801  
 TEL: (410) 677-3253 FAX: (410) 677-3259

<b>TO:</b> The Design Group Architect Airport Road Warren VT 05674  <b>ATTN:</b> Jeff Schoellkopf	<b>Date:</b> 02/01/2018 <b>RFI#:</b> 00070 <b>Forwarded As:</b>
	<b>New Berlin Branch Library</b> <b>W-T Job Number</b> 015912 13 Harrison Ave. Berlin MD 21811 Tel:(410) 677-3253 Fax:(410) 677-3259

<b>FROM:</b> The Whiting-Turner Contracting Company Michael Lowe 100 West Main St. Salisbury MD 21801	<b>Subject:</b> Interior Railings Type A and A1 Support
	<b>Source:</b>
	<b>Affected Area:</b>
	<b>Discipline:</b> Structural

CC	Company Name	Contact Name	Notes
	Worcester County	Bill Bradshaw	
	Worcester County	Ken Whited	
	GMB Architecture + Engineering	Reggie Mariner	

Related Objects

**Question** **Date Required: 02/07/2018**

Reference the Worcester County Berlin Library contract documents sheet A5.10:  
  
 Do Interior Railings Type A and A1 require any additional clips or anchors for support? Details do not show any specific clips, anchors or supports; only show 2x4's at 16" on center. As currently designed and installed, W-T is concerned about the the structural integrity of these low walls.

**Suggestion**

Cost Impact	Cost Amount	Schedule Impact	Days
YES		Potentially	

Install 1/2" or 3/4" plywood on face of wall extending from top of low wall down to bottom of bulkhead below (see attached sketch for reference).

**Notes**

**Answer** **Date Answered: 02/01/2018**

Cost Impact	Cost Amount	Schedule Impact	Days
Yes		Potentially	

See attached email and sketch from Reggie dated 02.01.2018.





Gary Feeheley

*K. B. Coldiron, Inc.*  
*Rt. 113 • P.O. Box 297 • Frankford, DE 19945*  

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*Complete Wall and Ceiling Systems*

(302) 436-2611  
(302) 436-4224  
Fax (302) 436-4260  
E-Mail  
gary@kbcoldiron.com

TO: The Whiting Turner Contracting Company

ATTN: Adam Leonard

DATE: 02-08-2018

**-Change Order-**

PROJECT: Stairway 207 Knee Wall Support  
Worcester County Library  
Berlin, MD

Labor, Materials and Equipment to perform the following work:

- A) Install one layer of 3/4" Plywood to the South wall of Stairway 207 for knee support.
- B) Supply scaffold for this work.
- C) Clean up of related debris to Owner's dumpster.

Total Price Items A thru C.....~~\$ 2,795.00~~ \$2,220.00

Materials - \$ 720.00

Labor - ~~\$ 2,075.00~~ \$1,500.00

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Gary D. Feeheley  
Senior Estimator  
K.B. Coldiron, Inc.  
302-436-2611 (Office)  
302-436-4260 (Fax)  
302-236-5466 (Cell)  
gary@kbcoldiron.com

Gary Feeheley

*K. B. Coldiron, Inc.*  
*Rt. 113 • P.O. Box 297 • Frankford, DE 19945*  

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*Complete Wall and Ceiling Systems*

(302) 436-2611  
(302) 436-4224  
Fax (302) 436-4260  
E-Mail  
gary@kbcoldiron.com

TO: The Whiting Turner Contracting Company

ATTN: Adam Leonard

DATE: 02-06-2018

**-Change Order-**

PROJECT: Worcester County Library – PCI #032  
Berlin, MD

Labor, Materials and Equipment to perform the following work:

- A) Install 3/4" interior grade plywood to the face of railings A and A1 for support.
- B) Supply scaffold to perform this work.
- C) Clean up of related debris to Owner's dumpster.

Total Price Items A thru D (NTE).....~~\$3,840.00~~ \$2,485.00

Materials & Equipment - \$ 985.00

Labor - ~~\$2,855.00~~ \$1,500.00

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Gary D. Feeheley  
Senior Estimator  
K.B. Coldiron, Inc.  
302-436-2611 (Office)  
302-436-4260 (Fax)  
302-236-5466 (Cell)  
gary@kbcoldiron.com



**Project: New Berlin Branch Library**  
 13 Harrison Ave.  
 Berlin, MD 21811

**W-T Job Number:** 015912  
**Date:** 02/13/2018  
**CN Number:** 000036  
**Project Area:**

**To:** Worcester County  
 One West Market Street  
 Snow Hill, MD 21863

**From:** Adam Leonard  
 The Whiting-Turner Contracting Company  
 100 West Main St.  
 Salisbury, MD 21801

**DESCRIPTION:** Landscaping Rebid (In GMP Allowance)  
**REASON:** Owner Request  
**SOURCE:** Whiting-Turner  
**SCOPE OF WORK:** Rebid for landscaping (Includes base bid, bio plants, fescue sod and post scope review revisions)  
 Credit for Wood benches (In GMP Allowance)  
**CONTRACTORS AFFECTED:** Whiting-Turner Contracting Co  
**RELATED OBJECTS:**

**AUTHORIZATION**

WT REQUESTS AUTHORIZATION TO PROCEED WITH THE CHANGES DESCRIBED ABOVE.  
 COST/SCHEDULE IMPACT WILL BE AS FOLLOWS:

**Cost: -\$ 10,000.00** **Funding:** In GMP Allowance (Credit)

**SCHEDULE:**  NO IMPACT  
 POSSIBLE IMPACT - WT REVIEWING  
 IMPACT TO SCHEDULE AS FOLLOWS \_\_\_\_\_

**OWNER DIRECTION:**

**DISTRIBUTION:**  ORIGINAL FILE  
 OWNER/OWNER 'REP.  
 ARCHITECT  
 LENDER

- PRICE ONLY - DO NOT PROCEED UNTIL PROPOSAL IS APPROVED
- PROCEED AND CONFIRM COST
- PROCEED FOR NTE COST INDICATED ABOVE
- PROCEED T&M
- PROCEED FOR LUMP SUM COST ABOVE
- PROCEED (NO IMPACT)
- PROCEED AND PRICE
- CANCEL
- REJECTED

Other: \_\_\_\_\_

\_\_\_\_\_  
 OWNER'S REPRESENTATIVE DATE

**COST BREAKDOWN**

DATE: 02/13/2018

JOB NO: 015912

PROJECT AREA:

CN NO: 000036

Vendor	Description	Budget Code	Billing Amount
Whiting-Turner Contracting Co	Landscaping rebid (Base Bid Amount)	015912.31B0000.32900000.S	\$ 18,130.00
Whiting-Turner Contracting Co	Landscaping rebid (Bio Plants)	015912.31B0000.32900000.S	\$ 13,920.00
Whiting-Turner Contracting Co	Landscaping rebid (Standard Sod)	015912.31B0000.32900000.S	\$ 4,400.00
Whiting-Turner Contracting Co	Landscaping rebid (Scope Review Notes)	015912.31B0000.32900000.S	\$ 1,480.00
Whiting-Turner Contracting Co	Transfer from In GMP Landscaping Allowance	015912.31B0000.32900000.S	-\$ 37,930.00
Whiting-Turner Contracting Co	Credit in Contract Allowance (Wood Benches)	015912.ALL0000.06431605.X	-\$ 10,000.00
<b>Total Cost of this work:</b>			<b>-\$ 10,000.00</b>

**APPROVAL:**

WHITING-TURNER REQUESTS APPROVAL OF THE FOLLOWING ACTUAL/FINAL COST FOR THIS WORK:

PROPOSAL AMOUNT: **-\$ 10,000.00**

OWNER CHANGE REF: \_\_\_\_\_

DATE: \_\_\_\_\_

SUBMITTED BY: Adam Leonard 2/13/18  
 WHITING-TURNER REPRESENTATIVE DATE

APPROVED BY: \_\_\_\_\_  
 OWNER'S REPRESENTATIVE DATE

015912 - 31B RE-BID	JND	Chesapeake	Denison
BASE BID AMOUNT:	\$ 18,130.00	\$ 29,950.00	\$ 44,663.00
ALT. 1 - FENCE	na	na	na
ALT. 2 - BENCHES	na	na	na
ALT. 3 - BIO PLANTS	\$ 13,920.00	\$ 7,250.00	\$ 11,190.00
ALT. 4 - GRASS CUT	\$ 7,500.00	\$ 1,625.00	\$ 2,160.00
ALT. 5 - TREE TRIM	na	na	na
ALT. 6 - STANDARD SOD	\$ 4,400.00	\$ 3,000.00	\$ 2,340.00
ALT. 6.1 - ZOYSIA SOD	\$ 9,200.00	\$ 5,670.00	
ALT. 7 - MAINTENANCE	\$ 6,500.00	\$ 2,500.00	
SCOPE REVIEW NOTES	\$ 1,480.00		\$ 4,600.00
SCOPE REVIEW NOTES	Add for amendments & watering		Watering
TOTAL - Base Bid + ALT. 1 & 6:	\$ 37,930.00	\$ 40,200.00	\$ 62,793.00

**BID FORM**

Project: Worcester County Library- Berlin Branch

Deliver to: Submit via Email to  
adam.leonard@whiting-turner.com

Addendum #1 dated 1/23/18

Bid Package: 31B

Name of Bidder: J-N-D Co., Inc.

Maryland Business License No.: 19169490

Taxpayer ID No.: 521426472

(Other License Nos.): \_\_\_\_\_

Phone No.: (410) 860 - 1708

Fax No.: (410 ) 651 - 4530

**BASE BID - Review Specific Scope of Work**

The undersigned, representing that he/she has read and understands all of the Bidding Documents and that this bid is made in accordance therewith, that he/she has visited the site and has familiarized him/herself with the local and existing conditions under which the Work is to be performed and all conditions that are likely to be encountered that affect the cost and schedule of the work, and that this bid is based upon the materials, systems, and equipment described in all of the Bidding Documents without exception, hereby proposes and agrees to provide and pay for all labor, materials, equipment, supplies, transportation, allowances, taxes, and other facilities required to execute the work described by the aforesaid documents for the lump sum itemized below:

**BASE BID:**

§ Eighteen thousand, one hundred thirty  
dollars (\$ 18,130 )

**ADDENDA ACKNOWLEDGEMENT:**

I /We acknowledge the following Addenda, and the price submitted includes any cost/schedule impact the addenda may have.

Addendum No.	<u>1</u>	Date:	<u>1/23/18</u>
Addendum No.	_____	Date:	_____
Addendum No.	_____	Date:	_____
Addendum No.	_____	Date:	_____
Addendum No.	_____	Date:	_____

**ALTERNATES:**

**See Specific Scope for alternate pricing complete descriptions:**

Refer to the specific scope of work for required alternates for this bid package. Not all of the blank spaces below may be required. Alternate prices are to conform to applicable project specification section or drawing details.

Refer to specifications and specific scope of work for a complete description of the following alternates. An "ADD" or "DEDUCT" amount is indicated by the crossed out word that does not apply.

The owner reserves the right to select or reject any, all, or none of the Alternates in any order.

**ALTERNATE 001 – 6'-0" Tall Vinyl Fence at South Property Line**

BASE BID: No Fence

ALTERNATE: Furnish and install vinyl fence per notes and details on sheet AS1.2b.

ADD: \$ Will Not Bid dollars (\$ \_\_\_\_\_ )

**ALTERNATE 002 – Exterior Porch Benches**

BASE BID: No porch benches.

ALTERNATE: Provide site furnishing exterior metal and wood porch benches similar to detail 12/A5.4.

ADD: \$ Will Not Bid dollars (\$ \_\_\_\_\_ )

**ALTERNATE 003 – Bio Retention Plantings**

BASE BID: No bio retention plantings

ALTERNATE: Furnish and install the Butterfly Swale Plantings at the bioretention areas. The bio retention mix and mulch at this location is by others.

ADD: \$ Thirteen thousand, nine hundred twenty dollars (\$ 13,920 )

**ALTERNATE 004– Grass Cutting**

BASE BID: No grass cutting

ALTERNATE: Provide all trimming and cutting of lawn areas for three (3) months after the substantial completion date for the project. Assume June, July, and August.

ADD: \$ seven thousand, five hundred dollars (\$ 7,500 )

**ALTERNATE 005 – Existing Tree Trimming**

BASE BID: No tree trimming

ALTERNATE: Provide tree trimming / pruning and vine removal at existing trees adjacent to the proposed parking lot and along the south property line.

ADD: \$ Will Not Bid dollars (\$ \_\_\_\_\_ )

**ALTERNATE 006 – Sod**

BASE BID: At all areas designated as lawn, provide seeding per scope of work. (Edited via Addendum #1)

ALTERNATE: At all lawn areas provide sod from Oakwood sod in Delmar, MD (or equivalent).

~~Add~~/Deduct: \$ Four thousand, four hundred dollars (\$ 4,400 )

**ALTERNATE 006.01 – Sod (Added via Addendum #1)**

BASE BID: At all areas designated as lawn, provide seeding per scope of work.

ALTERNATE: At all areas designated as lawn, provide zoysia sod.

Add/Deduct: \$ Nine thousand, two hundred dollars (\$ 9,200 )

**ALTERNATE 007 – One (1) Year Maintenance Agreement (Added via Addendum #1)**

BASE BID: Provide one (1) year written warranty from date of project substantial completion as outlined in 'Plant Warranty and Replacement' on Sheet AS1.2b. Maintenance after substantial completion and establishment of all plantings is by the project Owner.

ALTERNATE: Provide a one (1) year maintenance agreement for all plants and vegetation included in this installation. (This is in addition to the Base Bid Plant Warranty)

Add/Deduct: \$ Six thousand, five hundred dollars (\$ 6,500 )

**NOTE: See the specific scope of work for alternate pricing descriptions. Not all spaces may be used. Alternates could be revised or added during the addendum phase.**

**VOLUNTARY PRICING**

The following voluntary pricing alternates are for information only for review by the construction manager and owner. **Bidders are encouraged to submit voluntary pricing ideas.** All Voluntary Alternates are to be submitted along with bid form under company letterhead.

**UNIT PRICES**

**See specific scope for unit pricing description:**

Unit prices conform to applicable project specification or specific scope of work. Refer to the scope of work for a complete description of the following unit prices. Not all of the blanks spaces below may be required: The unit prices and labor rates include all charges for labor, materials, fees, layouts, supervision (field and home office), general expenses, taxes, insurance, overhead, and profit to furnish and install the item of work complete and ready for intended use, unless otherwise noted. The labor rates are calculated and include the costs as describe in Division 0 – Bidding and Contract Requirements. The contract sum shall be changed based on the quantity difference multiplied by the applicable unit price. The owner and construction manager reserve the right to reject any or all unit prices or to utilize time and material pricing in lieu of unit prices.

**See Attachment A – Unit Prices**

**NOTE: See the specific scope of work for unit price descriptions.**

**QUANTITY, LABOR HOURS & CREW SIZE INFORMATION**

The following quantity of estimated field labor hours and crew size information is provided for review purposes by the Construction Manager and Owner.

A. The total quantity of field regular shift labor hours estimated for this project: 400 hours

B. The total quantity of field overtime labor hours estimated for this project: 0 hours

C. The average estimated field crew size: 6 workers

**REMINDER NOTE: Review the specific Scope of Work for this bid Package. Include all required allowances in the base bid and list any requested alternates or unit prices.**

The following information will be required prior to project award and subject to review and approval by Whiting-Turner:

- Labor Rates for all trade classifications
- List of all subcontractors and suppliers
- Lead times for shop drawings and long lead materials
- Key personnel proposed for the project, project manager, foreman, etc.

**PROPOSED SUBCONTRACTORS:**

The following subcontractor listing must accompany the bid submittal. The Construction Manager and Owner reserve the right to accept or reject any bid based on the subcontractor.

A. Trade: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

MBE: YES or NO \_\_\_\_\_ If yes, MBE Certification Number: \_\_\_\_\_

B. Trade: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

MBE: YES or NO \_\_\_\_\_ If yes, MBE Certification Number: \_\_\_\_\_

C. Trade: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

MBE: YES or NO \_\_\_\_\_ If yes, MBE Certification Number: \_\_\_\_\_

D. Trade: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

MBE: YES or NO \_\_\_\_\_ If yes, MBE Certification Number: \_\_\_\_\_

E. Trade: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

MBE: YES or NO \_\_\_\_\_ If yes, MBE Certification Number: \_\_\_\_\_

**BID FORM EXECUTION:**

This bid shall remain valid and cannot be modified, withdrawn, or canceled for 60 days from the date designated for receipt of the bids.

The Owner and Construction Manager shall have the right to reject any or all bids, and to waive any informality or irregularity in any bid received.

This bid is based upon the work being accomplished by the Sub-Contractors named on the list attached to the bid.

If applicable, this bid is based on MBE participation outlined the certification form in section 00340. Attach this form to this bid if applicable.

Equal Employment Opportunity: There are incorporated in this proposal the provisions of Executive Order 11246 as amended by the President of the United States on Equal Employment Opportunity and the rules and regulations issued pursuant thereto with which the Undersigned agrees that he will comply.

Should I/We be awarded this contract, I/We pledge to achieve substantial completion of all the work within the durations detailed in the schedule. The undersigned bidder agrees that if awarded a Contract for the Packages of Work bid herein, it will commence Work under the Contract after receiving a Letter of Authorization to proceed from the Construction Manager and expeditiously conduct the Work in a Manner consistent with Section 00550.

The undersigned represents and warrants that he/she has completed and shall comply with all requirements of local, state, and national laws; that no legal requirement has been or shall be violated in making or accepting his bid, in awarding the contract to him or in the prosecution of the work required; that the bid is legal and firm; that he has not directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken action in restraint of free competitive bidding.

Upon receipt of written notice of the acceptance of this Bid, the Bidder shall, within fourteen (14) calendar days, execute the agreement in the required form that is included in the project manual in section 00600 without changes, and deliver the Contract Bonds and Insurance Certificate, required by the Contract Documents.

Pricing is based on the specified materials and manufacturers. Post bid substitutions will not be accepted. Bidder hereby agrees that all escalation costs associated with materials and/or labor have been included in the lump sum bid, through the projected project duration dates as stated in the bid schedule.

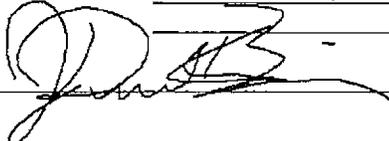
The person or persons signing this proposal is/are fully authorized to sign on behalf of the named firm and fully bind the named firm to all of the conditions and provisions thereof.

We are an Individual / a Partnership / a Corporation.

By J-N-D Co., Inc.  
(Individual's / General Partner's / Corporate Name)  
Maryland  
(State of Incorporation)

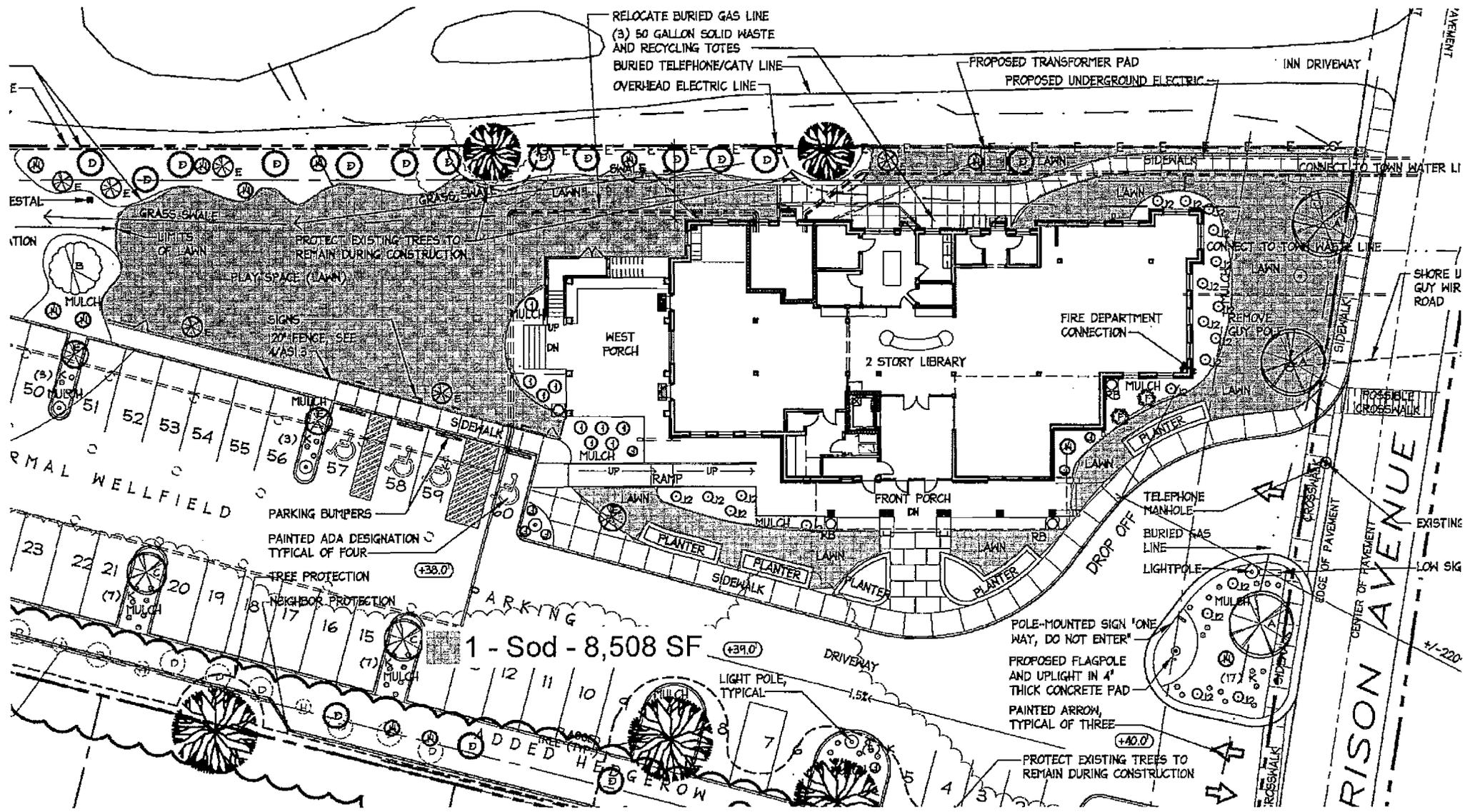
Trading as J-N-D Co., Inc.

Business Address: 10770 Kemp Nursery Road  
Princess Anne, MD 21853

Witness:   
(SEAL)

By:   
(Authorized Signature)  
Nancy Brimer, President

Date: 1/31/2018



RELOCATE BURIED GAS LINE  
 (3) 50 GALLON SOLID WASTE  
 AND RECYCLING TOTES  
 BURIED TELEPHONE/CATV LINE  
 OVERHEAD ELECTRIC LINE

PROPOSED TRANSFORMER PAD  
 PROPOSED UNDERGROUND ELECTRIC

INN DRIVEWAY

GRASS SWALE  
 PROTECT EXISTING TREES TO  
 REMAIN DURING CONSTRUCTION  
 PLAY SPACE (LAWN)  
 SIGNS  
 12' FENCE - SEE  
 W/AS1.3

FIRE DEPARTMENT  
 CONNECTION

WEST PORCH  
 2 STORY LIBRARY

SMALL WELLFIELD  
 50  
51  
52  
53  
54  
55  
56  
57  
58  
59  
60

PARKING BUMPERS  
 PAINTED ADA DESIGNATION  
 TYPICAL OF FOUR

TREE PROTECTION  
 NEIGHBOR PROTECTION

1 - Sod - 8,508 SF

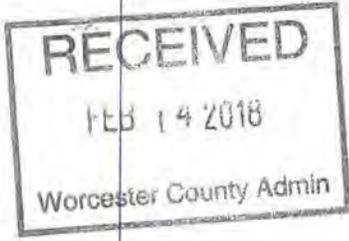
LIGHT POLE,  
 TYPICAL

POLE-MOUNTED SIGN 'ONE  
 WAY, DO NOT ENTER'  
 PROPOSED FLAGPOLE  
 AND UPLIGHT IN 4'  
 THICK CONCRETE PAD  
 PAINTED ARROW,  
 TYPICAL OF THREE

PROTECT EXISTING TREES TO  
 REMAIN DURING CONSTRUCTION

RISON AVENUE  
 CENTER OF PAVEMENT  
 EXISTING  
 LOW SIG  
 +1-220

30



5

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

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: 410-632-3000

FLEET  
MANAGEMENT  
TEL: 410-632-5675  
FAX: 410-632-1753

WATER AND  
WASTEWATER  
TEL: 410-641-5251  
FAX: 410-641-5185

MEMORANDUM

**TO:** Harold L. Higgins, Chief Administrative Officer  
**FROM:** John H. Tustin, P.E., Director *JHT*  
**DATE:** February 12, 2018  
**SUBJECT:** Proposed Mosquito Control Budget – 2018 Season

.....  
I was requested to review the attached letter, dated February 1, 2018 from Mr. Brian Prendergast, Program Manager for the Mosquito Control Section of the Maryland Department of Agricultural transmitting the proposed Mosquito Control Budget for the 2018 season. In reviewing the document, the proposed budget is similar to last year's budget. Total proposed County funding for the season is \$83,940.

We are not planning on making any substantive changes to last year's program as the program ran smoothly with collecting the \$65.00 fee per residential household up front. Therefore, I would recommend approval of the attached budget and the program to remain as is for this coming season.

I am available to discuss this at your convenience. In the mean time, should you have any questions, please feel free to call me.

Attachments  
cc: Ken Whited



# Maryland Department of Agriculture

Office of Plant Industries and Pest Management

Larry Hogan, Governor  
Boyd K. Rutherford, Lt. Governor  
Joseph Bartenfelder, Secretary  
Julianne A. Oberg, Deputy Secretary

Mosquito Control

The Wayne A. Cawley, Jr. Building  
50 Harry S. Truman Parkway  
Annapolis, Maryland 21401  
www.mda.maryland.gov

Agriculture | Maryland's Leading Industry

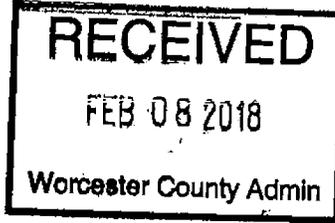
410.841.5870 Baltimore/Washington  
410.841.5835 Fax  
800.492.5590 Toll Free

## MOSQUITO CONTROL SECTION

410-841-5870

February 1, 2018

Madison J. Bunting, Jr., President  
Board of County Commissioners  
Government Center  
1 W. Market Street, Room 1103  
Snow Hill, Maryland 21863



Copy: John Tustin ✓  
For review and  
recommendation  
- Kathy Whitel ✓  
- Ken Whitel ✓

Dear Mr. Bunting:

The Maryland Department of Agriculture, Mosquito Control Section, has prepared an estimate of operating expenses for mosquito control in Worcester County during the 2018 season. This budget estimate is based on previous years' expenditures and anticipated costs for the upcoming season.

The proposed mosquito control budget for the 2018 season in Worcester County is enclosed. If these amounts are acceptable, please sign and return two copies. If you wish to revise the suggested amounts, please line through the typed amount, write the new amount, initial and return two signed two copies of the document to the Maryland Department of Agriculture. Please note that if the local and/or county share is reduced, there will be a proportional reduction of State funds allotted. Once the copies are received by the Department, both copies will be signed, one will be returned to you, and one will remain in the Department file.

Please give this matter prompt attention as mosquito control activities will be starting soon in many areas. Thank you for your continued support. I trust that our cooperative efforts will result in a successful mosquito control program in Worcester County. Please call me if you have any questions.

Sincerely,

Brian Prendergast  
Program Manager

BFP/dch  
Enclosure

cc: Kevin Conroy, Assistant Secretary

PROPOSED BUDGET  
 WORCESTER COUNTY-MOSQUITO CONTROL  
 CALENDAR YEAR 2018  
 (FY 2019 SETTLEMENT)

TEMPORARY WORK	LOCAL	COUNTY	STATE	TOTAL WORKING BUDGET
Adulticide Groundspray in Participating Communities	\$200,000	None	None	\$200,000
Countywide Larvicide (Air & Ground) Surveillance	None	51,000	34,000	85,000
Ocean Pines Larvicide/Surveillance	1,500	None	1,000	2,500
Adulticide/Surveillance	16,500	None	None	16,500
Ocean City Adulticide/Surveillance	3,600	None	None	3,600
Commercial Properties** Groundspray	18,700	None	None	18,700
Airspray for Disease Suppression	None	15,000	10,000	25,000
Total Temporary	\$240,300	\$66,000	\$45,000	\$351,300
Source Reduction	None	17,940	37,260	55,200
Total	\$240,300	\$83,940	\$82,260	\$406,500

\*The State appropriation is comprised of services, equipment and materials, only. Any balance in the State appropriation after expenses, is not payable and cannot be invoiced to offset local expenses.

\*\*Commercial properties receiving mosquito control service will pay 100% of the actual cost and will be invoiced by Worcester County.

All MDA adulticiding cost, including supervision, surveillance, spray technicians, spray equipment, insecticide and supplies are 100% reimbursable to MDA.

APPROVED BY COUNTY:

APPROVED BY STATE:

\_\_\_\_\_  
 Name/Title

\_\_\_\_\_  
 Signature

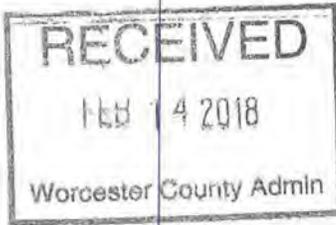
\_\_\_\_\_  
 Date

Kevin Conroy, Assistant Secretary

\_\_\_\_\_  
 Name/Title

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date



6

Worcester County  
DEPARTMENT OF PUBLIC WORKS  
6113 TIMMONS ROAD  
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FAX: 410-632-1753

MEMORANDUM

**TO:** Harold L. Higgins, Chief Administrative Officer  
**FROM:** John H. Tustin, P.E., Director *JHT*  
**DATE:** February 12, 2018  
**SUBJECT:** Surplus Vehicles, Equipment and Miscellaneous Items

DIVISIONS

MAINTENANCE  
TEL: 410-632-3766  
FAX: 410-632-1753

ROADS  
TEL: 410-632-2244  
FAX: 410-632-0020

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MANAGEMENT  
TEL: 410-632-5675  
FAX: 410-632-1753

WATER AND  
WASTEWATER  
TEL: 410-641-5251  
FAX: 410-641-5185

.....  
Attached, for your approval and to comply with Worcester County's Code of Public Local Laws, is a list of County-owned property proposed to be declared as surplus. The list must be advertised once a week for three consecutive weeks to notify and receive public comment and to schedule the required Public Hearing regarding the surplus government owned equipment and subsequent sale of the equipment on the Gov Deals auction site. Once the Public hearing has been held and the County Commissioners agree to declare the equipment as surplus, DPW, Fleet Management will begin the process of arranging the on-line auction of the surplus property.

Should you have any questions in the mean time, please feel free to call me.

Attachment

cc: William Powell, Fleet Superintendant

**WORCESTER COUNTY  
SURPLUS VEHICLE & EQUIPMENT LIST - 2018**

**VEHICLES**

#	YEAR	MAKE	MODEL	VIN #	MILEAGE	DEPARTMENT	COMMENTS
1	2005	CHEVROLET	1500 PICKUP	1GCEK14V65E248999	184,594	ANIMAL CONTROL	AGE AND MILEAGE
2	2008	FORD	F-150 PICKUP	1FTRF12W38KC27499	194,026	ANIMAL CONTROL	AGE AND MILEAGE
3	2005	DODGE	STRATUS	1B3EL46R65N606876	151,228	ENVIRONMENTAL	NEEDS TIRES, DENTED BUMPER AND PAINT PEELING
4	2005	DODGE	STRATUS	1B3EL46R45N606875	105,056	ENVIRONMENTAL	NEEDS TIRES AND ABS LIGHT IS ON
5	2006	DODGE	STRATUS	1B3EL46R16N108702	110,430	ENVIRONMENTAL	PAINT PEELING AND DENTS IN BODY
6	2008	FORD	RANGER	1FTYR10U68PA49112	150,837	ENVIRONMENTAL	OIL WATER LEAK
7	2012	CHEVROLET	TAHOE 4X4	1GNSK2E0XCR175340	135,810	FIRE MARSHAL	TRANSMISSION SHIFTS HARD
8	2005	FORD	EXPEDITION	1FMPU16595LA93601	138,091	HUMAN RESOURCES	RUSTED BRAKE COOLER LINES, RUSTED RADIATOR
9	2003	CHEVROLET	3500 VAN	1GCHG35U931236883	128,293	JAIL	RUST, DENTS AND PAINT PEELING
10	2005	CHEVROLET	TRAILBLAZER	1GNLT13S452281749	77,352	JAIL	USES OIL
11	1997	MACK	MS200P BOX TRUCK	VG6M116A1WB103747	221,682	LIQUOR CONTROL	NO LONGER NEEDED
12	2002	PETERBUILT	MPB330 BOX TRUCK	2NPNHD7X32M578343	149,062	LIQUOR CONTROL	NO LONGER NEEDED
13	2000	FORD	RANGER	1FTYR10V1YTA65198	167,570	MOSQUITO CONTROL	MILEAGE, AGE AND PAINT PEELING
14	2003	CHEVROLET	S-10 PICKUP	1GCCS14H138126466	153,058	MOSQUITO CONTROL	BODY DAMAGE, MILEAGE AND AGE
15	2004	CHEVROLET	C1500 PICKUP	1GCEC14X14Z336686	77,831	MOSQUITO CONTROL	BODY DAMAGE, MILEAGE AND AGE
16	2005	FORD	CROWN VICTORIA	2FAFP71W85X117440	174,698	SHERIFF	MILEAGE
17	2006	FORD	CROWN VICTORIA	2FAFP71W26X108945	232,575	SHERIFF	MILEAGE
18	2007	FORD	EXPEDITION	1FMFU16577LA34688	217,970	SHERIFF	MILEAGE
19	2008	FORD	CROWN VICTORIA	2FAFP71V08X141095	197,244	SHERIFF	WRECKED
20	2008	FORD	CROWN VICTORIA	2FAFP71V48X141097	198,658	SHERIFF	MILEAGE
21	2009	FORD	CROWN VICTORIA	2FAHP71VX9X121463	192,513	SHERIFF	RUNS ROUGH
22	2011	FORD	CROWN VICTORIA	2FABP7BV5BX104063	139,941	SHERIFF	WRECKED
23	2002	CHEVROLET	BLAZER	1GNLT13W22K166727	172,336	WCPW FLEET	AGE, RUST AND MILEAGE
24	2005	FORD	EXPEDITION	1FMPU16505LA93602	167,023	WCPW FLEET	RUST
25	1985	FORD	L9000 DUMP TRUCK	1FDZU90W4GVA04016	N/A	WCPW LANDFILL	AGE
26	1988	FORD	L8000	1FDZU82A5JVA19417	135,000	WCPW LANDFILL	AGE AND MILEAGE
27	1989	INTERNATIONAL	1754 DUMP TRUCK	1HTLCCFN6KH665422	240,000	WCPW LANDFILL	AGE AND MILEAGE
28	2004	CHEVROLET	C2500 W/UTILITY BODY	1GBHC24U64E237219	190,111	WCPW MAINTENANCE	MILEAGE AND RUST
29	2006	CHEVROLET	C1500 W/UTILITY BODY	1GCEC14X06Z112036	126,689	WCPW MAINTENANCE	TRANSMISSION LINES LEAKING
30	2008	FORD	F150 4X2	1FTRF12W18KC27498	138,717	WCPW MAINTENANCE	MILEAGE AND RUST
31	1990	INTERNATIONAL	4700 DUMP TRUCK	1HTSCCFN9LH257719	308,588	WCPW ROADS	HIGH MILEAGE AND OBSOLETE PARTS
32	1996	FORD	F350 W/UTILITY BODY	2FDKF37F4TCA58351	349,090	WCPW ROADS	HIGH MILEAGE AND UNRELIABLE SAFETY ISSUES
33	1997	CHEVROLET	2500 4X4 PICKUP	1GCGK24F6VZ256570	241,197	WCPW ROADS	HIGH MILEAGE AND UNRELIABLE SAFETY ISSUES
34	1998	FORD	F800 DUMP TRUCK	1FDYF80E7WVA03707	169,591	WCPW ROADS	MAJOR ENGINE FAILURE AND DOES NOT RUN
35	2000	FORD	WINDSTAR	2FMZA50U0YBB65492	180,492	WCPW WWW	MILEAGE AND PAINT PEELING
36	2004	CHEVROLET	BLAZER	1GNLT13X54K122426	174,262	WCPW WWW	ABS LIGHT ON, CALIPERS STUCK AND TRANSMISSION

## EQUIPMENT

#	YEAR	MAKE/ DESCRIPTION	MODEL	SERIAL/ VIN #	HOURS	DEPARTMENT	COMMENTS
37	2001	JOHN DEERE	850 C DOZER	T0850CX895455	14,000	WCPW LANDFILL	HIGH HOURS
38	2002	TEREX	OFF ROAD TRUCK	A8051406	10,000	WCPW LANDFILL	HIGH HOURS
39	2003	CASE	70XT SKIDSTEER	JAF0386249	5,400	WCPW LANDFILL	NO LONGER NEEDED
40	2003	TRACTOR	NEW HOLLAND TS90	208185B	5,006	WCPW ROADS	HIGH HOURS AND NOT DEPENDABLE
41	2003	TRACTOR	NEW HOLLAND TS90	205795B	6,740	WCPW ROADS	HIGH HOURS AND NOT DEPENDABLE
42		(2) RHINO	DB-150 MOWERS			WCPW ROADS	WORN OUT

## MISCELLANEOUS

#	NO.	DESCRIPTION	DEPARTMENT	COMMENTS
43	1	IBM INFO PRINT 6500 PRINTER	COMMISSIONERS	NO LONGER NEEDED
44	1	WOODEN DESK	COMMISSIONERS	NO LONGER NEEDED
45	1 LOT	CELL PHONES	COMMISSIONERS	NO LONGER NEEDED
46	1 LOT	CHRISTMAS WREATHS (APPOX. 66)	COMMISSIONERS	NO LONGER NEEDED
47	3	PACE	ENVIRONMENTAL	NO LONGER NEEDED
48	1	USED REFRIGERATOR	HEALTH	NO LONGER NEEDED
49	1 LOT	PATIO CHAIRS, BENCHES AND UMBRELLAS	HEALTH	NO LONGER NEEDED
50	1	METAL BUNK BED FRAME WITH EXTRA PARTS	JAIL	NO LONGER NEEDED
51	1	STAINLESS STEEL DEEP FRYER	JAIL	NO LONGER NEEDED
52	1	ROTARY 4 POST LIFT SM300 30,000LB WITH 2 15,000LB ROLLING JACKS	WCPW FLEET	UNSAFE
53	1 LOT	FILTERS	WCPW FLEET	NO LONGER NEEDED
54	1 LOT	SERVICE/REPAIR MANUALS	WCPW FLEET	NO LONGER NEEDED
55	1 PAIL	USED WHEEL WEIGHTS	WCPW FLEET	NOT USABLE
56	1	GAS AUGER	WCPW MAINTENANCE	NO LONGER NEEDED
57	1	GAS WATER PUMP	WCPW MAINTENANCE	NO LONGER NEEDED
58	1	PORTABRAKE MODEL #W-14	WCPW MAINTENANCE	NO LONGER NEEDED
59	1 LOT	(2) STACKING PLASTIC SHELVES	WCPW MAINTENANCE	NO LONGER NEEDED
60	1 LOT	(3) 2 DOOR FILING CABINETS (2 FIRE PROOF AND 1 REGULAR)	WCPW MAINTENANCE	NO LONGER NEEDED
61	1 LOT	(3) HANGING LIGHTS	WCPW MAINTENANCE	NO LONGER NEEDED
62	1 LOT	(3) RENNAI HOT WATER HEATERS	WCPW MAINTENANCE	NO LONGER NEEDED
63	1 LOT	(3) STORAGE SHELVES	WCPW MAINTENANCE	NO LONGER NEEDED
64	1 LOT	(5) CHICKEN HOUSE FANS	WCPW MAINTENANCE	NO LONGER NEEDED
65	1 LOT	FILING CABINETS (1) 4 DRAWER, (1) 2 DRAWER	WCPW MAINTENANCE	NO LONGER NEEDED
66	1 LOT	(4) HANGING FOUR DOOR FILING CABINETS	WCPW MAINTENANCE	NO LONGER NEEDED
67	1 LOT	GROUND EQUIPMENT (2) HEDGE TRIMMERS, (3) LEAF BLOWERS, (2) CHAINSAWS, (2) WEED EATERS	WCPW MAINTENANCE	NO LONGER NEEDED
68	1 LOT	AMBER BEACON LIGHTS	WCPW ROADS	NO LONGER NEEDED
69	1 LOT	TIRES (2) 11.00R20G159, (2) 245/75R22.5 G159	WCPW ROADS	NO LONGER NEEDED
70	1 LOT	18 TRACTOR WEIGHTS AND 1 WEIGHT BRACKET	WCPW ROADS	NO LONGER NEEDED
71	1 LOT	FILTERS (9) FP670, (8) LFF 5D	WCPW ROADS	NO LONGER NEEDED
72	1	PIPE CAMERA SYSTEM	WCPW WWW	NO LONGER NEEDED

SUBTITLE IV  
County Real and Personal Property and County Buildings

**§ CG 4-401. Title to County property.**

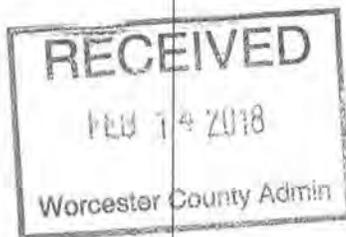
Title to all County property, both real and personal, transferred to Worcester County, the County Commissioners or any agency department or branch thereof by way of purchase, grant, gift, dedication or anyway whatsoever shall be titled to the County Commissioners of Worcester County unless otherwise specifically provided in individual cases by a resolution of the County Commissioners.

**§ CG 4-402. Management of real and personal property and buildings.**

Management authority and responsibility for all County property and buildings is vested in and charged to the County Commissioners, and all decisions with regard to the use of the same and contracts with regard thereto, be they for acquisition, improvement or in any way connected therewith, shall be by resolution of the County Commissioners or as may be provided by law or regulation. The County Commissioners may, at their option, by resolution or as provided by appropriate law and regulation, delegate the authority and responsibility as prescribed by this section by franchise, lease or other appropriate executive or legislative act.

**§ CG 4-403. Disposition of County property when no longer used by County.**

- (a) Generally. Unless otherwise provided by law, whenever the County Commissioners propose to dispose of any County-owned property or any rights incidental thereto by reason of the fact that such property is no longer required for County use, they shall first advertise the same at least once a week for three successive weeks in one or more newspapers of general circulation in said County inviting competitive bids to be made upon such terms and conditions as the County Commissioners may deem appropriate, including, without limitation, the right to accept or reject any and all bids as they see fit with regard to the disposal of such property and giving an opportunity for objections to any such disposal.
- (b) For other public use. When any County-owned property is no longer needed for use by the County Commissioners and the County Commissioners propose to dispose of the same by lease, grant or otherwise for a public purpose, as such public purpose may be from time to time determined by a five-sevenths majority vote of the County Commissioners, the Commissioners shall, prior to adopting a resolution for the disposal of such property, advertise the proposed disposal once a week for three successive weeks in one or more newspapers of general circulation in said County stating the terms of such disposal and the compensation to be received therefor and giving opportunity for objections thereto. [Amended 8-20-2002 by Bill No. 02-11]
- (c) Where bidding impractical. The County Commissioners may, by a five-sevenths majority vote, determine that it may be impractical to dispose of County-owned property or rights incidental thereto for nonpublic purposes by competitive bidding. In such cases, the County Commissioners shall, prior to adopting a resolution for the disposal of such property, advertise the proposed disposal once a week for three successive weeks in one or more newspapers of general circulation in said County stating the terms of such disposal and the compensation to be received therefor and giving opportunity for objections thereto. [Amended 8-20-2002 by Bill No. 02-11]
- (d) Exceptions. The provisions of this section shall not apply to the closing of public roads within the County or easements for public utilities or to property titled to other bodies corporate or politic of the County.



7

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

**TO:** Harold L. Higgins, Chief Administrative Officer  
**FROM:** John H. Tustin, P.E., Director *JHT*  
**DATE:** February 12, 2018  
**SUBJECT:** Speed Study – Mumford, Selby, and Back Creek Road

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: 410-632-3000

FLEET  
MANAGEMENT  
TEL: 410-632-5675  
FAX: 410-632-1753

WATER AND  
WASTEWATER  
TEL: 410-641-5251  
FAX: 410-641-5185

.....  
The Department conducted a speed study on Mumford Road from Wednesday, November 29, 2017 thru Wednesday, December 6, 2017, on Selby Road from Wednesday, December 6, 2017 thru Tuesday, December 11, 2017, and on Back Creek Road from Tuesday, December 19, 2017 thru Wednesday, December 27, 2017. This was at the request of area residents to address complaints regarding speeding vehicles and for a speed limit to be established.

The summary of the results for all three studies are as follows:

	<u>P.3</u> Mumford Road	<u>P.11</u> Selby Road	<u>P.17</u> Back Creek Road
<b># of Vehicles</b>	909	2639	3365
<b>Average Speed</b>	31 mph	25 mph	44 mph
<b>85<sup>th</sup> Percentile</b>	48 mph	42 mph	52 mph
<b>Vehicles 36 mph and greater</b>	505 or 55.6%	1006 or 38%	2923 or 86.8%
<b>Vehicles &gt;1 mph to 35 mph</b>	404 or 44.5%	1633 or 61.9%	442 or 13.3%

Currently all three roads are not posted; therefore, a speed limit of 50 mph governs. Based on the studies and nature of the geographical area, I would recommend that Mumford Road, Selby Road, and Back Creek Road be posted at 40 mph. This posting will allow the Sheriff's Department to police this area and provide enforcement.

\*

Should you have any questions regarding these studies I will be happy to discuss them with you.

Attachment

cc: Frank Adkins

1

Speed Limit

§ 21-803. Alteration of maximum speed limit by local authorities.

(a) *When local authority may alter specified limits.* — (1) If, on the basis of an engineering and traffic investigation, a local authority determines that any maximum speed limit specified in this subtitle is greater or less than reasonable or safe under existing conditions on any part of a highway in its jurisdiction, it may establish a reasonable and safe maximum speed limit for that part of the highway, which may:

- (i) Decrease the limit at an intersection;
- (ii) Increase the limit in an urban district to not more than 50 miles an hour;
- (iii) Decrease the limit in an urban district; or
- (iv) Decrease the limit outside an urban district to not less than 25 miles an hour.

(2) An engineering and traffic investigation is not required to conform a posted maximum speed limit in effect on December 31, 1974, to a different limit specified in § 21-801.1 (b) of this subtitle.

(b) *Decreasing speed limit in school zones.* — In school zones designated and posted by the local authorities of any county:

(1) The county may decrease the maximum speed limit to 15 miles per hour during school hours, provided the county pays the cost of placing and maintaining the necessary signs; and

(2) Any municipality within each county may decrease the maximum speed limit in a school zone within the municipality to 15 miles per hour during school hours, provided the municipality pays the cost of placing and maintaining the necessary signs.

(c) *When altered limits effective.* — An altered maximum speed limit established under this section is effective when posted on appropriate signs giving notice of the limit.

(d) *Approval by State Highway Administration required.* — Except in Baltimore City, any alteration by a local authority of a maximum speed limit on a part or extension of a State highway is not effective until it is approved by the State Highway Administration.

(e) *Decreasing speed limit in alleys.* — (1) If a local authority determines that any maximum speed limit specified in this subtitle is greater than reasonable or safe in an alley in its jurisdiction, the local authority may establish a reasonable and safe maximum speed limit for the alley.

(2) The local authority shall post a speed limit established under this subsection on appropriate signs giving notice of the speed limit. (An. Code 1957, art. 66½, § 11-803; 1977, ch. 14, § 2; ch. 469; 1979, ch. 497; 1982, ch. 252; 1997, ch. 6.)

**Maximum speed limits.** — Imposition of maximum speed limits is function of General Assembly and designated authorities. Fowler v. Smith, 240 Md. 240, 213 A.2d 549 (1965).

**Continuation of State highway within city limits.** — Street within corporate limits of city which is a continuation of State highway

and is marked by State signs similar to the signs outside the city is at least an extension of the State highway system, if not actually part of it. Prior to 1957, Baltimore City had no power to regulate the speed of vehicles on any such street. Pressman v. Barnes, 209 Md. 544, 121 A.2d 816 (1956).

# Worcester County DPW - Roads Division

5764 Worcester Highway  
Snow Hill, MD 21863  
410-632-2244

Site Code:  
Station ID:  
Mumford Road  
Mumford Road

Latitude: 0' 0.0000 Undefined

North, South

Wed

Start Time	15	20	25	30	35	40	45	50	55	60	65	70	75	999	Total	85th Percent	95th Percent	
11/29/17	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
01:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
02:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
03:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
04:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
05:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
06:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
07:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
08:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
09:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
10:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
11:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
12 PM	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
13:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
14:00	1	0	0	0	0	2	2	0	0	0	0	0	0	0	5	43	44	
15:00	5	0	0	0	1	0	3	2	1	0	0	0	0	0	12	47	51	
16:00	3	0	0	0	0	2	2	5	4	0	0	0	0	0	16	52	53	
17:00	4	0	0	0	1	2	4	2	0	0	0	0	0	0	13	45	48	
18:00	3	0	0	0	2	2	4	1	0	0	0	0	0	0	12	43	46	
19:00	2	0	0	0	0	0	0	1	1	0	0	0	0	0	4	52	53	
20:00	4	0	0	0	0	0	2	0	0	1	1	0	0	0	8	58	62	
21:00	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	12	14	
22:00	2	0	0	0	0	0	0	0	0	0	0	0	0	0	2	12	14	
23:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*	
<b>Total</b>	<b>25</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>8</b>	<b>17</b>	<b>11</b>	<b>6</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>73</b>			
<b>Percent</b>	<b>34.2%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>5.5%</b>	<b>11.0%</b>	<b>23.3%</b>	<b>15.1%</b>	<b>8.2%</b>	<b>1.4%</b>	<b>1.4%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>				
<b>AM Peak Vol.</b>																		
<b>PM Peak Vol.</b>	15:00				18:00	14:00	17:00	16:00	16:00	20:00	20:00					16:00		
	5				2	2	4	5	4	1	1					16		

3

# Worcester County DPW - Roads Division

5764 Worcester Highway  
Snow Hill, MD 21863  
410-632-2244

Site Code:  
Station ID:  
Mumford Road  
Mumford Road  
Latitude: 0' 0.0000 Undefined

North, South

Start Time	1	16	21	26	31	36	41	46	51	56	61	66	71	76	Total	85th Percent	95th Percent
	15	20	25	30	35	40	45	50	55	60	65	70	75	999			
11/30/17	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	64	64
01:00	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	12	14
02:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
03:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
04:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
05:00	1	0	0	0	0	0	0	1	0	0	0	0	0	0	2	48	49
06:00	8	0	0	0	0	0	0	1	0	0	0	0	0	1	10	14	47
07:00	4	0	0	0	1	2	2	2	1	0	0	0	0	0	12	47	51
08:00	1	0	0	0	1	1	4	0	0	0	0	0	0	0	7	43	44
09:00	2	0	0	0	1	1	3	2	0	1	0	0	0	0	10	48	57
10:00	7	2	1	0	0	2	2	0	0	0	0	0	0	0	14	39	43
11:00	2	0	0	2	1	1	4	2	0	2	0	0	0	0	14	49	58
12 PM	0	0	0	0	0	3	1	0	1	0	0	0	0	0	5	51	53
13:00	5	0	0	0	0	3	3	2	0	1	0	0	0	0	14	47	56
14:00	4	0	0	1	1	2	1	0	0	0	0	0	0	0	9	39	42
15:00	4	0	0	0	1	0	3	1	2	0	0	0	0	0	11	50	53
16:00	3	0	0	0	2	3	2	3	2	0	0	0	0	0	15	49	53
17:00	0	0	0	1	0	1	4	1	0	1	0	0	0	0	8	48	57
18:00	1	0	0	2	0	0	0	1	0	0	0	0	0	0	4	47	49
19:00	2	0	0	0	1	0	1	0	0	0	0	0	0	0	4	42	43
20:00	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	12	14
21:00	2	0	0	0	0	0	0	0	0	1	0	0	0	0	3	57	59
22:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
23:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
<b>Total</b>	<b>48</b>	<b>2</b>	<b>1</b>	<b>6</b>	<b>9</b>	<b>19</b>	<b>30</b>	<b>16</b>	<b>6</b>	<b>6</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>145</b>		
<b>Percent</b>	<b>33.1%</b>	<b>1.4%</b>	<b>0.7%</b>	<b>4.1%</b>	<b>6.2%</b>	<b>13.1%</b>	<b>20.7%</b>	<b>11.0%</b>	<b>4.1%</b>	<b>4.1%</b>	<b>0.7%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.7%</b>			
<b>AM Peak</b>	<b>06:00</b>	<b>10:00</b>	<b>10:00</b>	<b>11:00</b>	<b>07:00</b>	<b>07:00</b>	<b>08:00</b>	<b>07:00</b>	<b>07:00</b>	<b>11:00</b>	<b>00:00</b>			<b>06:00</b>	<b>10:00</b>		
<b>Vol.</b>	<b>8</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>4</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>1</b>			<b>1</b>	<b>14</b>		
<b>PM Peak</b>	<b>13:00</b>			<b>18:00</b>	<b>16:00</b>	<b>12:00</b>	<b>17:00</b>	<b>16:00</b>	<b>15:00</b>	<b>13:00</b>					<b>16:00</b>		
<b>Vol.</b>	<b>5</b>			<b>2</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>					<b>15</b>		

4

# Worcester County DPW - Roads Division

5764 Worcester Highway  
Snow Hill, MD 21863  
410-632-2244

Site Code:  
Station ID:  
Mumford Road  
Mumford Road  
Latitude: 0° 0.0000 Undefined

North, South

Start Time	1	16	21	26	31	36	41	46	51	56	61	66	71	76	Total	85th Percent	95th Percent
	15	20	25	30	35	40	45	50	55	60	65	70	75	999			
12/01/17	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
01:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
02:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
03:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
04:00	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	12	14
05:00	2	0	0	0	0	0	0	0	0	0	0	0	0	0	2	12	14
06:00	4	0	0	0	0	0	0	1	0	0	0	0	0	0	5	46	48
07:00	4	0	0	0	0	1	2	1	0	1	0	0	0	0	9	48	57
08:00	3	0	0	0	0	2	3	0	1	1	0	0	0	0	10	52	57
09:00	2	0	0	1	0	1	3	2	0	1	0	0	0	0	10	48	57
10:00	1	0	0	0	0	1	0	0	1	0	0	0	0	0	3	52	54
11:00	5	0	0	1	1	0	3	2	0	0	0	0	0	0	12	45	48
12 PM	0	0	0	0	0	3	0	0	1	0	0	0	0	0	4	52	53
13:00	1	0	0	0	0	1	5	1	0	0	0	0	0	0	8	44	47
14:00	5	0	0	1	1	1	4	1	1	0	0	0	0	0	14	44	51
15:00	1	0	0	1	2	5	0	3	0	1	0	0	0	0	13	48	56
16:00	2	0	0	0	3	3	3	2	1	0	0	0	0	0	14	47	51
17:00	7	0	0	2	1	3	3	2	0	0	0	0	0	0	18	43	47
18:00	2	2	3	0	2	0	0	1	1	1	0	0	0	0	12	50	56
19:00	4	0	0	0	0	0	0	0	0	0	0	0	0	0	4	12	14
20:00	2	0	0	0	1	0	0	0	1	1	0	1	0	0	6	66	68
21:00	1	0	0	0	0	0	1	0	0	0	0	0	0	0	2	43	44
22:00	5	0	0	0	1	0	0	0	0	0	0	1	0	0	7	34	68
23:00	1	0	0	0	0	0	0	0	0	1	0	0	0	0	2	58	59
<b>Total</b>	<b>53</b>	<b>2</b>	<b>3</b>	<b>6</b>	<b>12</b>	<b>21</b>	<b>27</b>	<b>16</b>	<b>7</b>	<b>7</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>156</b>		
<b>Percent</b>	<b>34.0%</b>	<b>1.3%</b>	<b>1.9%</b>	<b>3.8%</b>	<b>7.7%</b>	<b>13.5%</b>	<b>17.3%</b>	<b>10.3%</b>	<b>4.5%</b>	<b>4.5%</b>	<b>0.0%</b>	<b>1.3%</b>	<b>0.0%</b>	<b>0.0%</b>			
<b>AM Peak</b>	<b>11:00</b>			<b>09:00</b>	<b>11:00</b>	<b>08:00</b>	<b>08:00</b>	<b>09:00</b>	<b>08:00</b>	<b>07:00</b>					<b>11:00</b>		
<b>Vol.</b>	<b>5</b>			<b>1</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>1</b>					<b>12</b>		
<b>PM Peak</b>	<b>17:00</b>	<b>18:00</b>	<b>18:00</b>	<b>17:00</b>	<b>16:00</b>	<b>15:00</b>	<b>13:00</b>	<b>15:00</b>	<b>12:00</b>	<b>15:00</b>		<b>20:00</b>			<b>17:00</b>		
<b>Vol.</b>	<b>7</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>5</b>	<b>5</b>	<b>3</b>	<b>1</b>	<b>1</b>		<b>1</b>			<b>18</b>		

5

# Worcester County DPW - Roads Division

5764 Worcester Highway  
Snow Hill, MD 21863  
410-632-2244

Site Code:  
Station ID:  
Mumford Road  
Mumford Road  
Latitude: 0' 0.0000 Undefined

North, South

Start Time	1	16	21	26	31	36	41	46	51	56	61	66	71	76	Total	85th Percent	95th Percent
	15	20	25	30	35	40	45	50	55	60	65	70	75	999			
12/02/17	1	0	0	0	0	0	0	0	1	0	0	0	0	0	2	53	54
01:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
02:00	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	12	14
03:00	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	12	14
04:00	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	12	14
05:00	0	0	0	0	2	0	0	0	0	0	0	0	0	0	2	34	34
06:00	2	0	0	0	0	0	0	0	1	1	0	0	1	0	5	71	73
07:00	0	0	0	0	0	2	0	1	0	1	0	1	1	0	6	70	73
08:00	2	0	0	0	0	0	1	3	0	1	1	0	0	0	7	49	63
09:00	2	0	0	0	0	0	3	0	1	0	1	0	0	0	7	54	63
10:00	2	0	0	1	1	2	0	4	1	0	0	0	0	0	11	49	52
11:00	2	0	0	1	0	3	2	3	0	2	0	0	0	0	13	55	58
12 PM	3	0	0	0	1	1	1	2	0	0	0	0	0	0	8	47	49
13:00	6	0	0	0	0	3	1	4	1	2	0	0	0	0	17	52	57
14:00	3	0	0	0	1	2	1	0	0	0	1	0	0	0	8	43	62
15:00	3	0	0	0	2	0	3	0	1	0	0	0	0	0	9	44	52
16:00	4	0	0	0	1	1	5	2	0	0	1	0	0	0	14	47	61
17:00	2	1	0	0	1	1	1	1	0	0	1	1	0	0	9	63	67
18:00	3	0	0	0	1	0	0	0	0	0	0	0	0	0	4	32	34
19:00	0	0	0	0	0	0	2	0	2	0	0	0	0	0	4	53	54
20:00	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	54	54
21:00	0	0	0	0	0	0	1	0	0	1	0	0	1	0	3	72	74
22:00	2	0	0	0	0	1	0	1	0	0	0	0	0	0	4	47	48
23:00	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	64	64
<b>Total</b>	<b>40</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>10</b>	<b>16</b>	<b>21</b>	<b>21</b>	<b>9</b>	<b>7</b>	<b>6</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>138</b>		
<b>Percent</b>	<b>29.0%</b>	<b>0.7%</b>	<b>0.0%</b>	<b>1.4%</b>	<b>7.2%</b>	<b>11.6%</b>	<b>15.2%</b>	<b>15.2%</b>	<b>6.5%</b>	<b>5.1%</b>	<b>4.3%</b>	<b>1.4%</b>	<b>2.2%</b>	<b>0.0%</b>			
<b>AM Peak</b>	<b>06:00</b>			<b>10:00</b>	<b>05:00</b>	<b>11:00</b>	<b>09:00</b>	<b>10:00</b>	<b>00:00</b>	<b>11:00</b>	<b>08:00</b>	<b>07:00</b>	<b>06:00</b>		<b>11:00</b>		
<b>Vol.</b>	<b>2</b>			<b>1</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>		<b>13</b>		
<b>PM Peak</b>	<b>13:00</b>	<b>17:00</b>			<b>15:00</b>	<b>13:00</b>	<b>16:00</b>	<b>13:00</b>	<b>19:00</b>	<b>13:00</b>	<b>14:00</b>	<b>17:00</b>	<b>21:00</b>		<b>13:00</b>		
<b>Vol.</b>	<b>6</b>	<b>1</b>			<b>2</b>	<b>3</b>	<b>5</b>	<b>4</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>		<b>17</b>		

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# Worcester County DPW - Roads Division

5764 Worcester Highway  
Snow Hill, MD 21863  
410-632-2244

Site Code:  
Station ID:  
Mumford Road  
Mumford Road  
Latitude: 0' 0.0000 Undefined

North, South

Start Time	1	16	21	26	31	36	41	46	51	56	61	66	71	76	Total	85th Percent	95th Percent
	15	20	25	30	35	40	45	50	55	60	65	70	75	999			
12/03/17	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
01:00	1	0	0	0	0	1	0	0	0	0	0	0	0	0	2	38	39
02:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
03:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
04:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
05:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
06:00	1	0	1	0	0	0	0	0	0	0	0	0	0	0	2	23	24
07:00	3	0	0	0	0	1	0	0	0	0	0	0	0	0	4	37	39
08:00	5	0	0	1	0	1	0	0	0	0	1	0	0	0	8	39	63
09:00	2	0	0	0	1	1	4	2	1	0	0	0	0	0	11	48	52
10:00	3	0	0	0	0	0	0	2	3	0	0	0	0	0	8	53	54
11:00	4	0	0	0	2	0	2	1	0	0	0	0	0	0	9	44	47
12 PM	1	0	0	0	0	2	1	2	0	0	0	0	0	0	6	47	49
13:00	2	0	0	0	1	3	0	0	2	0	0	0	0	0	8	52	53
14:00	1	0	0	0	1	0	1	1	0	1	0	0	0	0	5	56	58
15:00	1	0	0	0	0	1	1	0	1	0	0	0	0	0	4	52	54
16:00	1	0	0	0	0	4	2	1	0	0	0	0	0	0	8	44	48
17:00	6	0	0	0	0	0	0	1	1	0	0	0	0	0	8	48	52
18:00	1	0	0	0	0	2	0	0	0	1	0	0	0	0	4	57	59
19:00	0	0	0	0	0	2	2	0	0	0	0	0	0	0	4	43	44
20:00	1	0	0	0	0	0	0	1	0	0	0	0	0	0	2	48	49
21:00	0	0	0	0	1	0	0	0	0	0	0	0	1	0	2	73	74
22:00	2	0	0	0	0	0	0	0	0	0	0	0	0	0	2	12	14
23:00	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	34	34
<b>Total</b>	<b>35</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>7</b>	<b>18</b>	<b>13</b>	<b>11</b>	<b>8</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>98</b>		
<b>Percent</b>	<b>35.7%</b>	<b>0.0%</b>	<b>1.0%</b>	<b>1.0%</b>	<b>7.1%</b>	<b>18.4%</b>	<b>13.3%</b>	<b>11.2%</b>	<b>8.2%</b>	<b>2.0%</b>	<b>1.0%</b>	<b>0.0%</b>	<b>1.0%</b>	<b>0.0%</b>			
<b>AM Peak</b>	<b>08:00</b>		<b>06:00</b>	<b>08:00</b>	<b>11:00</b>	<b>01:00</b>	<b>09:00</b>	<b>09:00</b>	<b>10:00</b>		<b>08:00</b>				<b>09:00</b>		
<b>Vol.</b>	<b>5</b>		<b>1</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>4</b>	<b>2</b>	<b>3</b>		<b>1</b>				<b>11</b>		
<b>PM Peak</b>	<b>17:00</b>				<b>13:00</b>	<b>16:00</b>	<b>16:00</b>	<b>12:00</b>	<b>13:00</b>	<b>14:00</b>			<b>21:00</b>		<b>13:00</b>		
<b>Vol.</b>	<b>6</b>				<b>1</b>	<b>4</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>1</b>			<b>1</b>		<b>8</b>		

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# Worcester County DPW - Roads Division

5764 Worcester Highway  
Snow Hill, MD 21863  
410-632-2244

Site Code:  
Station ID:  
Mumford Road  
Mumford Road  
Latitude: 0' 0.0000 Undefined

North, South

Start Time	1	16	21	26	31	36	41	46	51	56	61	66	71	76	Total	85th Percent	95th Percent
	15	20	25	30	35	40	45	50	55	60	65	70	75	999			
12/04/17	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
01:00	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	12	14
02:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
03:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
04:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
05:00	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	39	39
06:00	2	0	0	0	0	1	0	0	0	0	0	1	0	0	4	67	68
07:00	5	0	0	0	0	0	1	1	3	1	1	0	0	0	12	55	61
08:00	4	0	0	0	0	1	2	2	0	0	0	0	0	1	10	46	48
09:00	3	0	1	0	1	1	1	1	1	0	0	0	0	0	9	48	52
10:00	3	0	0	0	2	1	2	0	2	0	0	0	0	0	10	51	53
11:00	3	0	0	0	0	4	0	2	0	0	0	0	0	0	9	46	48
12 PM	2	0	0	0	0	2	1	1	0	0	0	0	0	0	6	45	48
13:00	4	0	0	0	1	1	1	0	1	0	0	0	0	0	8	44	52
14:00	3	0	0	0	1	1	2	2	0	0	0	0	0	0	9	46	48
15:00	3	0	0	1	2	0	4	2	0	0	0	0	0	0	12	45	48
16:00	7	0	1	1	0	2	3	1	1	0	0	0	0	0	16	44	50
17:00	1	0	0	0	0	4	1	2	1	0	0	0	0	0	9	49	52
18:00	2	0	0	1	0	2	1	0	0	0	0	0	0	0	6	40	43
19:00	4	0	0	0	0	0	3	0	0	0	0	0	0	0	7	43	44
20:00	2	0	0	0	0	0	0	1	1	0	0	0	0	0	4	52	53
21:00	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	12	14
22:00	1	0	0	0	0	0	0	1	2	0	0	0	0	0	4	53	54
23:00	3	0	0	0	0	0	0	0	0	0	0	0	0	0	3	12	14
<b>Total</b>	<b>54</b>	<b>0</b>	<b>2</b>	<b>3</b>	<b>7</b>	<b>21</b>	<b>22</b>	<b>16</b>	<b>12</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>141</b>		
<b>Percent</b>	<b>38.3%</b>	<b>0.0%</b>	<b>1.4%</b>	<b>2.1%</b>	<b>5.0%</b>	<b>14.9%</b>	<b>15.6%</b>	<b>11.3%</b>	<b>8.5%</b>	<b>0.7%</b>	<b>0.7%</b>	<b>0.7%</b>	<b>0.0%</b>	<b>0.7%</b>			
<b>AM Peak</b>	<b>07:00</b>		<b>09:00</b>		<b>10:00</b>	<b>11:00</b>	<b>08:00</b>	<b>08:00</b>	<b>07:00</b>	<b>07:00</b>	<b>07:00</b>	<b>06:00</b>		<b>08:00</b>	<b>07:00</b>		
<b>Vol.</b>	<b>5</b>		<b>1</b>		<b>2</b>	<b>4</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>1</b>		<b>1</b>	<b>12</b>		
<b>PM Peak</b>	<b>16:00</b>		<b>16:00</b>	<b>15:00</b>	<b>15:00</b>	<b>17:00</b>	<b>15:00</b>	<b>14:00</b>	<b>22:00</b>						<b>16:00</b>		
<b>Vol.</b>	<b>7</b>		<b>1</b>	<b>1</b>	<b>2</b>	<b>4</b>	<b>4</b>	<b>2</b>	<b>2</b>						<b>16</b>		

# Worcester County DPW - Roads Division

5764 Worcester Highway

Snow Hill, MD 21863

410-632-2244

Site Code:  
Station ID:  
Mumford Road  
Mumford Road  
Latitude: 0' 0.0000 Undefined

North, South

Start Time	15	16	20	21	25	28	30	31	35	36	40	41	45	46	50	51	55	56	60	61	65	66	70	71	75	76	999	Total	85th Percent	95th Percent	
12/05/17	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*	
01:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*	
02:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*	
03:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*	
04:00	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	29	29		
05:00	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	43	44		
06:00	5	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6	40	43		
07:00	1	0	0	0	0	0	0	0	0	0	3	1	3	1	3	0	0	0	0	0	0	0	0	0	0	0	8	53	54		
08:00	2	0	0	0	0	1	1	1	4	2	4	2	2	2	2	0	0	0	1	0	0	0	1	0	0	0	13	52	66		
09:00	2	0	0	0	0	2	1	1	1	1	1	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	8	49	58		
10:00	2	0	0	0	0	0	2	4	4	1	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9	44	47		
11:00	1	0	0	0	2	2	1	2	1	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9	49	52		
12 PM	4	0	0	1	0	2	2	0	2	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9	46	48		
13:00	9	0	0	0	0	0	1	1	1	0	2	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	15	54	58		
14:00	1	0	0	1	0	2	4	2	4	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10	46	48		
15:00	3	0	0	0	0	2	3	2	3	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10	46	48		
16:00	3	0	0	0	2	1	2	2	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	13	48	49		
17:00	0	0	0	0	1	5	5	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	12	44	46		
18:00	4	0	0	0	2	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8	38	42		
19:00	5	0	0	1	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10	46	48		
20:00	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	12	14		
21:00	1	0	0	0	1	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	47	49		
22:00	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	12	14		
23:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*		
<b>Total</b>	<b>46</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>13</b>	<b>20</b>	<b>31</b>	<b>22</b>	<b>8</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>148</b>																	
<b>Percent</b>	<b>31.1%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>2.7%</b>	<b>8.8%</b>	<b>13.5%</b>	<b>20.9%</b>	<b>14.9%</b>	<b>5.4%</b>	<b>2.0%</b>	<b>0.0%</b>	<b>0.7%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.7%</b>	<b>0.0%</b>												
<b>AM Peak</b>	<b>06:00</b>			<b>04:00</b>	<b>09:00</b>	<b>10:00</b>	<b>08:00</b>	<b>08:00</b>	<b>07:00</b>	<b>09:00</b>																	<b>08:00</b>				
<b>Vol.</b>	<b>5</b>			<b>1</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>2</b>	<b>3</b>	<b>1</b>																	<b>13</b>				
<b>PM Peak</b>	<b>13:00</b>			<b>12:00</b>	<b>16:00</b>	<b>17:00</b>	<b>17:00</b>	<b>16:00</b>	<b>13:00</b>	<b>13:00</b>																	<b>13:00</b>				
<b>Vol.</b>	<b>9</b>			<b>1</b>	<b>2</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>2</b>	<b>2</b>																	<b>15</b>				

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# Worcester County DPW - Roads Division

5764 Worcester Highway  
Snow Hill, MD 21863  
410-632-2244

Site Code:  
Station ID:  
Mumford Road  
Mumford Road  
Latitude: 0' 0.0000 Undefined

North, South

Start Time	1	16	21	26	31	36	41	46	51	56	61	66	71	76	Total	85th Percent	95th Percent
12/06/17	15	20	25	30	35	40	45	50	55	60	65	70	75	999			
01:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
02:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
03:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
04:00	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	49	49
05:00	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	12	14
06:00	6	0	0	0	0	0	0	2	0	0	0	0	0	0	8	47	49
07:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
08:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
09:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
10:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
11:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
12:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
13:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
14:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
15:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
16:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
17:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
18:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
19:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
20:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
21:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
22:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
23:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
<b>Total</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>		
<b>Percent</b>	<b>70.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>30.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>			
<b>AM Peak</b>	<b>05:00</b>							<b>06:00</b>							<b>06:00</b>		
<b>Vol.</b>	<b>6</b>							<b>2</b>							<b>8</b>		
<b>PM Peak</b>																	
<b>Vol.</b>																	
<b>Total</b>	<b>308</b>	<b>5</b>	<b>7</b>	<b>22</b>	<b>62</b>	<b>128</b>	<b>161</b>	<b>116</b>	<b>56</b>	<b>27</b>	<b>10</b>	<b>5</b>	<b>4</b>	<b>2</b>	<b>909</b>		
<b>Percent</b>	<b>33.9%</b>	<b>0.6%</b>	<b>0.8%</b>	<b>2.4%</b>	<b>6.8%</b>	<b>13.5%</b>	<b>17.7%</b>	<b>12.8%</b>	<b>6.2%</b>	<b>3.0%</b>	<b>1.1%</b>	<b>0.7%</b>	<b>0.4%</b>	<b>0.2%</b>			

15th Percentile : 6 MPH  
50th Percentile : 37 MPH  
85th Percentile : 48 MPH  
95th Percentile : 55 MPH

Stats  
10. MPH Pace Speed : 36-45 MPH  
Number in Pace : 284  
Percent in Pace : 31.2%  
Number of Vehicles > 55 MPH : 49  
Percent of Vehicles > 55 MPH : 5.4%  
Mean Speed (Average) : 31 MPH

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# Worcester County DPW - Roads Division

5764 Worcester Highway  
Snow Hill, MD 21863  
410-632-2244

Site Code:  
Station ID:  
Selby Road  
Selby Road

Latitude: 0' 0.0000 Undefined

West, East		1	16	21	26	31	36	41	46	51	56	61	66	71	76	Total	85th Percent	95th Percent
Start Time	15	20	25	30	35	40	45	50	55	60	65	70	75	999				
12/06/17	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
01:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
02:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
03:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
04:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
05:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
06:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
07:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
08:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
09:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
10:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
11:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
12 PM	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
13:00	13	0	0	0	1	1	1	0	0	0	0	0	0	0	0	16	32	40
14:00	28	0	0	0	4	11	8	3	0	1	0	0	0	0	0	53	42	47
15:00	37	0	0	2	5	21	10	7	1	1	0	0	0	0	0	84	43	48
16:00	35	0	0	0	6	14	22	5	1	3	0	0	0	0	0	86	44	49
17:00	26	0	0	3	11	10	7	4	4	0	0	0	0	0	0	65	43	50
18:00	23	0	0	0	3	5	7	4	1	2	0	0	0	0	0	45	45	53
19:00	17	0	0	1	4	4	8	3	1	0	0	0	0	0	0	38	43	48
20:00	12	0	0	0	2	2	0	0	0	0	0	0	0	0	0	16	33	37
21:00	6	0	0	2	0	0	1	0	2	0	0	0	0	0	0	11	50	53
22:00	8	0	0	0	0	0	1	2	1	0	0	0	0	0	0	12	47	51
23:00	2	0	0	0	0	1	1	1	0	0	1	0	0	0	0	6	50	63
Total	205	0	0	8	36	69	66	29	11	7	1	0	0	0	0	432		
Percent	47.5%	0.0%	0.0%	1.9%	8.3%	16.0%	15.3%	6.7%	2.5%	1.6%	0.2%	0.0%	0.0%	0.0%	0.0%			
AM Peak Vol.																		
PM Peak Vol.	15:00			17:00	17:00	15:00	16:00	15:00	17:00	16:00	23:00					16:00		
	37			3	11	21	22	7	4	3	1					86		

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# Worcester County DPW - Roads Division

5764 Worcester Highway  
Snow Hill, MD 21863  
410-632-2244

Site Code:  
Station ID:  
Selby Road  
Selby Road

Latitude: 0' 0.0000 Undefined

West, East

Start Time	1	16	21	26	31	36	41	46	51	56	61	66	71	76	999	Total	85th Percent	95th Percent
	15	20	25	30	35	40	45	50	55	60	65	70	75					
12/07/17	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	49	49
01:00	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	12	14
02:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
03:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
04:00	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	49	49
05:00	0	0	0	1	1	1	1	0	0	0	0	0	0	0	0	4	42	44
06:00	4	0	0	1	3	3	3	1	0	0	0	0	0	0	0	15	42	46
07:00	28	0	0	0	2	11	9	5	2	0	0	0	0	0	0	67	44	49
08:00	24	0	0	0	1	9	7	7	2	1	0	0	0	0	0	51	46	51
09:00	20	0	0	0	5	11	10	4	0	0	0	0	0	0	0	50	43	46
10:00	18	0	0	2	2	6	9	3	0	1	0	0	0	0	0	41	43	48
11:00	22	0	0	1	7	6	8	5	2	0	0	0	0	0	0	51	44	49
12 PM	24	0	0	1	7	11	9	5	1	0	0	0	0	0	0	58	43	48
13:00	32	0	1	0	3	13	9	3	1	0	0	0	0	0	0	62	42	46
14:00	29	0	0	0	2	6	13	2	1	0	0	0	0	0	0	53	43	45
15:00	28	0	2	0	1	12	19	5	1	0	1	0	0	0	0	69	44	48
16:00	28	0	0	0	3	15	12	7	3	1	0	0	0	0	0	70	45	50
17:00	26	0	0	1	2	9	9	6	1	1	0	0	0	0	0	55	44	49
18:00	18	0	0	1	3	5	3	2	1	2	0	0	0	0	0	35	44	55
19:00	13	0	0	0	2	4	4	2	1	0	0	0	0	0	0	26	43	49
20:00	9	0	0	1	0	7	2	2	0	0	0	0	0	0	0	21	42	47
21:00	4	0	0	0	2	0	1	1	0	0	0	0	0	0	0	8	43	47
22:00	5	0	0	1	0	0	4	2	0	0	0	0	0	0	0	12	45	48
23:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
<b>Total</b>	<b>333</b>	<b>0</b>	<b>3</b>	<b>10</b>	<b>46</b>	<b>130</b>	<b>132</b>	<b>64</b>	<b>16</b>	<b>6</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>741</b>		
<b>Percent</b>	<b>44.9%</b>	<b>0.0%</b>	<b>0.4%</b>	<b>1.3%</b>	<b>6.2%</b>	<b>17.5%</b>	<b>17.8%</b>	<b>8.6%</b>	<b>2.2%</b>	<b>0.8%</b>	<b>0.1%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>			
<b>AM Peak</b>	<b>07:00</b>			<b>10:00</b>	<b>11:00</b>	<b>07:00</b>	<b>09:00</b>	<b>08:00</b>	<b>07:00</b>	<b>08:00</b>						<b>07:00</b>		
<b>Vol.</b>	<b>28</b>			<b>2</b>	<b>7</b>	<b>11</b>	<b>10</b>	<b>7</b>	<b>2</b>	<b>1</b>						<b>57</b>		
<b>PM Peak</b>	<b>13:00</b>		<b>15:00</b>	<b>12:00</b>	<b>12:00</b>	<b>16:00</b>	<b>15:00</b>	<b>16:00</b>	<b>16:00</b>	<b>18:00</b>	<b>15:00</b>					<b>16:00</b>		
<b>Vol.</b>	<b>32</b>		<b>2</b>	<b>1</b>	<b>7</b>	<b>16</b>	<b>19</b>	<b>7</b>	<b>3</b>	<b>2</b>	<b>1</b>					<b>70</b>		

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# Worcester County DPW - Roads Division

5764 Worcester Highway  
Snow Hill, MD 21863  
410-632-2244

Site Code:  
Station ID:  
Selby Road  
Selby Road

Latitude: 0 0.0000 Undefined

West, East

Start Time	15	20	25	30	35	40	45	50	55	60	65	70	75	999	Total	85th Percent	95th Percent
12/08/17	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	49	49
01:00	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	54	54
02:00	1	0	0	0	0	1	0	0	0	0	0	0	0	0	2	38	39
03:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
04:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
05:00	2	0	0	0	0	0	0	1	0	0	0	0	0	0	3	47	49
06:00	7	0	0	3	1	3	4	1	0	0	0	0	0	0	19	42	45
07:00	17	0	0	0	3	8	11	3	0	0	1	0	0	0	43	43	48
08:00	22	0	0	0	5	11	19	6	0	0	0	0	0	0	63	44	47
09:00	24	0	0	1	4	4	6	3	1	0	0	0	0	0	43	42	48
10:00	22	0	0	0	4	8	7	3	3	0	0	0	0	0	47	44	51
11:00	21	0	0	0	1	5	7	2	6	1	0	0	0	0	43	50	54
12 PM	26	0	0	0	1	11	16	8	2	2	0	0	0	0	66	46	51
13:00	33	1	2	1	2	10	10	3	0	1	0	0	0	0	63	42	46
14:00	19	0	1	0	5	14	15	6	1	0	0	0	0	0	61	44	48
15:00	34	0	0	2	9	12	19	6	4	1	2	0	0	0	89	44	53
16:00	41	0	0	2	6	19	12	4	0	0	0	0	0	0	84	41	44
17:00	33	0	1	9	14	14	1	1	0	0	0	0	0	0	73	36	39
18:00	25	0	4	4	7	2	0	0	0	0	0	0	0	0	42	31	34
19:00	12	0	4	5	1	2	0	0	0	0	0	0	0	0	24	29	36
20:00	7	4	8	1	1	2	0	0	0	0	0	0	0	0	23	27	37
21:00	12	0	1	5	3	3	0	0	0	0	0	0	0	0	24	34	38
22:00	7	1	1	2	0	0	0	0	0	0	0	0	0	0	11	25	28
23:00	2	1	1	0	0	0	1	0	0	0	0	0	0	0	5	41	43
<b>Total</b>	<b>367</b>	<b>7</b>	<b>23</b>	<b>35</b>	<b>67</b>	<b>129</b>	<b>128</b>	<b>48</b>	<b>18</b>	<b>5</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>830</b>		
<b>Percent</b>	<b>44.2%</b>	<b>0.8%</b>	<b>2.8%</b>	<b>4.2%</b>	<b>8.1%</b>	<b>15.5%</b>	<b>15.4%</b>	<b>5.8%</b>	<b>2.2%</b>	<b>0.6%</b>	<b>0.4%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>			
<b>AM Peak</b>	<b>09:00</b>			<b>06:00</b>	<b>08:00</b>	<b>08:00</b>	<b>08:00</b>	<b>08:00</b>	<b>11:00</b>	<b>11:00</b>	<b>07:00</b>				<b>08:00</b>		
<b>Vol.</b>	<b>24</b>			<b>3</b>	<b>5</b>	<b>11</b>	<b>19</b>	<b>6</b>	<b>6</b>	<b>1</b>	<b>1</b>				<b>63</b>		
<b>PM Peak</b>	<b>16:00</b>	<b>20:00</b>	<b>20:00</b>	<b>17:00</b>	<b>17:00</b>	<b>16:00</b>	<b>15:00</b>	<b>12:00</b>	<b>15:00</b>	<b>12:00</b>	<b>15:00</b>				<b>15:00</b>		
<b>Vol.</b>	<b>41</b>	<b>4</b>	<b>8</b>	<b>9</b>	<b>14</b>	<b>19</b>	<b>19</b>	<b>8</b>	<b>4</b>	<b>2</b>	<b>2</b>				<b>89</b>		

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# Worcester County DPW - Roads Division

5764 Worcester Highway  
Snow Hill, MD 21863  
410-632-2244

Site Code:  
Station ID:  
Selby Road  
Selby Road

Latitude: 0' 0.0000 Undefined

West, East	1	16	21	26	31	36	41	46	51	56	61	66	71	76	Total	85th Percent	95th Percent
Start Time	15	20	25	30	35	40	45	50	55	60	65	70	75	999			
12/09/17	0	1	3	1	1	0	0	0	0	0	0	0	0	0	6	30	33
01:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
02:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
03:00	0	0	0	1	2	0	0	0	0	0	0	0	0	0	3	33	34
04:00	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	12	14
05:00	0	0	2	0	0	0	0	0	0	0	0	0	0	0	2	24	24
06:00	3	0	0	0	0	0	0	0	0	0	0	0	0	0	3	12	14
07:00	4	0	2	3	3	1	0	0	0	0	0	0	0	0	13	33	36
08:00	6	1	0	3	8	8	1	0	0	0	0	0	0	0	27	38	39
09:00	10	1	2	1	7	9	1	0	0	0	0	0	0	0	31	37	39
10:00	12	0	0	2	4	6	2	2	1	0	0	0	0	0	29	41	48
11:00	14	0	1	0	4	7	7	0	1	1	0	0	0	0	35	42	51
12 PM	27	1	0	4	10	6	2	1	0	0	0	0	0	0	51	36	41
13:00	27	0	0	3	2	8	2	0	0	0	0	0	0	0	42	37	39
14:00	19	0	2	2	4	2	4	1	2	0	0	0	0	0	36	42	50
15:00	20	0	1	3	3	8	6	3	0	0	0	0	0	0	44	41	46
16:00	24	0	2	2	5	6	5	2	2	0	0	0	0	0	48	41	49
17:00	16	0	1	0	5	2	1	1	2	0	0	0	0	0	28	39	51
18:00	15	0	0	0	0	1	1	0	0	0	1	0	0	0	18	36	60
19:00	15	0	1	2	2	0	0	0	0	0	0	0	0	0	20	27	32
20:00	4	1	1	0	4	2	1	0	0	0	0	0	0	0	13	37	41
21:00	2	1	0	1	0	0	0	0	0	0	0	0	0	0	4	27	28
22:00	8	2	1	2	0	0	0	0	0	0	0	0	0	0	13	25	28
23:00	5	1	0	1	1	0	0	0	0	0	0	0	0	0	8	29	33
<b>Total</b>	<b>232</b>	<b>9</b>	<b>19</b>	<b>31</b>	<b>65</b>	<b>66</b>	<b>33</b>	<b>10</b>	<b>8</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>475</b>		
<b>Percent</b>	<b>48.8%</b>	<b>1.9%</b>	<b>4.0%</b>	<b>6.5%</b>	<b>13.7%</b>	<b>13.9%</b>	<b>6.9%</b>	<b>2.1%</b>	<b>1.7%</b>	<b>0.2%</b>	<b>0.2%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>			
<b>AM Peak</b>	<b>11:00</b>	<b>00:00</b>	<b>00:00</b>	<b>07:00</b>	<b>08:00</b>	<b>09:00</b>	<b>11:00</b>	<b>10:00</b>	<b>10:00</b>	<b>11:00</b>					<b>11:00</b>		
<b>Vol.</b>	<b>14</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>8</b>	<b>9</b>	<b>7</b>	<b>2</b>	<b>1</b>	<b>1</b>					<b>35</b>		
<b>PM Peak</b>	<b>12:00</b>	<b>22:00</b>	<b>14:00</b>	<b>12:00</b>	<b>12:00</b>	<b>13:00</b>	<b>15:00</b>	<b>15:00</b>	<b>14:00</b>		<b>18:00</b>				<b>12:00</b>		
<b>Vol.</b>	<b>27</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>10</b>	<b>8</b>	<b>6</b>	<b>3</b>	<b>2</b>		<b>1</b>				<b>51</b>		

hl

# Worcester County DPW - Roads Division

5764 Worcester Highway  
Snow Hill, MD 21863  
410-632-2244

Site Code:  
Station ID:  
Selby Road  
Selby Road

Latitude: 0' 0.0000 Undefined

West, East	1	16	21	26	31	36	41	46	51	56	61	66	71	76	Total	85th Percent	95th Percent
Start Time	15	20	25	30	35	40	45	50	55	60	65	70	75	999			
12/10/17	1	0	0	2	0	1	0	0	0	0	0	0	0	0	4	37	39
01:00	2	0	0	0	0	1	1	0	0	0	0	0	0	0	4	42	43
02:00	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	34	34
03:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
04:00	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	34	34
05:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
06:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
07:00	3	1	0	2	1	0	0	0	0	0	0	0	0	0	7	29	33
08:00	7	0	2	1	1	0	0	0	0	0	0	0	0	0	11	26	32
09:00	16	0	2	5	5	2	4	1	0	0	0	0	0	0	35	39	44
10:00	15	1	2	2	8	0	3	0	0	0	0	0	0	0	31	33	42
11:00	22	2	1	3	2	5	3	1	0	0	0	0	0	0	39	38	43
12 PM	24	0	0	0	0	1	0	0	0	0	0	0	0	0	25	13	14
13:00	1	0	1	0	0	1	0	0	0	0	0	0	0	0	3	37	39
14:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
15:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
16:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
17:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
18:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
19:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
20:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
21:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
22:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
23:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
<b>Total</b>	<b>91</b>	<b>4</b>	<b>8</b>	<b>15</b>	<b>19</b>	<b>11</b>	<b>11</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>161</b>		
<b>Percent</b>	<b>56.5%</b>	<b>2.5%</b>	<b>5.0%</b>	<b>9.3%</b>	<b>11.8%</b>	<b>6.8%</b>	<b>6.8%</b>	<b>1.2%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>			
<b>AM Peak</b>	<b>11:00</b>	<b>11:00</b>	<b>08:00</b>	<b>09:00</b>	<b>10:00</b>	<b>11:00</b>	<b>09:00</b>	<b>09:00</b>							<b>11:00</b>		
<b>Vol.</b>	<b>22</b>	<b>2</b>	<b>2</b>	<b>5</b>	<b>8</b>	<b>5</b>	<b>4</b>	<b>1</b>							<b>39</b>		
<b>PM Peak</b>	<b>12:00</b>		<b>13:00</b>			<b>12:00</b>									<b>12:00</b>		
<b>Vol.</b>	<b>24</b>		<b>1</b>			<b>1</b>									<b>25</b>		

# Worcester County DPW - Roads Division

5764 Worcester Highway  
Snow Hill, MD 21863  
410-632-2244

Site Code:  
Station ID:  
~~Selby Road~~  
Selby Road

Latitude: 0' 0.0000 Undefined

West, East

Start Time	1	16	21	26	31	36	41	46	51	56	61	66	71	76	999	Total	85th Percent	95th Percent
12/11/17	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
01:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
02:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
03:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
04:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
05:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
06:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
07:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
08:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
09:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
10:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
11:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
12 PM	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
13:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
14:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
15:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
16:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
17:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
18:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
19:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
20:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
21:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
22:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
23:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
<b>Total</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
<b>Percent</b>	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%			
<b>AM Peak Vol.</b>																		
<b>PM Peak Vol.</b>																		
<b>Total</b>	4228	20	53	99	203	405	370	153	53	19	6	0	0	0	2639			
<b>Percent</b>	46.5%	0.8%	2.0%	3.8%	8.8%	15.3%	14.0%	5.8%	2.0%	0.7%	0.2%	0.0%	0.0%	0.0%				

15th Percentile : 4 MPH  
50th Percentile : 25 MPH  
85th Percentile : 42 MPH  
95th Percentile : 48 MPH

Stats  
10 MPH Pace Speed : 1-10 MPH  
Number in Pace : 819  
Percent in Pace : 31.0%  
Number of Vehicles > 55 MPH : 25  
Percent of Vehicles > 55 MPH : 0.9%  
Mean Speed(Average) : 25 MPH

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# Worcester County DPW - Roads Division

5764 Worcester Highway  
Snow Hill, MD 21863  
410-632-2244

Site Code:  
Station ID:  
~~Back Creek Road~~  
Back Creek Road  
Latitude: 0' 0.0000 Undefined

North, South		1	16	21	26	31	36	41	46	51	56	61	66	71	76	Total	85h Percent	95h Percent	
Start Time		15	20	25	30	35	40	45	50	55	60	65	70	75	999				
TOD	12/19/17	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
	01:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
	02:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
	03:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
	04:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
	05:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
	06:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
	07:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	
	08:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	
	09:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	
	10:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	
	11:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	
	12 PM	3	1	0	0	0	0	0	0	0	0	0	0	0	0	0	4	17	19
	13:00	4	0	0	1	3	9	6	8	1	3	1	0	0	0	0	36	49	58
	14:00	1	0	2	0	7	7	5	7	5	1	0	0	0	0	0	35	50	54
	15:00	1	0	3	2	2	5	16	10	2	2	1	0	0	1	45	49	57	
	16:00	1	2	2	0	1	15	16	13	8	2	1	0	0	0	63	52	59	
	17:00	1	0	0	0	4	16	9	7	1	4	0	0	0	0	42	49	57	
	18:00	0	0	0	0	4	6	7	7	2	4	0	0	0	0	30	53	58	
	19:00	1	1	0	1	0	4	3	6	2	1	0	0	0	0	19	50	55	
	20:00	0	0	1	0	0	2	4	7	4	0	1	0	0	0	19	52	60	
	21:00	0	0	0	2	1	1	9	2	0	1	0	0	0	0	16	46	55	
	22:00	0	1	0	1	0	1	1	0	1	0	0	0	0	0	5	51	53	
	23:00	1	0	0	0	1	1	0	0	1	0	0	0	0	0	5	51	53	
<b>Total</b>	13	5	8	7	23	67	77	67	27	18	5	1	0	1	319				
<b>Percent</b>	4.1%	1.6%	2.5%	2.2%	7.2%	21.0%	24.1%	21.0%	8.5%	5.6%	1.6%	0.3%	0.0%	0.3%					
<b>AM Peak Vol.</b>																			
<b>PM Peak Vol.</b>	13:00	16:00	15:00	15:00	14:00	17:00	15:00	16:00	16:00	17:00	16:00	16:00	16:00	15:00	16:00				
	4	2	3	2	7	16	16	13	8	4	2	1	1	1	63				

# Worcester County DPW - Roads Division

5764 Worcester Highway  
Snow Hill, MD 21863  
410-632-2244

Site Code:  
Station ID:  
Back Creek Road  
Back Creek Road  
Latitude: 0' 0.0000 Undefined

North, South

Start Time	1 15	16 20	21 25	26 30	31 35	36 40	41 45	46 50	51 55	56 60	61 65	66 70	71 75	76 999	Total	85th Percent	95th Percent
12/20/17	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	.	.
01:00	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	54	54
02:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	.	.
03:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	.	.
04:00	0	0	0	0	0	0	1	1	0	0	0	0	0	0	2	48	49
05:00	0	0	0	0	0	1	1	1	1	0	0	0	0	0	4	52	54
06:00	0	0	0	0	1	1	5	3	3	2	2	0	1	0	18	60	70
07:00	0	1	2	0	1	3	13	9	5	3	1	0	0	0	38	53	58
08:00	0	1	2	4	2	4	7	4	2	1	0	2	0	0	29	51	66
09:00	0	0	1	2	2	5	7	6	3	0	0	0	0	0	26	49	52
10:00	0	1	1	0	0	5	7	11	2	3	0	0	0	0	30	51	57
11:00	0	0	0	1	1	9	9	14	1	1	0	0	0	0	36	48	51
12 PM	0	0	0	1	2	7	3	4	3	0	0	0	0	0	20	50	53
13:00	5	0	3	0	3	3	9	8	1	2	0	0	0	0	34	48	55
14:00	0	0	0	0	6	8	9	8	7	2	0	0	0	0	40	52	55
15:00	0	0	0	0	2	10	13	10	4	5	0	0	0	0	44	53	57
16:00	1	1	2	0	2	12	17	11	5	4	0	0	0	0	55	50	56
17:00	0	1	2	0	5	9	16	10	3	0	0	0	0	0	46	48	51
18:00	0	0	1	0	0	5	4	6	5	2	0	1	0	0	24	54	59
19:00	1	1	0	0	4	1	7	4	2	3	0	0	0	1	24	53	58
20:00	0	0	1	0	1	1	3	4	0	1	0	0	0	0	11	49	57
21:00	0	0	0	0	0	2	1	2	3	2	1	0	0	0	11	58	62
22:00	0	0	1	0	0	0	2	0	1	0	0	0	0	1	5	52	54
23:00	0	0	0	0	0	1	1	1	0	0	0	0	0	0	3	47	49
<b>Total</b>	<b>7</b>	<b>6</b>	<b>16</b>	<b>8</b>	<b>32</b>	<b>87</b>	<b>135</b>	<b>117</b>	<b>52</b>	<b>31</b>	<b>4</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>501</b>		
<b>Percent</b>	<b>1.4%</b>	<b>1.2%</b>	<b>3.2%</b>	<b>1.6%</b>	<b>6.4%</b>	<b>17.4%</b>	<b>26.9%</b>	<b>23.4%</b>	<b>10.4%</b>	<b>6.2%</b>	<b>0.8%</b>	<b>0.6%</b>	<b>0.2%</b>	<b>0.4%</b>			
<b>AM Peak</b>		<b>07:00</b>	<b>07:00</b>	<b>08:00</b>	<b>08:00</b>	<b>11:00</b>	<b>07:00</b>	<b>11:00</b>	<b>07:00</b>	<b>07:00</b>	<b>06:00</b>	<b>08:00</b>	<b>06:00</b>		<b>07:00</b>		
<b>Vol.</b>		<b>1</b>	<b>2</b>	<b>4</b>	<b>2</b>	<b>9</b>	<b>13</b>	<b>14</b>	<b>5</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>1</b>		<b>38</b>		
<b>PM Peak</b>	<b>13:00</b>	<b>16:00</b>	<b>13:00</b>	<b>12:00</b>	<b>14:00</b>	<b>16:00</b>	<b>16:00</b>	<b>16:00</b>	<b>14:00</b>	<b>15:00</b>	<b>21:00</b>	<b>18:00</b>		<b>19:00</b>	<b>16:00</b>		
<b>Vol.</b>	<b>5</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>6</b>	<b>12</b>	<b>17</b>	<b>11</b>	<b>7</b>	<b>5</b>	<b>1</b>	<b>1</b>		<b>1</b>	<b>55</b>		

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# Worcester County DPW - Roads Division

5764 Worcester Highway  
Snow Hill, MD 21863  
410-632-2244

Site Code:  
Station ID:  
Back Creek Road  
Back Creek Road  
Latitude: 0' 0.0000 Undefined

North, South

Start Time	15	20	25	30	35	40	45	50	55	60	65	70	75	999	Total	85th Percent	95th Percent
12/21/17	0	0	0	0	0	0	1	1	1	0	1	0	0	0	4	62	64
01:00	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	34	34
02:00	0	0	0	0	0	0	1	1	0	0	0	0	0	0	2	48	49
03:00	1	0	0	0	0	1	0	0	0	0	0	0	0	0	2	38	39
04:00	0	0	0	0	0	0	0	0	0	1	0	0	1	0	2	73	74
05:00	0	0	0	1	0	0	0	3	1	0	0	0	0	0	5	51	53
06:00	1	0	0	0	0	1	3	1	4	2	4	3	0	0	19	65	68
07:00	0	0	0	1	1	1	8	10	8	5	2	3	0	0	39	59	66
08:00	1	0	4	1	3	3	6	5	0	3	0	0	0	0	26	49	57
09:00	0	0	0	0	2	4	5	5	2	0	0	0	0	0	18	49	62
10:00	0	0	1	1	3	4	10	4	2	0	0	0	0	0	25	47	51
11:00	1	0	0	0	1	3	8	5	7	1	0	0	0	0	24	53	54
12 PM	0	0	0	1	2	8	10	3	4	2	1	1	0	0	32	54	62
13:00	0	2	0	2	4	6	6	5	2	2	0	0	0	1	30	49	56
14:00	0	0	1	1	3	5	6	6	8	4	0	1	1	0	36	55	66
15:00	0	0	0	1	1	9	12	5	6	3	0	2	0	0	39	54	65
16:00	1	0	0	2	3	15	12	10	9	3	2	0	0	1	58	53	58
17:00	2	0	0	1	2	10	10	10	6	2	0	0	1	2	46	52	57
18:00	1	0	1	1	2	4	10	3	6	4	2	0	0	0	34	56	60
19:00	0	0	0	1	0	5	9	6	5	3	0	0	0	0	29	53	57
20:00	0	0	0	0	0	3	6	7	2	1	1	0	0	0	20	52	60
21:00	1	2	0	0	1	2	2	4	0	2	1	0	0	0	15	56	61
22:00	0	1	1	1	0	0	1	2	0	2	1	0	0	0	9	59	62
23:00	0	0	0	0	0	0	1	5	3	1	0	0	0	1	11	54	57
<b>Total</b>	<b>9</b>	<b>5</b>	<b>8</b>	<b>15</b>	<b>29</b>	<b>84</b>	<b>125</b>	<b>101</b>	<b>76</b>	<b>41</b>	<b>15</b>	<b>10</b>	<b>3</b>	<b>5</b>	<b>526</b>		
<b>Percent</b>	<b>1.7%</b>	<b>1.0%</b>	<b>1.5%</b>	<b>2.9%</b>	<b>5.5%</b>	<b>16.0%</b>	<b>23.8%</b>	<b>19.2%</b>	<b>14.4%</b>	<b>7.8%</b>	<b>2.9%</b>	<b>1.9%</b>	<b>0.6%</b>	<b>1.0%</b>			
<b>AM Peak</b>	<b>03:00</b>		<b>08:00</b>	<b>05:00</b>	<b>08:00</b>	<b>09:00</b>	<b>10:00</b>	<b>07:00</b>	<b>07:00</b>	<b>07:00</b>	<b>06:00</b>	<b>06:00</b>	<b>04:00</b>		<b>07:00</b>		
<b>Vol.</b>	<b>1</b>		<b>4</b>	<b>1</b>	<b>3</b>	<b>4</b>	<b>10</b>	<b>10</b>	<b>8</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>1</b>		<b>39</b>		
<b>PM Peak</b>	<b>17:00</b>	<b>13:00</b>	<b>14:00</b>	<b>13:00</b>	<b>13:00</b>	<b>16:00</b>	<b>15:00</b>	<b>16:00</b>	<b>16:00</b>	<b>14:00</b>	<b>18:00</b>	<b>15:00</b>	<b>14:00</b>	<b>17:00</b>	<b>16:00</b>		
<b>Vol.</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>4</b>	<b>15</b>	<b>12</b>	<b>10</b>	<b>9</b>	<b>4</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>58</b>		

bl

# Worcester County DPW - Roads Division

5764 Worcester Highway  
Snow Hill, MD 21863  
410-632-2244

Site Code:  
Station ID:  
Back Creek Road  
Back Creek Road  
Latitude: 0' 0.0000 Undefined

North, South

Start Time	1 15	16 20	21 25	26 30	31 35	36 40	41 45	46 50	51 55	56 60	61 65	66 70	71 75	76 999	Total	85th Percent	95th Percent
12/22/17	0	0	0	0	0	0	0	0	1	0	0	0	0	1	2	54	54
01:00	1	1	0	0	0	0	2	0	0	0	0	0	0	0	4	43	44
02:00	0	0	0	0	2	0	0	1	2	0	0	0	0	0	5	53	54
03:00	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	24	24
04:00	0	0	0	0	0	0	0	2	0	0	0	0	0	0	2	49	49
05:00	0	0	0	0	0	1	1	0	0	0	0	0	0	0	2	43	44
06:00	1	0	0	0	0	2	4	2	1	0	0	1	0	0	11	51	67
07:00	0	1	0	0	1	4	6	12	5	0	2	0	0	0	31	52	61
08:00	1	1	0	1	4	3	13	3	2	4	0	0	0	0	32	52	57
09:00	4	0	1	0	2	8	7	4	1	1	0	1	0	0	29	48	57
10:00	0	0	2	0	4	7	10	5	5	1	1	0	0	0	35	51	56
11:00	0	0	2	0	6	3	12	11	4	2	1	0	0	1	42	51	57
12 PM	0	1	0	1	3	11	9	9	3	2	0	0	1	0	40	50	57
13:00	0	0	1	0	1	9	14	5	3	1	1	0	0	1	36	49	56
14:00	0	0	0	0	3	10	9	8	2	1	1	0	0	0	34	49	56
15:00	0	1	2	0	1	7	10	12	6	7	1	0	1	0	48	56	59
16:00	0	1	1	0	3	9	17	6	7	10	1	0	1	0	56	56	59
17:00	1	0	0	3	2	9	5	5	4	0	1	0	0	0	30	50	54
18:00	0	0	1	1	1	4	5	12	1	1	0	0	0	0	26	49	53
19:00	0	1	1	0	3	3	10	5	3	1	1	0	0	0	28	51	58
20:00	0	0	0	0	1	3	6	2	0	1	0	0	0	0	13	47	56
21:00	0	0	0	0	0	0	0	1	5	0	0	0	0	0	6	54	54
22:00	0	0	0	0	1	2	5	5	3	0	0	0	0	0	16	51	53
23:00	0	0	0	0	0	0	0	1	2	1	1	0	0	1	6	61	63
<b>Total</b>	<b>8</b>	<b>7</b>	<b>12</b>	<b>6</b>	<b>38</b>	<b>95</b>	<b>145</b>	<b>111</b>	<b>60</b>	<b>33</b>	<b>11</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>535</b>		
<b>Percent</b>	<b>1.5%</b>	<b>1.3%</b>	<b>2.2%</b>	<b>1.1%</b>	<b>7.1%</b>	<b>17.8%</b>	<b>27.1%</b>	<b>20.7%</b>	<b>11.2%</b>	<b>6.2%</b>	<b>2.1%</b>	<b>0.4%</b>	<b>0.6%</b>	<b>0.7%</b>			
<b>AM Peak</b>	<b>09:00</b>	<b>01:00</b>	<b>10:00</b>	<b>08:00</b>	<b>11:00</b>	<b>09:00</b>	<b>08:00</b>	<b>07:00</b>	<b>07:00</b>	<b>08:00</b>	<b>07:00</b>	<b>08:00</b>	<b>07:00</b>	<b>08:00</b>	<b>11:00</b>		
<b>Vol.</b>	<b>4</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>6</b>	<b>8</b>	<b>13</b>	<b>12</b>	<b>5</b>	<b>4</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>42</b>		
<b>PM Peak</b>	<b>17:00</b>	<b>12:00</b>	<b>15:00</b>	<b>17:00</b>	<b>12:00</b>	<b>12:00</b>	<b>16:00</b>	<b>15:00</b>	<b>16:00</b>	<b>15:00</b>	<b>13:00</b>	<b>12:00</b>	<b>13:00</b>	<b>16:00</b>			
<b>Vol.</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>11</b>	<b>17</b>	<b>12</b>	<b>7</b>	<b>10</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>56</b>		

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# Worcester County DPW - Roads Division

5764 Worcester Highway  
Snow Hill, MD 21863  
410-632-2244

Site Code:  
Station ID:  
Back Creek Road  
Back Creek Road  
Latitude: 0' 0.0000 Undefined

North, South

Start Time	15	16	20	21	25	26	30	31	35	36	40	41	45	46	50	51	55	56	60	61	65	66	70	71	75	76	999	Total	85th Percent	95th Percent
12/23/17	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	2	53	54
01:00	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	39	39
02:00	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	2	0	0	0	0	0	0	3	63	64	
03:00	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	49	49	
04:00	0	0	0	0	0	0	0	0	0	3	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	5	51	53	
05:00	0	0	0	0	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	38	39	
06:00	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	39	39	
07:00	0	0	0	0	0	0	0	0	3	2	1	0	0	1	0	0	0	0	1	0	0	0	0	0	0	0	7	49	63	
08:00	0	0	1	0	2	1	5	6	0	1	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	16	48	55	
09:00	0	1	0	1	3	7	9	4	2	2	1	0	0	2	2	1	0	0	0	0	0	0	0	0	0	0	30	51	58	
10:00	0	0	2	2	2	5	17	7	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	36	46	49	
11:00	0	0	0	2	3	12	9	11	5	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	45	51	56	
12 PM	0	0	2	0	2	9	15	13	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	45	48	54	
13:00	0	1	1	1	1	7	13	4	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	32	47	52		
14:00	0	0	0	1	1	10	10	8	8	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	40	52	55	
15:00	0	0	0	1	1	4	3	7	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	23	52	54	
16:00	0	0	0	0	5	4	13	10	4	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	39	51	56	
17:00	0	0	0	1	4	12	8	3	9	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	39	52	55	
18:00	0	0	0	0	1	4	2	8	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	17	49	52	
19:00	0	0	1	1	3	3	6	3	1	1	0	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	20	50	70	
20:00	0	0	2	1	0	2	3	1	0	1	2	0	0	1	2	0	0	0	0	0	0	0	0	0	1	1	13	60	63	
21:00	0	0	0	0	2	2	2	3	5	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	15	53	66	
22:00	0	0	0	0	0	1	3	2	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7	49	58	
23:00	0	0	1	0	0	1	3	3	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10	57	62	
<b>Total</b>	<b>0</b>	<b>2</b>	<b>10</b>	<b>12</b>	<b>30</b>	<b>93</b>	<b>123</b>	<b>98</b>	<b>51</b>	<b>19</b>	<b>7</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>449</b>														
<b>Percent</b>	<b>0.0%</b>	<b>0.4%</b>	<b>2.2%</b>	<b>2.7%</b>	<b>6.7%</b>	<b>20.7%</b>	<b>27.4%</b>	<b>21.8%</b>	<b>11.4%</b>	<b>4.2%</b>	<b>1.6%</b>	<b>0.2%</b>	<b>0.2%</b>	<b>0.4%</b>																
<b>AM Peak</b>		<b>09:00</b>	<b>10:00</b>	<b>10:00</b>	<b>09:00</b>	<b>11:00</b>	<b>10:00</b>	<b>11:00</b>	<b>11:00</b>	<b>11:00</b>	<b>11:00</b>	<b>02:00</b>																<b>11:00</b>		
<b>Vol.</b>		<b>1</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>12</b>	<b>17</b>	<b>11</b>	<b>5</b>	<b>3</b>	<b>2</b>																	<b>45</b>		
<b>PM Peak</b>		<b>13:00</b>	<b>12:00</b>	<b>13:00</b>	<b>16:00</b>	<b>17:00</b>	<b>12:00</b>	<b>12:00</b>	<b>17:00</b>	<b>16:00</b>	<b>20:00</b>	<b>21:00</b>	<b>19:00</b>	<b>13:00</b>	<b>12:00</b>															
<b>Vol.</b>		<b>1</b>	<b>2</b>	<b>1</b>	<b>5</b>	<b>12</b>	<b>15</b>	<b>13</b>	<b>9</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>													<b>45</b>		

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# Worcester County DPW - Roads Division

5764 Worcester Highway  
Snow Hill, MD 21863  
410-632-2244

Site Code:  
Station ID:  
Back Creek Road  
Back Creek Road  
Latitude: 0' 0.0000 Undefined

North, South

Start Time	15	16	20	21	25	26	30	31	35	36	40	41	45	46	50	51	55	56	60	61	65	66	70	71	75	76	999	Total	85th Percent	95th Percent
12/24/17	0	0	0	0	1	0	1	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6	52	54	
01:00	0	0	0	0	0	2	0	0	0	1	1	0	0	1	0	1	0	1	0	0	0	0	0	0	0	0	6	65	68	
02:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	59	59	
03:00	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	39	39	
04:00	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	34	34	
05:00	0	0	0	0	0	0	0	0	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	47	49	
06:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
07:00	0	0	0	0	0	0	1	0	2	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	3	48	49	
08:00	0	0	0	0	1	4	1	4	1	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	14	57	61	
09:00	0	0	1	1	0	3	5	6	2	3	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	23	57	62	
10:00	0	1	1	1	3	12	7	6	2	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	35	48	56	
11:00	0	0	0	0	3	3	12	9	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	31	49	61	
12 PM	0	0	0	1	3	2	5	10	7	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	31	53	58	
13:00	1	1	0	0	1	4	6	4	4	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	22	52	54	
14:00	1	0	0	0	1	5	4	5	3	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	21	53	57	
15:00	0	0	1	1	1	3	15	3	6	3	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	34	54	58	
16:00	0	0	0	0	1	10	13	6	4	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	1	37	50	56	
17:00	0	1	1	1	0	2	10	5	6	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	27	48	51	
18:00	0	0	0	1	2	2	2	8	1	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18	51	62	
19:00	0	0	3	0	0	2	7	3	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	20	52	54	
20:00	0	0	0	2	1	8	6	4	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	24	49	53	
21:00	0	1	1	0	2	6	7	2	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	21	47	54	
22:00	0	0	0	0	0	1	4	0	2	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	9	58	72	
23:00	0	0	0	0	0	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	47	49	
<b>Total</b>	<b>2</b>	<b>4</b>	<b>8</b>	<b>8</b>	<b>24</b>	<b>79</b>	<b>104</b>	<b>81</b>	<b>48</b>	<b>18</b>	<b>9</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>391</b>															
<b>Percent</b>	<b>0.5%</b>	<b>1.0%</b>	<b>2.0%</b>	<b>2.0%</b>	<b>6.1%</b>	<b>20.2%</b>	<b>26.6%</b>	<b>20.7%</b>	<b>12.3%</b>	<b>4.6%</b>	<b>2.3%</b>	<b>0.8%</b>	<b>0.5%</b>	<b>0.3%</b>																
<b>AM Peak</b>		<b>10:00</b>	<b>09:00</b>	<b>00:00</b>	<b>10:00</b>	<b>10:00</b>	<b>11:00</b>	<b>11:00</b>	<b>00:00</b>	<b>09:00</b>	<b>09:00</b>	<b>01:00</b>			<b>10:00</b>															
<b>Vol.</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>12</b>	<b>12</b>	<b>9</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>1</b>			<b>35</b>															
<b>PM Peak</b>	<b>13:00</b>	<b>13:00</b>	<b>19:00</b>	<b>20:00</b>	<b>12:00</b>	<b>16:00</b>	<b>15:00</b>	<b>12:00</b>	<b>12:00</b>	<b>15:00</b>	<b>18:00</b>	<b>13:00</b>	<b>16:00</b>	<b>16:00</b>	<b>16:00</b>															
<b>Vol.</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>10</b>	<b>15</b>	<b>10</b>	<b>7</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>37</b>															

ll

# Worcester County DPW - Roads Division

5764 Worcester Highway  
Snow Hill, MD 21863  
410-632-2244

Site Code:  
Station ID:  
Back Creek Road  
Back Creek Road  
Latitude: 0' 0.0000 Undefined

North, South

Start Time	1 15	16 20	21 25	26 30	31 35	36 40	41 45	46 50	51 55	56 60	61 65	66 70	71 75	76 999	Total	85th Percent	95th Percent
12/25/17	0	0	1	0	1	0	1	0	0	1	0	0	0	0	4	57	59
01:00	0	0	0	1	0	1	0	0	0	0	0	0	0	0	2	38	39
02:00	0	0	0	1	0	0	1	0	0	1	1	0	0	0	4	62	64
03:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
04:00	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	59	59
05:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
06:00	0	0	0	0	1	0	1	0	0	0	0	0	0	0	2	43	44
07:00	0	1	0	0	0	0	0	1	0	0	0	0	0	0	2	48	49
08:00	0	0	0	0	1	0	2	6	1	0	0	0	0	0	10	49	52
09:00	0	0	1	0	0	2	4	3	4	0	0	0	0	0	14	52	54
10:00	0	0	0	0	1	0	2	3	3	0	0	0	0	0	9	52	54
11:00	0	0	1	0	0	7	4	3	3	2	1	0	0	0	21	54	59
12 PM	0	1	1	0	3	2	6	5	1	2	0	0	0	0	21	49	57
13:00	0	0	0	1	2	2	8	7	4	2	0	0	0	0	26	52	56
14:00	0	1	0	0	1	6	2	8	5	1	0	0	0	0	24	52	54
15:00	0	0	0	1	0	1	2	4	4	2	1	0	0	0	15	56	61
16:00	0	2	1	0	0	5	4	5	4	1	0	1	0	0	23	53	59
17:00	0	0	3	2	3	2	9	10	1	2	0	0	0	0	32	49	55
18:00	0	0	0	0	0	1	3	2	1	1	0	0	0	0	8	53	57
19:00	0	0	0	1	2	1	0	0	1	0	0	0	0	0	5	51	53
20:00	0	0	1	0	0	0	4	2	1	0	0	1	0	0	9	53	67
21:00	0	0	0	0	0	1	2	3	3	0	0	0	0	0	9	52	54
22:00	0	0	0	0	0	1	1	1	1	2	0	0	0	0	6	57	59
23:00	0	0	0	0	0	1	1	2	0	0	0	0	0	0	4	48	49
<b>Total</b>	0	5	9	7	15	33	57	65	37	18	3	2	0	0	251		
<b>Percent</b>	0.0%	2.0%	3.6%	2.8%	6.0%	13.1%	22.7%	25.9%	14.7%	7.2%	1.2%	0.8%	0.0%	0.0%			
<b>AM Peak</b>		07:00	08:00	01:00	00:00	11:00	09:00	08:00	09:00	11:00	02:00				11:00		
<b>Vol.</b>		1	1	1	1	7	4	6	4	2	1				21		
<b>PM Peak</b>		16:00	17:00	17:00	12:00	14:00	17:00	17:00	14:00	12:00	15:00	16:00			17:00		
<b>Vol.</b>		2	3	2	3	6	9	10	5	2	1	1			32		

23

# Worcester County DPW - Roads Division

5764 Worcester Highway  
Snow Hill, MD 21863  
410-632-2244

Site Code:  
Station ID:  
Back Creek Road  
Back Creek Road  
Latitude: 0' 0.0000 Undefined

North, South

Start Time	1 15	16 20	21 25	26 30	31 35	36 40	41 45	46 50	51 55	56 60	61 65	66 70	71 75	76 999	Total	85th Percent	95th Percent
12/26/17	0	0	0	0	0	1	0	0	1	0	0	0	0	0	2	53	54
01:00	0	0	0	0	0	0	2	1	0	0	0	0	0	0	3	47	49
02:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
03:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
04:00	0	0	0	0	0	1	0	0	1	0	0	0	0	0	2	53	54
05:00	0	0	0	0	0	0	2	1	1	1	0	0	0	0	5	56	58
06:00	0	0	0	0	0	2	2	2	1	0	0	0	0	0	7	49	53
07:00	0	0	2	0	0	2	2	1	4	1	0	0	0	0	12	53	56
08:00	0	1	1	0	1	3	8	0	5	1	0	0	0	0	20	53	55
09:00	1	0	0	0	2	1	7	5	7	1	0	0	0	0	24	53	54
10:00	0	0	0	0	3	5	2	7	3	0	0	0	0	0	20	50	53
11:00	0	0	0	0	0	6	9	12	5	0	0	0	1	0	33	51	54
12 PM	1	0	1	1	1	4	8	8	4	0	0	0	0	0	28	49	53
13:00	0	1	0	1	4	7	5	9	5	2	2	0	0	0	36	53	60
14:00	0	0	1	0	1	4	5	5	3	1	0	0	0	0	20	51	55
15:00	0	1	0	1	1	4	10	11	4	2	0	0	0	0	34	51	55
16:00	2	0	0	0	0	4	6	8	4	3	0	1	0	0	28	54	59
17:00	0	1	0	1	1	4	7	8	2	1	0	0	0	0	25	49	54
18:00	0	1	0	0	0	5	4	3	3	3	0	0	0	0	19	55	58
19:00	1	0	0	2	1	0	4	0	0	5	1	0	0	0	14	58	61
20:00	0	0	0	0	1	2	3	3	3	0	0	0	0	0	12	52	54
21:00	0	0	0	0	0	1	2	1	0	0	1	1	0	0	6	65	68
22:00	0	0	0	0	1	0	3	1	2	0	0	0	0	0	7	52	54
23:00	0	0	0	0	1	0	3	6	0	0	0	1	0	0	11	49	67
<b>Total</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>6</b>	<b>18</b>	<b>56</b>	<b>94</b>	<b>92</b>	<b>58</b>	<b>21</b>	<b>4</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>368</b>		
<b>Percent</b>	<b>1.4%</b>	<b>1.4%</b>	<b>1.4%</b>	<b>1.6%</b>	<b>4.9%</b>	<b>15.2%</b>	<b>25.5%</b>	<b>25.0%</b>	<b>15.8%</b>	<b>5.7%</b>	<b>1.1%</b>	<b>0.8%</b>	<b>0.3%</b>	<b>0.0%</b>			
<b>AM Peak</b>	<b>09:00</b>	<b>08:00</b>	<b>07:00</b>		<b>10:00</b>	<b>11:00</b>	<b>11:00</b>	<b>11:00</b>	<b>09:00</b>	<b>05:00</b>			<b>11:00</b>		<b>11:00</b>		
<b>Vol.</b>	<b>1</b>	<b>1</b>	<b>2</b>		<b>3</b>	<b>6</b>	<b>9</b>	<b>12</b>	<b>7</b>	<b>1</b>			<b>1</b>		<b>33</b>		
<b>PM Peak</b>	<b>16:00</b>	<b>13:00</b>	<b>12:00</b>	<b>19:00</b>	<b>13:00</b>	<b>13:00</b>	<b>15:00</b>	<b>15:00</b>	<b>13:00</b>	<b>19:00</b>	<b>13:00</b>	<b>16:00</b>			<b>13:00</b>		
<b>Vol.</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>4</b>	<b>7</b>	<b>10</b>	<b>11</b>	<b>5</b>	<b>5</b>	<b>2</b>	<b>1</b>			<b>36</b>		

TC

# Worcester County DPW - Roads Division

5764 Worcester Highway  
Snow Hill, MD 21863  
410-632-2244

Site Code:  
Station ID:  
Back Creek Road  
Back Creek Road

Latitude: 0' 0' 000 Undefined

North, South

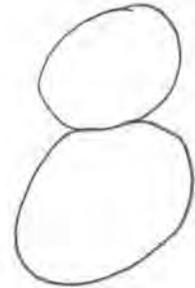
Start Time	1	16	21	26	31	36	41	46	51	56	61	66	71	76	999	Total	85th Percent	95th Percent
12/27/17	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	59	59
01:00	0	0	0	0	0	0	1	1	0	1	0	0	0	0	0	3	57	59
02:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
03:00	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	39	39
04:00	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	54	54
05:00	0	0	0	0	3	0	1	1	0	0	0	0	0	0	0	5	46	48
06:00	0	0	0	0	2	2	2	6	1	0	0	0	0	0	1	14	49	51
07:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
08:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
09:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
10:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
11:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
12:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
13:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
14:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
15:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
16:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
17:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
18:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
19:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
20:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
21:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
22:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
23:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
<b>Total</b>	0	0	0	0	5	3	4	8	2	2	0	0	0	1	25			
<b>Percent</b>	0.0%	0.0%	0.0%	0.0%	20.0%	12.0%	16.0%	32.0%	8.0%	8.0%	0.0%	0.0%	0.0%	4.0%				
<b>AM Peak</b>					06:00	06:00	06:00	06:00	04:00	00:00				06:00	06:00			
<b>Vol.</b>					3	2	2	6	1	1				1	14			
<b>PM Peak</b>																		
<b>Vol.</b>																		
<b>Total</b>	44	39	76	69	214	59	864	740	411	201	58	26	11	16	3365			
<b>Percent</b>	1.3%	1.2%	2.3%	2.1%	6.4%	17.7%	25.1%	22.0%	12.2%	6.0%	1.7%	0.7%	0.3%	0.5%				

15th Percentile : 35 MPH  
50th Percentile : 43 MPH  
85th Percentile : 52 MPH  
95th Percentile : 58 MPH

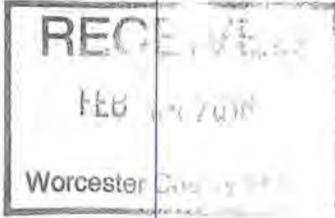
Stats  
10 MPH Pace Speed : 41-50 MPH  
Number in Pace : 1604  
Percent in Pace : 47.7%  
Number of Vehicles > 55 MPH : 311  
Percent of Vehicles > 55 MPH : 9.2%  
Mean Speed(Average) : 44 MPH

W099

25



**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:** February 12, 2018  
**SUBJECT:** Bid Waiver Request – Asphalt Overlay

**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: 410-632-3000

**FLEET MANAGEMENT**  
 TEL: 410-632-5675  
 FAX: 410-632-1753

**WATER AND WASTEWATER**  
 TEL: 410-641-5251  
 FAX: 410-641-5185

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We are requesting approval to waive the formal bidding process and carryover the contract bid price from Chesapeake Paving who recently completed our fall paving schedule. Attached is a letter from Jeff Brown indicating his willingness to hold the price from the fall contract at \$70.00 per ton for our spring paving by extending his contract. Chesapeake Paving and Allan Meyers were the only two contractors that bid our Fall 2017 asphalt overlay project. While Allan Meyers was ten cents cheaper at \$69.90 /ton, the County Commissioners decided to award the bid to Chesapeake Paving. If the County Commissioners are amenable to waiving the formal biddings requirements, it will save advertising costs and time associated with advertising, and would allow us to begin paving by early March.

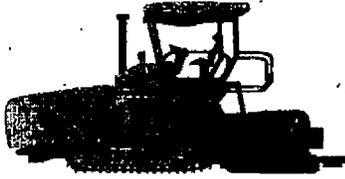
After investigating the options, I would respectfully request that the County Commissioners waive the formal bidding process and extend the fall paving contract with Chesapeake Paving at \$70.00 per ton for paving approximately 11,107 tons± (\$777,490) on approximately 10.29 miles± of County roads. Funding in the amount of \$1,500,000 for road resurfacing projects is available this spring in the General Fund – Designated Fund Balance.

However, should the Commissioners wish to competitively bid the program, I have attached for their review and approval the contract specifications, a list of roads to be paved, bidders list and bid form.

Should you have any questions regarding this matter, please feel free to call me.

Attachment

cc: Frank J. Adkins



## CHESAPEAKE PAVING

2445 NORTH ZION RD  
SALISBURY, MD 21801  
PHONE: 410-742-2330  
FAX: 443-978-8176

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FEBRUARY 7, 2018

RE: 2018 SPRING PROJECT

WORCESTER COUNTY AND COMMISSIONERS:

THIS LETTER IS IN REFERENCE TO THE 2018 SPRING PAVING PROJECT. IF YOU WOULD CONSIDER USING OUR COMPANY AGAIN, WE WOULD HOLD THE EXACT PRICE OF \$70 PER TON THAT WE USED IN OUR SUCCESSFUL COMPLETION OF THE 2017 FALL PAVING PROJECT. THANK YOU AGAIN FOR CONSIDERING OUR LOCAL COMPANY IN YOUR PROJECT.

SINCERELY,

JEFF BROWN

OWNER/ PRESIDENT



Worcester County  
DEPARTMENT OF PUBLIC WORKS  
6113 TIMMONS ROAD  
SNOW HILL, MARYLAND 21863

JOHN H. TUSTIN, P.E.  
DIRECTOR

JOHN S. ROSS, P.E.  
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DIVISIONS

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FAX: 410-632-0020

SOLID WASTE  
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FAX: 410-632-3000

FLEET  
MANAGEMENT  
TEL: 410-632-5675  
FAX: 410-632-1753

WATER AND  
WASTEWATER  
TEL: 410-641-5251  
FAX: 410-641-5185

MEMORANDUM

**TO: Harold L. Higgins, Chief Administrative Officer**  
**FROM: John H. Tustin, P.E., Director**  
**DATE: February 12, 2018**  
**SUBJECT: FY18 Asphalt Overlay Bid**  
**Department of Public Works - Roads Division**

-----

Attached for your review and approval are bid documents for the purchase of Bituminous Concrete for resurfacing approximately 10.29± miles of County roadway. Included in this packet is the Notice to Bidders, Specifications, Bid Forms, Listing of County Road to be resurfaced, and Vendor List. Once the Commissioners have had the opportunity to review the packet, it is requested that authorization is provided to solicit bids for the purchase of Bituminous Concrete.

Funding in the amount of \$1,500,000 for road resurfacing projects is available this spring in the General Fund – Designated Fund Balance.

Should you have any questions, please do not hesitate to call me.

Attachments

cc: Frank J. Adkins

# DRAFT

## NOTICE TO BIDDERS

### **Blacktop Surfacing of Roadways Worcester County, Maryland**

The Worcester County Commissioners are currently accepting bids for county-wide surfacing of various sections of roadways in Worcester County to be completed by June 15, 2018 requiring approximately 11,107 Tons of Superpave 9.5mm Bituminous Concrete for paving of roughly 10.29 miles of road for the Roads Division of Public Works. Bid specification packages and bid forms are available from the Office of the County Commissioners, Room 1103 – Worcester County Government Center, One West Market Street, Snow Hill, Maryland 21863, obtained online under the “Bids” drop-down menu in the lower right hand side of the home page at [www.co.worcester.md.us](http://www.co.worcester.md.us) or by calling the Commissioners’ Office at 410-632-1194 to request a package by mail. **Sealed bids will be accepted until 1:00 p.m., Monday, March 12, 2018**, in the Office of the County Commissioners at the above address, at which time they will be opened and publicly read aloud. Envelopes shall be marked “**Blacktop Bid**” in the lower left-hand corner. After opening, bids will be forwarded to the Department of Public Works for tabulation, review and recommendation to the County Commissioners for their consideration at a future meeting. In awarding the bid, the Commissioners reserve the right to reject any and all bids, waive formalities, informalities and technicalities therein, and to take whatever bid they determine to be in the best interest of the County considering lowest or best bid, quality of goods and work, time of delivery or completion, responsibility of bidders being considered, previous experience of bidders with County contracts, or any other factors they deem appropriate. All inquiries shall be directed to Frank Adkins, Roads Superintendent, at 410-632-2244, Monday through Thursday, 6:00 a.m. to 4:30 p.m.

## **Bid Specifications**

The Worcester County Commissioners are currently accepting bids on Bituminous Concrete. Sealed bids will be accepted until **1:00 PM, Monday, March 12, 2018**, at the Worcester County Commissioners Office, Room 1103, Worcester County Government Center, One West Market Street, Snow Hill, MD 21863 at which time they will be opened and publicly read aloud. After opening, bids will be forwarded to the Department of Public Works for tabulation, review and recommendation to the County Commissioners for award at a future date. **Envelopes must be marked in lower left corner with "Blacktop Bid"**.

The work is to be completed by **June 15, 2018**. No bid bond is required. If all work is not completed as specified within liquidated damages shall be imposed as stated. **A pre-construction meeting will be required within five (5) days prior to commencement of work.**

### **ITEM I - BLACK TOP SPECIFICATIONS:**

All paving will be done in accordance with the requirements and covenants of the Maryland State Highway Administration's Specifications of March 1968 and all subsequent addenda thereto, the plans of the proposed improvements and the special provisions contained herein.

The contractor will provide, erect and maintain all necessary barricades, danger signals and signs provide sufficient number of **certified flaggers** and take all necessary precaution for the protection of the work and safety of the public.

Will use Bituminous Concrete Material Surface Course which will be placed at approximately one and one-half (1-1/2) inches± compacted depth, Superpave 9.5mm. Quantities are approximate and unit prices shall apply regardless of any increase or decrease in the estimated quantities.

This item, "Bituminous Concrete", shall be paid for on a per ton basis, which price and payment shall constitute full compensation for furnishing, hauling and placing, preparation of all materials and for all labor, equipment, tools and incidentals necessary to complete this item. All milling of joints are to be included in bid price which include but not limited to driveways, intersections, curbing, etc. Milled joints are to be adequately signed and shall not be milled more than 1 day prior to paving. Any wedging of roads to be paved shall be determined by the inspector or Roads Superintendent. The tons of bituminous concrete required for wedging shall be deducted from the total tons required for paving "said road" or will be deducted from the total tons required for the entire project.

A materials laboratory under the direction of a competent laboratory technician or engineer shall be available at the plant site at all times during the mixing of bituminous concrete. Bitumen extraction, marshall, stability tests and aggregate gradation will be required at the discretion of the engineer. This will not be a pay item and considered as incidental to the construction.

Miscellaneous: **No work will be performed on weekends or holidays.**

### **WARRANTY:**

All work and materials shall be warranted for a period of one year. This shall include but not be limited to slippage or tearing.

**DESCRIPTION:**

The project requires the furnishing and application of all specified asphalt and Aggregate cover materials. The contractor provides all necessary labor, equipment and materials, including maintenance of traffic items.

Asphalt distributing equipment per SHA specifications.

Power broom required. See following section below.

The contractor shall use two (2) 12-15 ton steel wheel rollers. Anything less will **not** be accepted.

Contractor shall assign a sufficient number of trucks to each job site to allow for continuous paving of each road without affecting the efficiency of the paving process. The amount of trucks will be determined sufficient by either the inspector or the Roads Superintendent. If the amount of trucks is determined to be insufficient, then the operation will cease until these corrections are made.

Contractor shall ensure that a sufficient of employees is on-site to complete the job in a safe and efficient manner. This will be determined by the inspector or Roads Superintendent. If it is determined that the number of employees are insufficient, then the operation will cease until these corrections are made.

All other equipment per SHA specifications or as required for successful prosecution of the work.

**Weather:**

Referenced SHA section 503.03.02

**Foundation Preparation:**

The County will trim the shoulders of roads to be paved.

The County will patch all ruts or potholes as deemed necessary.

The contractor shall power broom the surface to remove all loose and foreign materials prior to application of the asphalt. The power broom, operator, fuel, maintenance, and traffic control will not be paid for directly, and is considered incidental to the pay items in the schedule of prices.

**Verification:**

The type, quantity, and temperature of asphalt material applied must be verified to the satisfaction of the inspector.

**Maintenance, Protection and Performance of the Work:**

The contractor shall exercise control of the delivery and application of asphalt materials to prevent damage to the roadway surface. Contractor shall be responsible for all delivery trucks and operators to assure no damage is done to recently laid mat. Delivery drivers will not be allowed to use diesel fuel for the purpose of cleaning dump bodies of the trucks in area where new mat is to be laid.

**POC:**

The contractor shall designate a contact person and telephone number for the handling of complaints or claims of the public due to the contractor's operation.

**Mail and paper box care:**

The contractor’s attention is called to mail or paper boxes on this project that may be within the limit of work. These boxes if required to be moved for equipment shall be the contractor’s responsibility. They shall be moved to a suitable location that mail and papers may be received as usual. When construction in a given area has reached the stage that there is no more conflict with such boxes, they shall be placed permanently at or near their original location to conform to U.S. postal requirements. If these boxes or their supports are damaged by the contractor during construction of this project, they shall be repaired or replaced in kind at the contractor’s expense. No additional payment will be made to the contractor for adjustments to the existing mail and or paper boxes, but will be considered incidental to other pay items.

**MAINTENANCE OF TRAFFIC**

Conformance requirements:

SHA “Standard Specifications for Construction and Materials” (SHA Standard Specifications) section 104

SHA “Book of Highway Standards”

FHA “Manual on Uniform Traffic Control Devices” (MUTCD)

The contractor must maintain traffic at all times throughout the entire length of the project, including public and private and commercial entrances, street intersections, etc.

**Traffic Manager (TM) - Traffic Control Plan (TCP)**

Referenced SHA section 104.02.03

The contractor shall appoint a Traffic Manager responsible for Maintenance of Traffic conformance requirements. This individual shall develop and submit to the County a Traffic Control Plan suitable to his plan of construction for a given location. This plan will be reviewed with the project inspector and jointly agreed upon prior to starting the work. If during the course of the work adjustments are necessary to traffic control measures the contractor shall take corrective action as required or directed.

**Temporary Traffic Signs (TTS):**

The contractor shall furnish and install all necessary TTS as required by Sec. 6B of the MUTCD.

**Cones:**

Cones shall meet the requirements of Sec. 104.14 SHA Standard Specifications.

**Flaggers-Pilot Vehicles-Radio Communication:**

The contractor shall furnish all necessary MD SHA Certified flag persons in conformance with Section 6F of the MUTCD and Sec. 104.15 of the SHA Standard Specifications. Flaggers shall use STOP/SLOW paddles. Two-way radios or pilot vehicles shall be used whenever flaggers are not within sight distance of each other, or when directed by the Engineer. If there are not enough Certified Flaggers, the paving operation will cease until adequate safety concerns are addressed.

**Basis of Payment:**

All aforementioned items under this section Maintenance of Traffic will NOT be paid for directly and shall be considered incidental to the other pay items.

**MOBILIZATION:**

Movement of personnel and equipment to and from the project sites and staging equipment will not be paid for directly and shall be considered incidental to the other pay items. **Please invoice separately for Part A and Part B.**

**METHOD OF MEASUREMENT AND BASIS OF PAYMENT**

All correspondence and invoices are to be sent to the Worcester County Department of Public Works, Roads Division, 5764 Worcester Highway, Snow Hill, MD 21863.

The County Commissioners shall be the sole judge as to whether or not any bid meets specifications. The County Commissioners reserve the right to accept or reject any bid in the best interest of the County.

- 1. **LIQUIDATED DAMAGES** - For each day that the work shall remain uncompleted after the time specified for completion, the sum per day, given in the following schedule shall be deducted by the County from monies due the Contractor, not as a penalty, but as liquidated damaged.

<u>Amount of Contract</u>	<u>Amount of Liquidated Damages per Day</u>
Less than \$10,000	\$ 80.00
\$10,000 and less than \$50,000	\$160.00
\$50,000 and less than \$100,000	\$240.00
Greater than \$100,000	\$400.00

- 2. **CONTRACTOR’S INSURANCE** - The contractor shall take out and maintain during the life of this contract, Workmen’s Compensation Insurance for all of his or any subcontractor’s employees employed at the site of the work; and such Public Liability and Property Damage Insurance as shall protect him from claims which may arise from operations under this contract for personal injury (including accidental death) as well as for property damage - whether such operations are by himself or by any subcontractor, or by anyone directly employed by them.

Public Liability Insurance shall be in the amount not less than \$500,000 for injuries, including wrongful death to any one person; and, subject to the same limit for each person, in an amount not less than \$1,000,000 on account of one accident.

Property Damage Insurance shall be in an amount not less than \$500,000 for damages on account of any one accident, and in an amount not less than \$1,000,000 for damages on account of all accidents.

**MEASUREMENT AND PAYMENT**

- 1. **MEASUREMENT OF QUANTITIES** - The Engineer shall make final measurements to determine the quantities of various items of work performed as the basis of final settlement. Pay weight for all items to be paid for by weight shall be determined by actual certified scale weight, certified shipping weight, or by computed weight as specified herein. Materials specified for measurement by tallying of vehicles shall be hauled only in approved units, the carrying capacity of which has been pre-determined. Each hauling unit shall be marked to designate its approved capacity.

- 2. **PARTIAL PAYMENTS** - Partial payments shall be made monthly in an amount not greater than 90% of the money earned during the pay month. The Contractor shall prepare the application for payment in form satisfactory to the Engineer. Process time shall be thirty (30) days upon receipt.

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3. **ACCEPTANCE AND FINAL PAYMENT** - When in the opinion of the Engineer, the Contractor has completed the work in a satisfactory manner in accordance with the terms of the contract, the Engineer shall make final inspection of the entire project and shall certify in writing to the County as to the completion of the work submitting with this report the final estimate showing the amount of each item of work performed as the value thereof.
4. **RELEASE OF LIENS** - The Contractor shall deliver (in a form satisfactory to the owner) a written report to the effect that all bills for labor, materials, and supplies have been paid or satisfactorily secured.
5. **CONSENT OF SURETY** – Projects bonded by a surety bond will require written **CONSENT OF SURETY FOR FINAL PAYMENT**.

# BID FORM

## **“Blacktop Bid – FY18”**

I/We have reviewed the specifications and provisions for furnishing and applying approximately 11,107 tons± of Superpave 9.5mm Bituminous Concrete (1-1/2 inches± compacted depth) to approximately 10.29 miles± of roads at various locations in Worcester County. I/We hereby propose to furnish and apply:

11,107 Tons± Bituminous Concrete @ \$ \_\_\_\_\_ fixed price per ton

Work is to be completed by **June 15, 2018**.

**BID MUST BE SIGNED TO BE VALID.**

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

Typed Name: \_\_\_\_\_

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

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

## PROPOSED PAVING FY18

<u>ROAD NAME</u>	<u>LENGTH</u>	<u>WIDTH</u>	<u>TONS</u>
<b>Bay Landing Drive</b> South Point Rd - Road End	0.24	22'	258
<b>Beauchamp Road</b>	1.45	23'	1,630
<b>Cedar Lane Road</b> Evans Road - Rt 374	2.50	23'	2,811
<b>Dinges Road</b> Harrison Road - Road End	0.60	17'	509
<b>Drum Point Road</b> Golf Course Road - Road End	0.14	20'	162
<b>Mary Road</b> Seahawk Road - Sinpuxent Road	1.59	20'	1,585
<b>Motter Road</b> Golf Course Road - North Road	0.13	17'	118
<b>North Road</b> Motter Road - Center Drive	0.20	18'6"	186
<b>Sheephouse Road</b> MB #3540 - Brantley Road	1.81	20'	1,845
<b>Shoal Drive</b> Golf Course Road - Inlet Road	0.11	24'	154
<b>South Hills Drive</b> South Point Road - Road End	0.11	22'	148
<b>South Point Road</b> MB #6552 - Country Club Drive	0.75	22'5"	825
<b>Sunset Avenue</b> Parking Lot - to Gate	0.13	22'6"	143
<b>Sunset Avenue</b> Golf Course Road - end of parking lot	0.22	33'6"	360

<u>ROAD NAME</u>	<u>LENGTH</u>	<u>WIDTH</u>	<u>TONS</u>
Windy Drive Golf Course Road - Inlet Road	0.11	20'	118
Inlet Road Windy Drive - Road End	0.20	24'	255
	<hr/> 10.29		<hr/> 11,107

## VENDOR LIST:

Bunting and Murray  
32996 Lighthouse Road  
Selbyville, Delaware 19975  
Attn: Jody McClanahan  
Phone No.: 302-436-5144  
Fax No.: 302-436-1753  
E-mail: [jody@buntingandmurray.com](mailto:jody@buntingandmurray.com)

Allan Myers  
440 Twin Oak Drive  
Dover, Delaware 19904  
Attn: Wesley Paxton  
Phone No.: 302-883-3501  
Fax No.: 302-883-3498  
E-Mail: [Wesley.Paxton@allanmyers.com](mailto:Wesley.Paxton@allanmyers.com)

Terra Firma of Delmarva, Inc.  
Post Office Box 478  
Delmar, Delaware 19940  
Attn: Vicki Pusey  
Phone No.: 302-846-3350  
Fax No.: 302-846-3517  
E-mail: [vicki@terrafirmacorp.com](mailto:vicki@terrafirmacorp.com)

Chesapeake Paving and Sealing, Inc.  
2445 North Zion Road  
Salisbury, Maryland 21801  
Attn: Jeff Brown  
Phone No.: 410-742-2330  
Fax No.: 410-749-0466  
E-mail: [chesapeakepaving@verizon.net](mailto:chesapeakepaving@verizon.net)

River Asphalt, L.L.C.  
30548 Thorogood Road  
Dagsboro, Delaware 19939  
Attn: Ryan Taylor  
Phone No.: 302-363-7365  
Fax No.: 302-934-0886  
E-mail: [rtaylor@hkgroup.com](mailto:rtaylor@hkgroup.com)

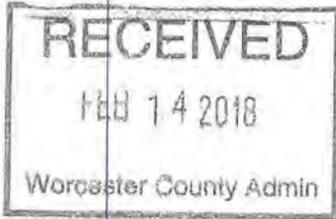
George & Lynch  
150 Lafferty Lane  
Dover, Delaware 19901  
Attn: Anthony Taddeo / Jeff Norman  
Phone No.: 302-736-3031  
Fax No.: 302-734-9743  
E-mail: [kjones@geolyn.com](mailto:kjones@geolyn.com)  
[ataddeo@geolyn.com](mailto:ataddeo@geolyn.com)

Pavement Corporation  
2255 Pinefield Station Road  
Post Office Box 1498  
Waldorf, Maryland 20604  
Attn: Mark Melvin  
Phone No.: 240-682-9520  
Fax No.: 301-396-5783  
Email: [markm@pavementcorp.com](mailto:markm@pavementcorp.com)

Del-Mar-Va Paving LLC  
Post Office Box 1519  
Easton, Maryland 21601  
Attn: Mac Nossick  
Phone No.: 410-819-3001  
Fax No.: 410-745-2033  
Email: [macdmvpaving@gmail.com](mailto:macdmvpaving@gmail.com)

Asphalt Emulsion Industries, LLC  
Post Office Box 38128  
Henrico, Virginia 23231  
Attn: Eugene Cifers  
Phone No.: 804-716-7900  
Fax No.: N/A  
Email: [ecifers@asphalt-emulsion.com](mailto:ecifers@asphalt-emulsion.com)

Russell Paving Company  
Post Office Box 186  
Church Creek, MD 21622  
Attn: Monica Russell  
Phone No.: 410-228-8040  
Fax No.: N/A  
Email: [russellpavingcompany@gmail.com](mailto:russellpavingcompany@gmail.com)



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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

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: 410-632-3000

FLEET  
MANAGEMENT  
TEL: 410-632-5675  
FAX: 410-632-1753

WATER AND  
WASTEWATER  
TEL: 410-641-5251  
FAX: 410-641-5185

MEMORANDUM

**TO:** Harold L. Higgins, Chief Administrative Officer  
**FROM:** John H. Tustin, P.E., Director *JHT*  
**DATE:** February 12, 2018  
**SUBJECT:** Request to Bid Chip Seal  
Department of Public Works – Roads Division

-----  
Attached for your review and approval are bid documents for the purchase of Chip Seal for resurfacing approximately 31.67± miles of County Roadway. Included in this packet is the Notice to Bidders, Specifications, Bid Form, Listing of County Roads to be resurfaced, and Vendor List. Once the Commissioners have had the opportunity to review the packet, it is requested that authorization is provided to solicit bids for the purchase of Chip Seal.

Funding in the amount of \$1,500,000 for road resurfacing projects is available this spring in the General Fund – Designated Fund Balance.

Should you have any questions, please do not hesitate to call me.

Attachments

cc: Frank J. Adkins

# DRAFT

## NOTICE TO BIDDERS

### **Chip Seal Surfacing of Roadways Worcester County, Maryland**

The Worcester County Commissioners are currently accepting bids for county-wide chip seal surfacing of various sections of roadways in Worcester County to be completed by June 15, 2018 and requiring approximately 334,319 square yards of 7RC Chip Seal for roughly 31.67 miles of road for the Roads Division of Public Works. Bid specification packages and bid forms are available from the Office of the County Commissioners, Room 1103 – Worcester County Government Center, One West Market Street, Snow Hill, Maryland 21863, obtained online under the “Bids” drop-down menu in the lower right hand side of the home page at [www.co.worcester.md.us](http://www.co.worcester.md.us) or by calling the Commissioner’s Office at 410-632-1194 to request a package by mail. **Sealed bids will be accepted until 1:00 p.m., Monday, March 12, 2018,** in the Office of the County Commissioners at the above address, at which time they will be opened and publicly read aloud. Envelopes shall be marked “**Chip Seal Bid**” in the lower left-hand corner. After opening, bids will be forwarded to the Department of Public Works for tabulation, review and recommendation to the County Commissioners for their consideration at a future meeting. In awarding the bid, the Commissioners reserve the right to reject any and all bids, waive formalities, informalities and technicalities therein, and to take whatever bid they determine to be in the best interest of the County considering lowest or best bid, quality of goods and work, time of delivery or completion, responsibility of bidders being considered, previous experience of bidders with County contracts, or any other factors they deem appropriate. All inquiries shall be directed to Frank Adkins, Roads Superintendent, at 410-632-2244, Monday through Thursday, 6:00 a.m. to 4:30 p.m.

## **Bid Specifications**

The Worcester County Commissioners are currently accepting bids on Chip Seal. Sealed bids will be accepted until **1:00 PM, Monday, March 12, 2018**, at the Worcester County Commissioners Office, Room 1103, Worcester County Government Center, One West Market Street, Snow Hill, MD 21863 at which time they will be opened and publicly read aloud. After opening, bids will be forwarded to the Department of Public Works for tabulation, review and recommendation to the County Commissioners for award at a future date. **Envelopes must be marked in lower left corner with "Chip Seal Bid"**.

The work is to be completed by **June 15, 2018**. No bid bond is required. If all work is not completed as specified within liquidated damages shall be imposed as stated. **A pre-construction meeting will be required within five (5) days prior to commencement of work.**

### **ITEM I - 7 RC CHIP SEAL SPECIFICATIONS:**

Miscellaneous: **No work will be performed on weekends or holidays.**

**WARRANTY:** All work and materials shall be warranted for a period of one year.

#### **DESCRIPTION**

This work shall consist of the application of a single course of asphalt surface treatment on various roads located in Worcester County in accordance with the attached oiling schedule.

The project requires the furnishing and application of all specified asphalt and Aggregate cover materials. The contractor provides all necessary labor, equipment and materials, including maintenance of traffic items.

#### **DEFINITION OF TERMS**

**Single Seal Treatment** is defined as one application of asphalt material and one application of cover aggregate. These roads are identified in the schedule with 1/3 gal/sy application rate for CRS-2PM.

#### **SPECIFICATIONS**

All work on this project shall be done in accordance with the Maryland Department of Transportation State Highway Administration "Standard Specifications for Construction & Materials" dated Oct. 1993 as revised to date. Asphalt emulsion and aggregate cover material are herein specified and selected from the above. Sectional references are to the State specifications.

Additional or deleted requirements to the above SHA Standard Specifications and supplemental CRS-2PM specifications are also listed herein and shall be a part of this contract

#### **MATERIALS AND APPLICATION RATES**

Referenced SHA section 503.02

**Emulsified Asphalt** shall be type CRS-2PM

Spray temp: 140-160 F

Spray rate: single coat of first coat: 0.3-0.5 gal/sy

Prior to construction the contractor shall submit for approval to the Engineer sources of supply for all materials.

**Aggregates:**

Spread rate: Single seal treatment: single coat: No. 8 @ 20-35 lb/sy

All aggregates shall be double washed stone. Aggregates shall not be used within 24 hours of washing.

Aggregate from more than one source shall not be furnished for a specified route or a group of subdivision routes unless permitted by the Engineer. Aggregate color shall be subject to the approval of the Roads Engineer. White granite is NOT acceptable. Samples must be submitted for approval.

**CONSTRUCTION**

SHA 503 governs as applicable

**Equipment:**

Referenced SHA section: 503.03.01

All equipment shall be subject to approval by the Engineer.

Delete SHA 505.03.01 (b) tailgate spreader. The aggregate spreader shall be a self-propelled model capable of covering 12 feet in one uniform application and adjustable for various rates.

Asphalt distributing equipment per SHA specifications.

Rollers: Steel-wheeled and pneumatic tire rollers are required. See following section below.

Power broom required. See following section below.

All other equipment per SHA specs. or as required for successful prosecution of the work.

**Weather:**

Referenced SHA section 503.03.02

**Foundation Preparation:**

The County will trim the shoulders of roads to be resurfaced.

The County will patch all ruts or potholes as deemed necessary.

The contractor shall power broom the surface to remove all loose and foreign materials prior to application of the asphalt. The power broom, operator, fuel, maintenance, and traffic control will not be paid for directly, and is considered incidental to the pay items in the schedule of prices.

**Seal treatment:**

The asphalt shall be sprayed on the surface at the rate herein specified. Excess material in pools shall be removed. Areas not accessible to the distributor must be hand hosed. Immediately following the asphalt application, a dry, dust free aggregate shall be spread on the surface at the application rate herein specified. All areas containing insufficient aggregate shall be corrected.

**Verification:**

The type, quantity, and temperature of asphalt material applied must be verified to the satisfaction of the inspector.

A ticket showing the certified weight of each individual truck load of cover aggregate must be presented to the inspector on the job for all cover material prior to spreading said material on the surface to be treated. Should the contractor elect to stockpile the cover aggregate, provisions must be made to weigh the material coming from the stockpile prior to applying the material to the roadway.

**Rolling:**

Immediately following the aggregate application, the surface shall be rolled until the aggregate is uniformly embedded into the asphalt. The rolling shall be discontinued if the aggregate begins to crush. The contractor shall use a steel wheel roller and a static-tire roller on seal treatments. These treatments shall be subjected to a minimum of one complete pass of each type of roller on each layer of cover.

**Maintenance, Protection and Performance of the Work:**

Completed sections shall be closed to traffic until the final seal coat has completely cured. The contractor shall maintain the treated surface after it has been opened to traffic until final acceptance.

The contractor shall exercise control of the delivery and application of the surface treatment materials to prevent damage to the roadway surface. The speed of the delivery equipment and pilot truck shall be limited as directed by the inspector. The maintenance and protection shall include, but not be limited to, the placement of signs; the use of flaggers and pilot trucks; and placement of additional asphalt and aggregate material. In the event a failure occurs prior to acceptance, the contractor shall repair or replace the failed treatment as directed by the Engineer.

**POC:**

The contractor shall designate a contact person and telephone number for the handling of complaints or claims of the public due to the contractor's operation.

**Mail and paper box care:**

The contractor's attention is called to mail or paper boxes on this project that may be within the limit of work. These boxes if required to be moved for equipment shall be the contractor's responsibility. They shall be moved to a suitable location that mail and papers may be received as usual. When construction in a given area has reached the stage that there is no more conflict with such boxes, they shall be placed permanently at or near their original location to conform with U.S. postal requirements. If these boxes or their supports are damaged by the contractor during construction of this project, they shall be repaired or replaced in kind at the contractor's expense.

No additional payment will be made to the contractor for adjustments to the existing mail and or paper boxes, but will be considered incidental to other pay items.

### **MAINTENANCE OF TRAFFIC**

Conformance requirements:

SHA "Standard Specifications for Construction and Materials" (SHA Standard Specifications) section 104

SHA "Book of Highway Standards"

FHA "Manual on Uniform Traffic Control Devices" (MUTCD)

The contractor must maintain traffic at all times throughout the entire length of the project, including public and private and commercial entrances, street intersections, etc.

### **Traffic Manager (TM) - Traffic Control Plan (TCP)**

Referenced SHA section 104.02.03

The contractor shall appoint a Traffic Manager responsible for Maintenance of Traffic conformance requirements. This individual shall develop and submit to the County a Traffic Control Plan suitable to his plan of construction for a given location. This plan will be reviewed with the project inspector and jointly agreed upon prior to starting the work. If during the course of the work adjustments are necessary to traffic control measures the contractor shall take corrective action as required or directed.

### **Temporary Traffic Signs (TTS):**

The contractor shall furnish and install all necessary TTS as required by Sec. 6B of the MUTCD.

### **Cones:**

Cones shall meet the requirements of Sec. 104.14 SHA Standard Specifications.

### **Flaggers-Pilot Vehicles-Radio Communication:**

The contractor shall furnish all necessary MD SHA Certified flag persons in conformance with Section 6F of the MUTCD and Sec. 104.15 of the SHA Standard Specifications. Flaggers shall use STOP/SLOW paddles. Two-way radios or pilot vehicles shall be used whenever flaggers are not within sight distance of each other, or when directed by the Engineer.

### **Basis of Payment:**

All aforementioned items under this section Maintenance of Traffic will NOT be paid for directly and shall be considered incidental to the other pay items in the schedule of prices for Chip Seal Surface Treatment.

### **MOBILIZATION:**

Movement of personnel and equipment to and from the project sites and staging equipment will not be paid for directly and shall be considered incidental to the other pay items.

## METHOD OF MEASUREMENT AND BASIS OF PAYMENT

Chip Seal Surface Treatment will be measured and paid for at the Contract unit price per square yard for one or more of the items listed in the schedule of prices in the bid proposal. The payment will be full compensation for mobilization, maintenance of traffic, preparation, furnishing, hauling, placing all required materials, and for all labor, equipment, tools, and incidentals necessary to complete the work.

All correspondence and invoices are to be sent to the Worcester County Public Works Department, Roads Division, 5764 Worcester Highway, Snow Hill, MD 21863.

The County Commissioners shall be the sole judge as to whether or not any bid meets specifications. The County Commissioners reserve the right to accept or reject any bid in the best interest of the County.

1. **LIQUIDATED DAMAGES** - For each day that the work shall remain uncompleted after the time specified for completion, the sum per day, given in the following schedule shall be deducted by the County from monies due the Contractor, not as a penalty, but as liquidated damaged.

<u>Amount of Contract</u>	<u>Amount of Liquidated Damages per Day</u>
Less than \$10,000	\$ 80.00
\$10,000 and less than \$50,000	\$160.00
\$50,000 and less than \$100,000	\$240.00
Greater than \$100,000	\$400.00

2. **CONTRACTOR'S INSURANCE** - The contractor shall take out and maintain during the life of this contract, Workmen's Compensation Insurance for all of his or any subcontractor's employees employed at the site of the work; and such Public Liability and Property Damage Insurance as shall protect him from claims which may arise from operations under this contract for personal injury (including accidental death) as well as for property damage - whether such operations are by himself or by any subcontractor, or by anyone directly employed by them.

Public Liability Insurance shall be in the amount not less than \$500,000 for injuries, including wrongful death to any one person; and, subject to the same limit for each person, in an amount not less than \$1,000,000 on account of one accident.

Property Damage Insurance shall be in an amount not less than \$500,000 for damages on account of any one accident, and in an amount not less than \$1,000,000 for damages on account of all accidents.

## MEASUREMENT AND PAYMENT

1. **MEASUREMENT OF QUANTITIES** - The Engineer shall make final measurements to determine the quantities of various items of work performed as the basis of final settlement.

Pay weight for all items to be paid for by weight shall be determined by actual certified scale weight, certified shipping weight, or by computed weight as specified herein.

Materials specified for measurement by tallying of vehicles shall be hauled only in approved units, the carrying capacity of which has been pre-determined. Each hauling unit shall be marked to designate its approved capacity.

2. **PARTIAL PAYMENTS - Partial payments shall be made monthly in an amount not greater than 90% of the money earned during the pay month. The Contractor shall prepare the application for payment in form satisfactory to the Engineer. Process time shall be thirty (30) days upon receipt.**
3. **ACCEPTANCE AND FINAL PAYMENT -** When in the opinion of the Engineer, the Contractor has completed the work in a satisfactory manner in accordance with the terms of the contract, the Engineer shall make final inspection of the entire project and shall certify in writing to the County as to the completion of the work submitting with this report the final estimate showing the amount of each item of work performed as the value thereof.
4. **RELEASE OF LIENS -** The Contractor shall deliver (in a form satisfactory to the owner) a written report to the effect that all bills for labor, materials, and supplies have been paid or satisfactorily secured.
5. **CONSENT OF SURETY –** Projects bonded by a surety bond will require written **CONSENT OF SURETY FOR FINAL PAYMENT.**

**BID FORM**

**“Chip Seal FY18”**

I/We have reviewed the specifications and provisions for furnishing and applying approximately 334,319 square yards ± of 7 RC Chip Seal to approximately 31.67 miles ± of roads at various locations in Worcester County and understand said requirements. I/We hereby propose to furnish and apply.

334,319 Square Yards ± 7 RC Chip Seal @ \$\_\_\_\_\_ per square yard

Work is to be completed by **June 15, 2018.**

**BID MUST BE SIGNED TO BE VALID.**

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

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

Typed Name: \_\_\_\_\_

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

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

**PROPOSED TAR / CHIP FY18  
(South/Central)**

<u>ROAD NAME</u>	<u>MILES</u>	<u>WIDTH</u>	<u>SQ. YDS.</u>
Hall Road	1.10	18.0'	11,616
Blades Road	0.80	18.0'	8,448
McMaster Road	0.96	20.0'	11,264
McMaster Road Spur	0.44	20.0'	5,163
Newtown Park Road	0.31	22.0'	4,001
Parker Bay Road -OP	0.25	12.0'	1,760
Scotts Landing	2.06	18.0'	21,754
Voting House Road	1.43	18.5'	15,520
Forest Lane Road	2.18	18.0'	23,021
Greenbriar Swamp Road	2.92	18.5'	31,692
Sand Road	3.26	18'-20'	38,251
Bayview Road	2.03	16.0'	19,055
Boxiron Road	2.35	16.5'	22,748
Patey Woods Road	4.07	18.0'	42,979
Spencer Road	0.66	18.0'	6,970
Timmons Road	0.66	19.5'	7,550
Blake Road	0.43	20.0'	5,045
Scotland Road	2.22	16.5'	21,490

<u>ROAD NAME</u>	<u>MILES</u>	<u>WIDTH</u>	<u>SQ. YDS.</u>
Acorn Road	0.21	18.0'	2,218
Island View Road -OP	0.25	11.0'	1,613
Taylor Landing Road - OP	0.12	14.0'	986
Flemming Mill Road	1.51	16'-18'	15,946
Oak Hall Road	1.00	15.5'	9,093
Holly Court (RR - Gate)	0.13	22.0'	1,678
Holly Court (Gate, - B/Top)	0.18	22.0'	2,323
William Street	0.14	26.0'	2,135
<b>TOTALS</b>	<b>31.67</b>		<b>334,319</b>

## VENDOR LIST:

American Paving Fabrics  
6910 O' Conner Road  
Hanover, Maryland 21076  
Attn: Shaun McGrath  
Phone No.: 410-379-2209  
Fax No.: 410-796-0272  
Email: [selina@americanpavingfabrics.com](mailto:selina@americanpavingfabrics.com)

Del-Mar-Va Paving Co., Inc.  
P.O. Box 1519  
Easton, Maryland 21601  
Attn: Mac Nossick  
Phone No.: 410-819-3001  
Fax No.: 410-745-2033  
Email: [macdmvpaving@gmail.com](mailto:macdmvpaving@gmail.com)

Marino Transportation Services  
6401 Arundel Cove Avenue  
Baltimore, Maryland 21226  
Attn: Joe Marino  
Phone No.: 410-355-1118, ext 328  
Fax No.: N/A  
E-Mail: [jmarino@gomts.com](mailto:jmarino@gomts.com)

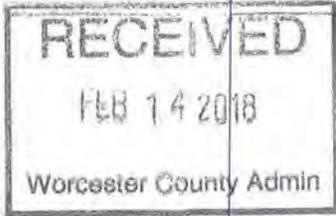
Hammaker East, Ltd.  
3450 Asiatic Avenue  
Curtis Bay, Maryland 21226  
Attn: Brian Kleist  
Phone No.: 410-404-6023  
Fax No.: 410-355-6364  
E-Mail: [brian.kleist@hammakereast.com](mailto:brian.kleist@hammakereast.com)

Chesapeake Paving and Sealing, Inc.  
2445 N. Zion Road  
Salisbury, Maryland 21801  
Attn: Jeff Brown  
Phone No.: 410-742-2330  
Fax No.: 410-749-0466  
E-mail: [chesapeakepaving@verizon.net](mailto:chesapeakepaving@verizon.net)

Russell Paving Company  
Post Office Box 186  
Church Creek, Maryland 21622  
Attn: Monica Russell  
Phone No.: 410-228-8040  
Fax No.: N/A  
E-mail: [russellpavingcompany@gmail.com](mailto:russellpavingcompany@gmail.com)

Whitehurst Paving  
3723 Nine Mile Road  
Richmond, Virginia 23223  
Attn: Wilson Whitehurst  
Phone No.: 804-233-9296  
Fax No.: 804-233-6413  
E-mail: [wwhitehurst@whitehurstcos.com](mailto:wwhitehurst@whitehurstcos.com)

Asphalt Paving Systems  
555 N. Egg Harbor Road  
Hammonton, New Jersey 08037  
Attn: Walter Percy III  
Phone No.: 609-561-4161  
Fax No.: 609-567-2824  
E-mail: [wpercyiii@ashpaltpavingsystems.com](mailto:wpercyiii@ashpaltpavingsystems.com)



10

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

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: 410-632-3000

FLEET  
MANAGEMENT  
TEL: 410-632-5675  
FAX: 410-632-1753

WATER AND  
WASTEWATER  
TEL: 410-641-5251  
FAX: 410-641-5185

MEMORANDUM

**TO:** Harold L. Higgins, Chief Administrative Officer  
**FROM:** John H. Tustin, P.E., Director *JHT*  
**DATE:** February 12, 2018  
**SUBJECT:** FY18 Crack Seal Bid  
Department of Public Works - Roads Division

-----  
Attached for your review and approval are bid documents for crack sealing the asphalt wearing surface on various County-wide bridges. Included in this packet is the Notice to Bidders, Specifications, Bid Form, Listing of County Bridges, Location Maps, and Vendor List. Once the Commissioners have had the opportunity to review the packet, it is requested that authorization is provided to solicit bids for this crack sealing project.

Funding in the amount of \$1,500,000 for road resurfacing projects is available this spring in the General Fund – Designated Fund Balance.

Should you have any questions, please do not hesitate to call me.

Attachments

cc: Frank J. Adkins

# DRAFT

## NOTICE TO BIDDERS

### **Crack Sealing of County Bridges Worcester County, Maryland**

The Worcester County Commissioners are currently accepting bids for county-wide crack sealing on the asphalt wearing surface of various bridges in Worcester County to be completed by June 15, 2018 for the Roads Division of Public Works. Bid specification packages and bid forms are available from the Office of the County Commissioners, Room 1103 – Worcester County Government Center, One West Market Street, Snow Hill, Maryland 21863, obtained online under the “Bids” drop-down menu in the lower right hand side of the home page at [www.co.worcester.md.us](http://www.co.worcester.md.us) or by calling the Commissioners’ Office at 410-632-1194 to request a package by mail. **Sealed bids will be accepted until 1:00 p.m., Monday, March 12, 2018**, in the Office of the County Commissioners at the above address, at which time they will be opened and publicly read aloud. Envelopes shall be marked “**Crack Seal Bid**” in the lower left-hand corner. After opening, bids will be forwarded to the Department of Public Works for tabulation, review and recommendation to the County Commissioners for their consideration at a future meeting. In awarding the bid, the Commissioners reserve the right to reject any and all bids, waive formalities, informalities and technicalities therein, and to take whatever bid they determine to be in the best interest of the County considering lowest or best bid, quality of goods and work, time of delivery or completion, responsibility of bidders being considered, previous experience of bidders with County contracts, or any other factors they deem appropriate. All inquiries shall be directed to Frank Adkins, Roads Superintendent, at 410-632-2244, Monday through Thursday, 6:00 a.m. to 4:30 p.m.

## **Bid Specifications**

The Worcester County Commissioners are currently accepting bids for crack sealing the asphalt wearing service on various County-wide bridges. Sealed bids will be accepted until **1:00 PM, Monday, March 12, 2018**, at the Worcester County Commissioners Office, Room 1103, Worcester County Government Center, One West Market Street, Snow Hill, MD 21863 at which time they will be opened and publicly read aloud. After opening, bids will be forwarded to the Department of Public Works for tabulation, review and recommendation to the County Commissioners for award at a future date. **Envelopes must be marked in lower left corner with "Crack Seal Bid"**.

**LATE BIDS:** Bids should be mailed or hand delivered to the Office of the County Commissioners by **1:00 PM, Monday, March 12, 2018**. Bids received after the appointed time will not be considered.

**PRE-CONSTRUCTION:** A mandatory pre-construction meeting will be required within five (5) days prior to commencement of work at the Roads Division building located at 5764 Worcester Highway, Snow Hill, MD 21863.

**TIMELINE:** The work is to be completed by **June 15, 2018**. If all work is not completed as specified within liquidated damages shall be imposed as stated. **No work will be performed on weekends or holidays.**

**BOND:** Performance and Labor and Materials Bond – Bidders/Contractors shall furnish a Performance and Labor and Materials Payment Bond covering the faithful performance of the Contract and the payment of all obligations arising there under and complying with the requirements of Maryland law. Both bonds shall be in the amount of one hundred percent (100%) of the Contract amount and shall name the County Commissioners of Worcester County as the obligee. Firms issuing bonds must be licensed to write bonds in the State of Maryland. The Contractor shall pay premiums for required bonds. The Bidders total price to perform this contract shall include all costs for the bonds.

**WARRANTY:** All work and materials shall be warranted for a period of one year.

### **SCOPE OF WORK/SPECIFICATIONS:**

#### **Description:**

Clean then fill or seal cracks between 1/8 inch and of 1 inch wide. Repair cracks 1 inch or larger with asphalt repair mastic. Do not fill or seal cracks less than 1/8 inch wide. Repair distressed areas as specified and as directed.

#### **Materials:**

Referenced SHA section 510.02: Crack filler 911.01; crack sealer 911.01; and asphalt repair mastic 911.01.02.

#### **Equipment:**

Referenced SHA section 510.03.01:

- a) **Air Compressor.** Air compressors shall be portable, oil-free and capable of furnishing air a minimum of 100 cfm with a minimum blast flow of 150 cfm. The compressor shall have a ¾ inch diameter nozzle.
- b) **Hot Air Lance.** The Hot Air Lance shall produce a minimum temperature of 750 F at a minimum velocity of 650 fps. The Hot Air Lance shall be designed so that the flame does not come in contact with the pavement.
- c) **Melting Kettle:** The Melting Kettle shall be a self-contained double boiler capable of heating the sealant to 400 F using oil as a heat transfer medium. The kettle shall be equipped with an automatic temperature control unit capable of achieving and maintaining a predetermined sealant temperature. The temperature control unit should not allow the heat transfer oil to exceed 525 F. The unit shall be capable of reading the temperature of the sealant within the melting vessel and within the discharge plumbing. The kettle shall also have a means to strongly and continuously agitate the sealant and apply the sealant to the pavement under pressure supplied by a gear pump with a direct connecting applicator tip. Do not use direct-fired kettles.
- d) **Hand Tools.** Provide all hand tools such as brooms, shovels, metal bars with chisel shaped ends, tamping equipment and other miscellaneous tools necessary to complete the work.
- e) **Squeegee.** Provide a metal industrial-type squeegee no more than 2-1/2 inch wide to shape the material into a feather-edge band.
- f) **Crack Router.** The crack router shall be capable of following random cracks and be designed to adjust cutting widths. The router width shall touch both sides of the crack for proper cutting. The router shall remove 1/8 inch from each side of the crack and cut back to sound pavement.
- g) **Mastic Mixer.** The Mastic Mixer shall be thermostatically controlled and capable of heating the mastic mixture using oil as a heat transfer medium. The Mastic mixer must be equipped with a full sweep horizontal agitator cable of gently lifting the material from the bottom of the reservoir and mixing the material thoroughly. The agitator shall be capable of mixing and suspending materials filled with aggregates with a specific gravity as high as 3.0.

**Crack Identification:**

Referenced SHA section 510.03.04.

**Wheel Path.** Wheel path is defined as a distance of 16 inch to 56 inches (width of 40 inches) from the left or right of the center line of the roadway travel lane.

**Non-Working Cracks.** Cracks with little annual horizontal or vertical movements that are less than 0.1 inches.

**Working Cracks.** Cracks with significant annual horizontal or vertical movements ( $\geq 0.1$  inches).

- a) **Crack Filling.** Identify non-working cracks within the wheel path 1/8 to 1 inch wide at the pavement joints including paving and patching construction joints and transverse cracks. Identify longitudinal cracks outside of wheel path areas.
- b) **Crack Sealing.** Identify working cracks within the wheel path 1/8 to 1 inch wide at the pavement surface, including transverse reflective cracks. Identify longitudinal cracks outside of wheel path areas.
- c) **Asphalt Repair Mastic.** Identify cracks of a least 1 inch width, potholes and other vertically uneven roadway elements as directed.

**Cleaning and Preparation:**

Referenced SHA section 510.03.05.

**Cleaning.** All surfaces shall be dry and free of all dirt, dust, grease, and loose material prior to application of the filler. The cracks shall be cleaned by the use of compressed air produced from an air-compressor. The use of portable handheld or backpack blowers is not allowed. Direct the compressed air cleaning away from the passing traffic and do not blow debris into an already cleaned crack. Alternative methods of cleaning are subject to review and approval.

**Drying.** Dry the crack using a hot air lance prior to filler placement. The use of direct flame dryers is not permitted. Do not overheat pavement surfaces.

**Crack Routing.** For crack sealing, route cracks to be sealed by forming a reservoir with a width between 0.5 to 1.5 in and a depth of ¾ inch. Perform routing in such a way that the pavement does not spall. Do not perform routing on longitudinal joint cracks unless otherwise directed.

**Weather Restrictions.** Perform crack filling or sealing when the ambient and pavement surface temperatures are at least 45 F and rising, unless otherwise recommended by the manufacturer and as approved. Do not place sealant material if the pavement is wet. Should rain fall before the sealant has properly cured, remove and replace at no additional cost.

**Installation:**

Referenced SHA section 510.03.07. Heat the filler or sealant to recommended application temperature. Fill the crack using the flush fill method. Using the overband method is not permitted. Perform material handling and installation in accordance with the manufacturer's instructions. Level and smooth the material to the desired level immediately after placement using a straight metal or rubber squeegee.

**Traffic Restrictions.** Apply sand or the manufacturer's recommended blotter material to minimize tracking and remove excess material before opening to traffic.

**Acceptance.** Filler that pulls loose within 96 hours after opening the pavement to traffic shall be repaired at no additional costs.

**Asphalt Repair Mastic:**

Referenced SHA section 510.03.08.

**Primer.** Apply a surface conditioner or primer when recommended by the mastic manufacturer to the surfaces prior to placement of the asphalt repair mastic. Apply in accordance with manufacturer's recommendations to promote increased surface adhesion to the existing pavement. The surface conditioner or primer must thoroughly cover all surface areas where the asphalt repair mastic will be placed. Do not install the asphalt repair mastic until the surface conditioner or primer has sufficiently cured per recommendations.

**Application Temperature.** The minimum application temperature shall be per the manufacturer's recommendations. The maximum application shall be 410 F, or per the manufacturer's recommendations.

**Installation.** The installer must be trained and approved by the mastic manufacturer.

a) Heat the asphalt repair mastic using the Mastic Mixer. Place the heated mastic onto the properly prepared pavement in layers if necessary.

- b) Use the heated hand squeegee to level and smooth the mastic until the material has formed a durable, well-bonded, level repair. Keep the heated hand squeegee free of material buildup to ensure a smooth, quality finished product.
- c) Apply the mastic to the surface area from the bottom up in lifts appropriate to the specific application. Due to the depths of some of the repair locations, multiple lifts may be required to obtain a level surface. In the event that multiple lifts are required, allow each lift to be properly cooled before any subsequent lifts are applied on top. The final lift shall fill the uppermost 0.5 to 1 inch of the work area. Remove and dispose of all excess material from the roadway.

## **MAINTENANCE OF TRAFFIC**

Conformance requirements:

SHA "Standard Specifications for Construction and Materials" (SHA Standard Specifications) section 104

SHA "Book of Highway Standards"

FHA "Manual on Uniform Traffic Control Devices" (MUTCD)

The contractor must maintain traffic at all times throughout the entire length of the project, including public and private and commercial entrances, street intersections, etc.

### **Traffic Manager (TM) - Traffic Control Plan (TCP)**

Referenced SHA section 104.02.03

The contractor shall appoint a Traffic Manager responsible for Maintenance of Traffic conformance requirements. This individual shall develop and submit to the County a Traffic Control Plan suitable to his plan of construction for a given location. This plan will be reviewed with the project inspector and jointly agreed upon prior to starting the work. If during the course of the work adjustments are necessary to traffic control measures the contractor shall take corrective action as required or directed.

### **Temporary Traffic Signs (TTS):**

The contractor shall furnish and install all necessary TTS as required by Sec. 6B of the MUTCD.

### **Cones:**

Cones shall meet the requirements of Sec. 104.14 SHA Standard Specifications.

### **Flaggers-Pilot Vehicles-Radio Communication:**

The contractor shall furnish all necessary MD SHA Certified flag persons in conformance with Section 6F of the MUTCD and Sec. 104.15 of the SHA Standard Specifications. Flaggers shall use STOP/SLOW paddles. Two-way radios or pilot vehicles shall be used whenever flaggers are not within sight distance of each other, or when directed by the Engineer. If there are not enough Certified Flaggers, the paving operation will cease until adequate safety concerns are addressed.

### **Basis of Payment:**

All aforementioned items under this section Maintenance of Traffic will NOT be paid for directly and shall be considered incidental to the other pay items.

**MOBILIZATION:**

Movement of personnel and equipment to and from the project sites and staging equipment will not be paid for directly and shall be considered incidental to the other pay items.

**METHOD OF MEASUREMENT AND BASIS OF PAYMENT**

All correspondence and invoices are to be sent to the Worcester County Department of Public Works, Roads Division, 5764 Worcester Highway, Snow Hill, MD 21863.

The County Commissioners shall be the sole judge as to whether or not any bid meets specifications. The County Commissioners reserve the right to accept or reject any bid in the best interest of the County.

- 1. **LIQUIDATED DAMAGES** - For each day that the work shall remain uncompleted after the time specified for completion, the sum per day, given in the following schedule shall be deducted by the County from monies due the Contractor, not as a penalty, but as liquidated damaged.

<u>Amount of Contract</u>	<u>Amount of Liquidated Damages per Day</u>
Less than \$10,000	\$ 80.00
\$10,000 and less than \$50,000	\$160.00
\$50,000 and less than \$100,000	\$240.00
Greater than \$100,000	\$400.00

- 2. **CONTRACTOR’S INSURANCE** - The contractor shall take out and maintain during the life of this contract, Workmen’s Compensation Insurance for all of his or any subcontractor’s employees employed at the site of the work; and such Public Liability and Property Damage Insurance as shall protect him from claims which may arise from operations under this contract for personal injury (including accidental death) as well as for property damage - whether such operations are by himself or by any subcontractor, or by anyone directly employed by them.

Public Liability Insurance shall be in the amount not less than \$500,000 for injuries, including wrongful death to any one person; and, subject to the same limit for each person, in an amount not less than \$1,000,000 on account of one accident.

Property Damage Insurance shall be in an amount not less than \$500,000 for damages on account of any one accident, and in an amount not less than \$1,000,000 for damages on account of all accidents.

**MEASUREMENT AND PAYMENT**

- 1. **MEASUREMENT OF QUANTITIES** - The Engineer shall make final measurements to determine the quantities of various items of work performed as the basis of final settlement. Pay weight for all items to be paid for by weight shall be determined by actual certified scale weight, certified shipping weight, or by computed weight as specified herein. Materials specified for measurement by tallying of vehicles shall be hauled only in approved units, the carrying capacity of which has been pre-determined. Each hauling unit shall be marked to designate its approved capacity.

- 2. **PARTIAL PAYMENTS** - Partial payments shall be made monthly in an amount not greater than 90% of the money earned during the pay month. The Contractor shall prepare the application for payment in form satisfactory to the Engineer. Process time shall be thirty (30) days upon receipt.

3. **ACCEPTANCE AND FINAL PAYMENT** - When in the opinion of the Engineer, the Contractor has completed the work in a satisfactory manner in accordance with the terms of the contract, the Engineer shall make final inspection of the entire project and shall certify in writing to the County as to the completion of the work submitting with this report the final estimate showing the amount of each item of work performed as the value thereof.
4. **RELEASE OF LIENS** - The Contractor shall deliver (in a form satisfactory to the owner) a written report to the effect that all bills for labor, materials, and supplies have been paid or satisfactorily secured.
5. **CONSENT OF SURETY** – Projects bonded by a surety bond will require written **CONSENT OF SURETY FOR FINAL PAYMENT**.

**BID FORM**

**“Crack Seal Bid – FY18”**

I/We the undersigned have received and reviewed all the bid documents for crack sealing the asphalt wearing surface on various bridges in Worcester County, and fully understand the documents and requirements in their entirety. The County reserves the right to increase or decrease quantities depending on the bid amount as approved by the County Commissioners

**Total Bid Price \$** \_\_\_\_\_

Work is to be completed by **June 15, 2018.**

**BID MUST BE SIGNED TO BE VALID.**

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

Typed Name: \_\_\_\_\_

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

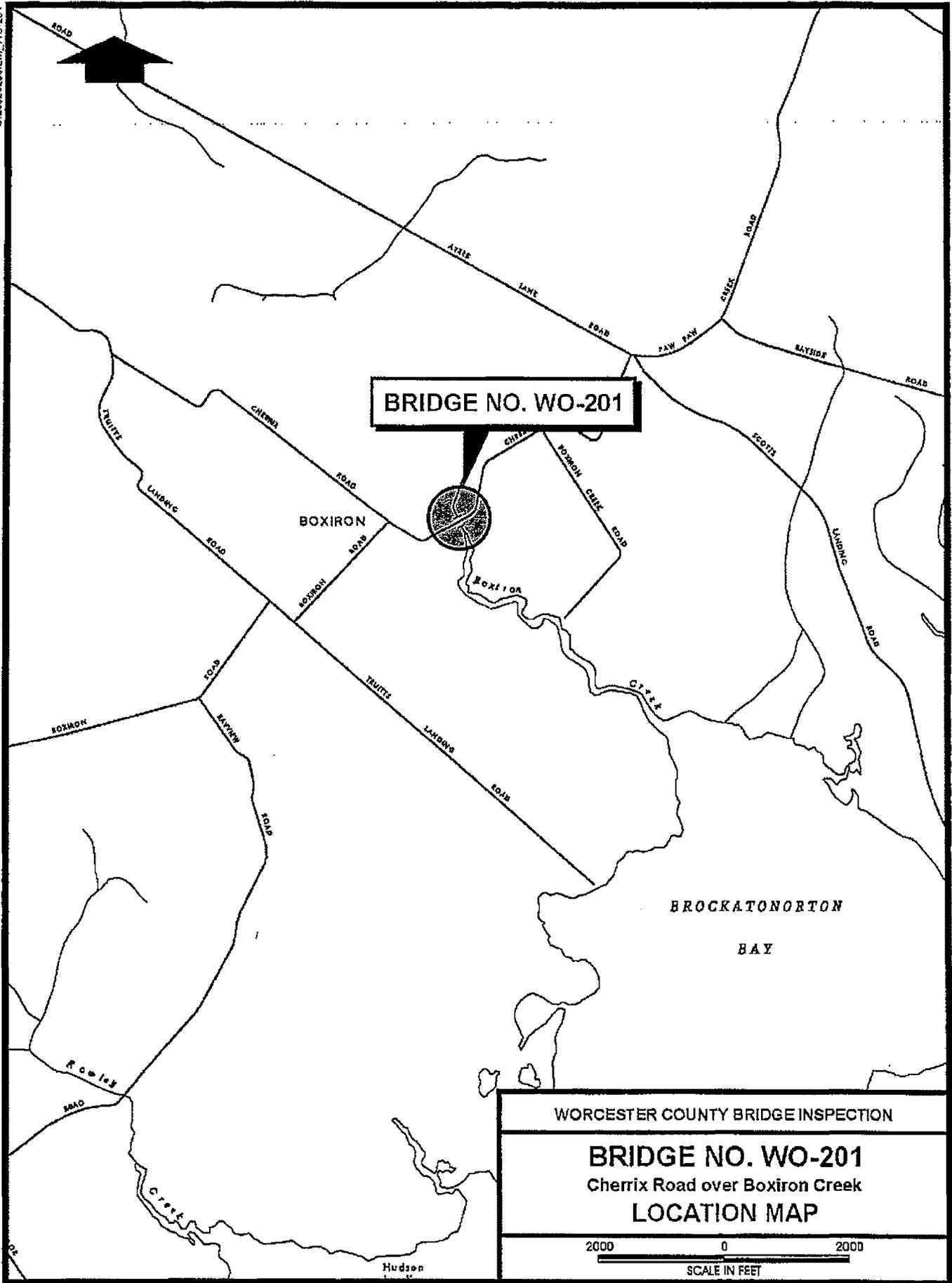
Firm: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

## PROPOSED CRACK SEALING FY18

WO201001	Cherrix Road	Box Iron Creek
WO207001	Nassawango Road	Nassawango Creek
WO212001	Old Furnace Road	Nassawango Creek
WO213001	Porters Crossing Road	Pocomoke River
WO302001	Hayes Landing Road	Newport Creek
WO308001	Timmonstown Road	Narrow Branch
WO309001	Massey Crossing Road	Pocomoke River
WO403001	Whiton Crossing Road	Pocomoke River
WO404001	Sandyfield Road	Ninepin Branch
WO405001	Ninepin Branch Road	Ninepin Branch
WO501001	Campbelltown Road	Birch Branch
WO703001	Whitesburg Road	Pusey Branch
WO705001	Five Bridges Road	Dividing Creek
WO804001	Kleg Grange Road	Jones Ditch

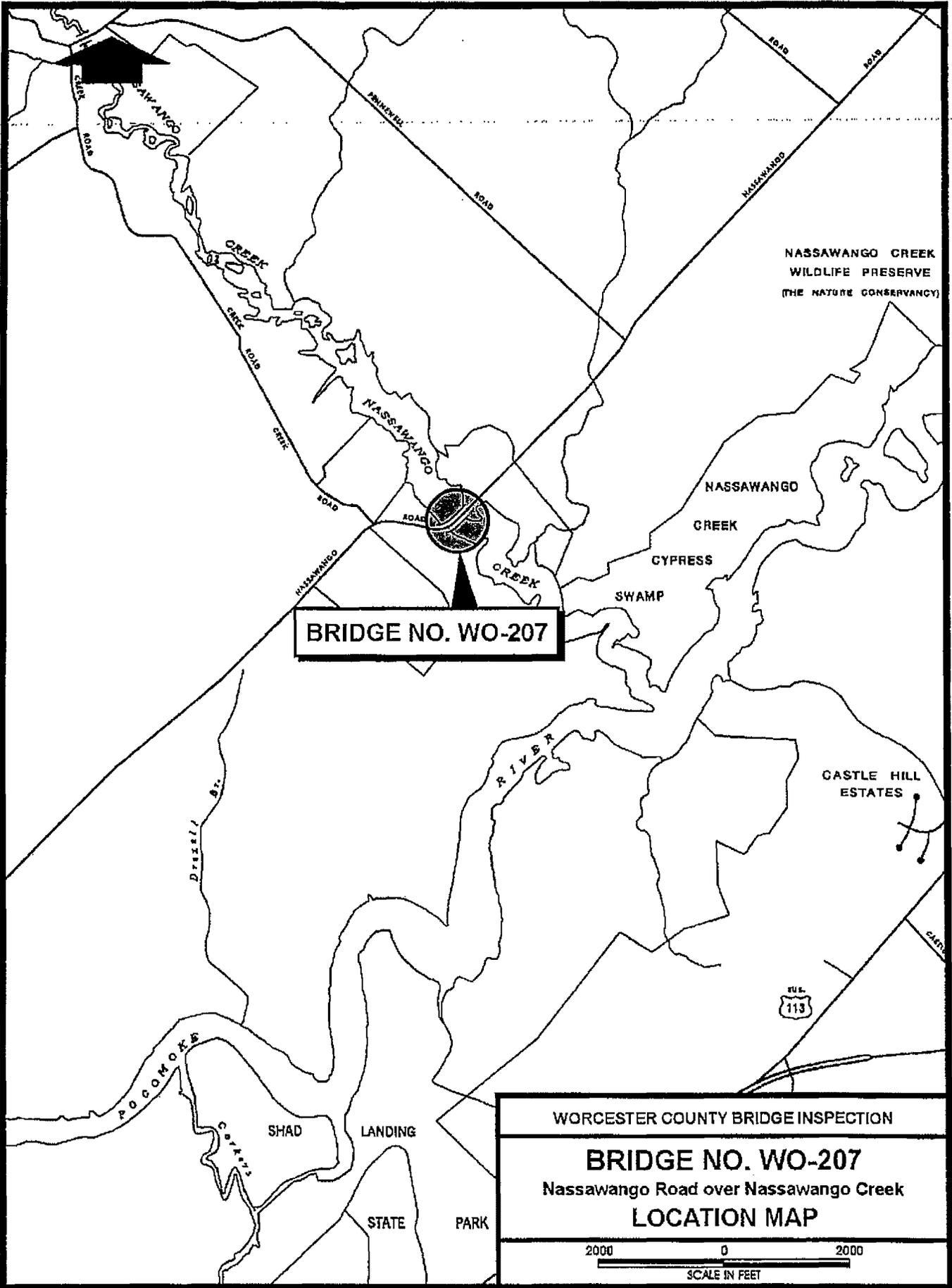


WORCESTER COUNTY BRIDGE INSPECTION

**BRIDGE NO. WO-201**  
 Cherrix Road over Boxiron Creek  
**LOCATION MAP**

2000 0 2000  
 SCALE IN FEET

11

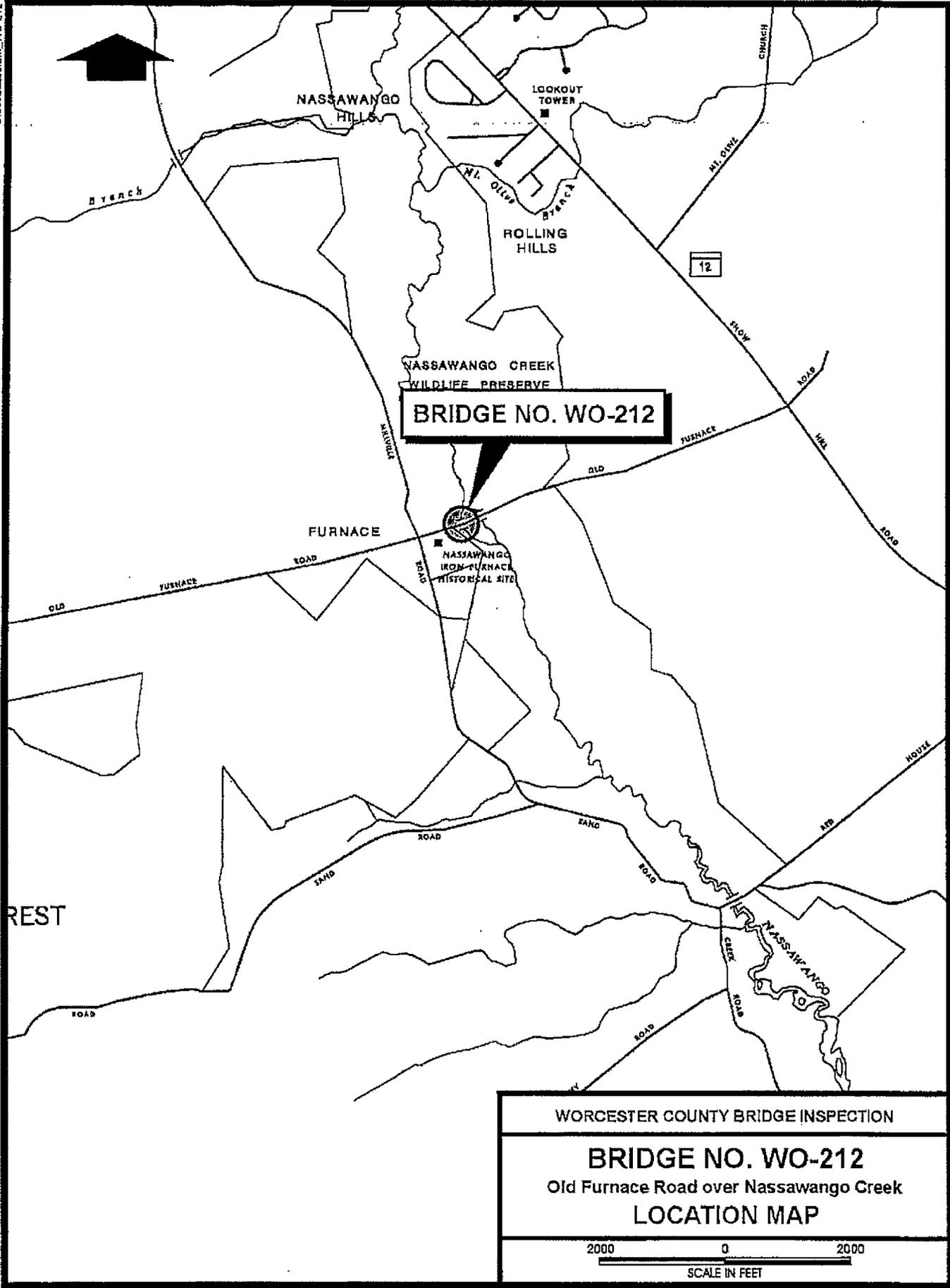


**BRIDGE NO. WO-207**

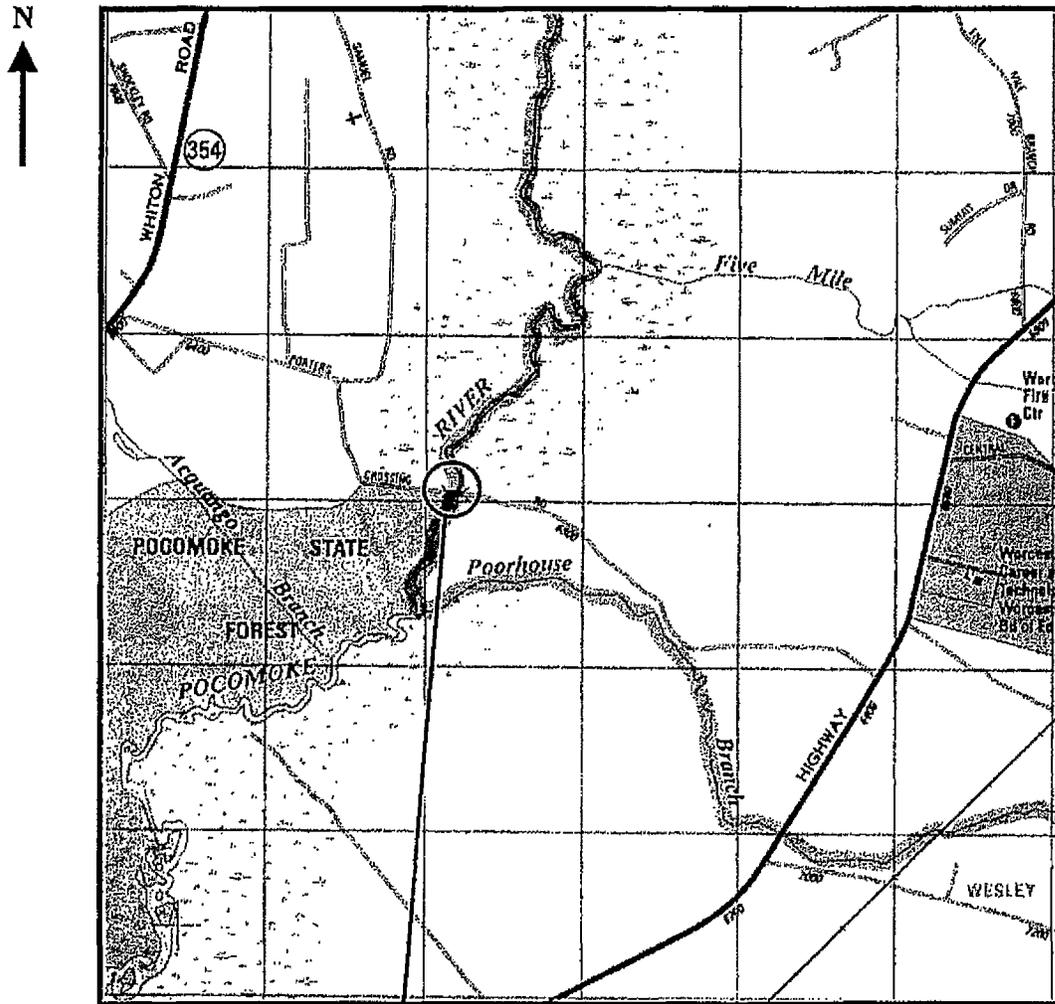
WORCESTER COUNTY BRIDGE INSPECTION

**BRIDGE NO. WO-207**  
Nassawango Road over Nassawango Creek  
**LOCATION MAP**

2000 0 2000  
SCALE IN FEET



2016 WORCESTER COUNTY BRIDGE INSPECTION  
BRIDGE No. WO-0213001 – PORTERS CROSSING ROAD over POCOMOKE  
RIVER

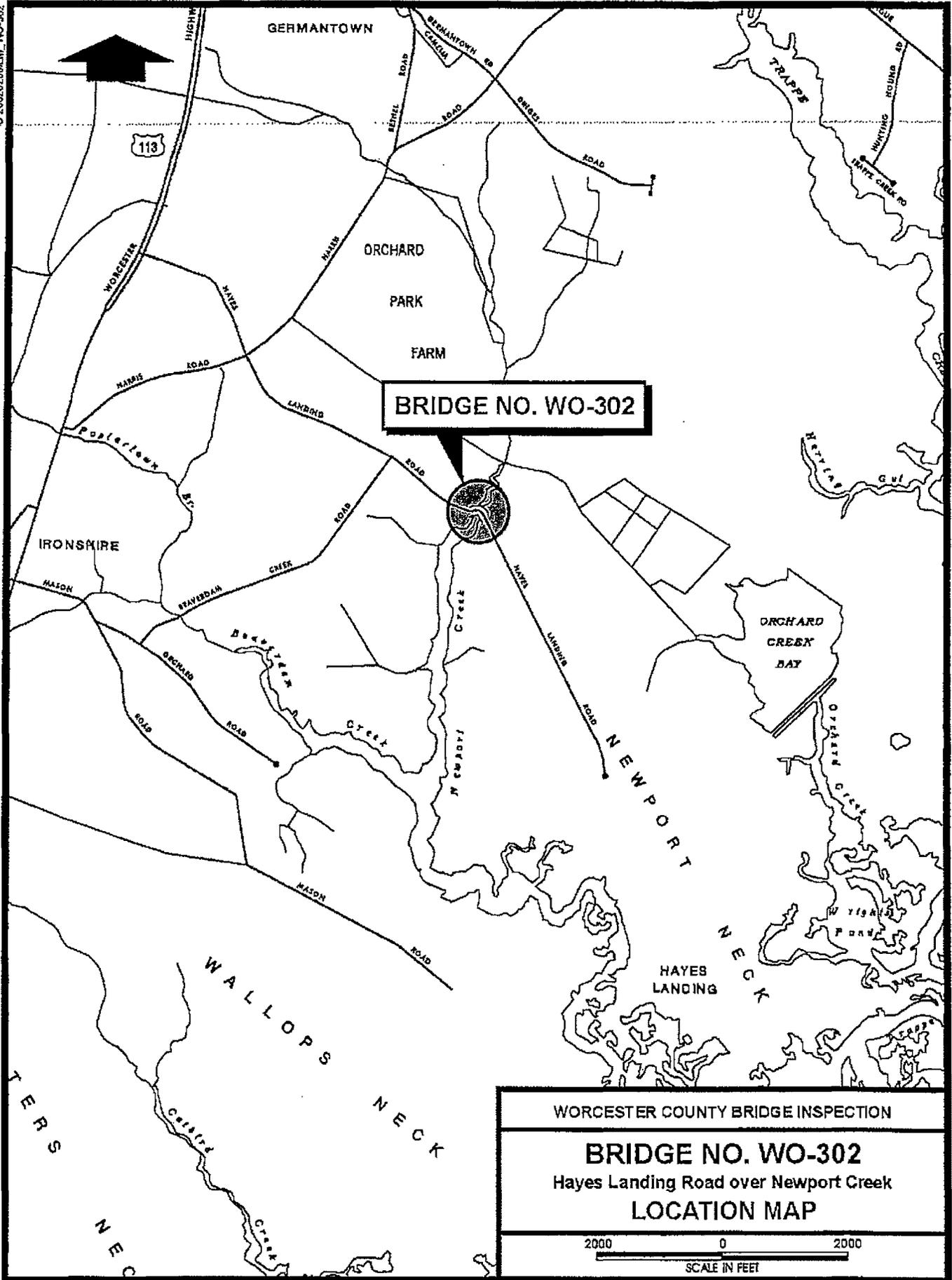


BRIDGE No. WO-0213001  
PORTERS CROSSING ROAD  
over POCOMOKE RIVER

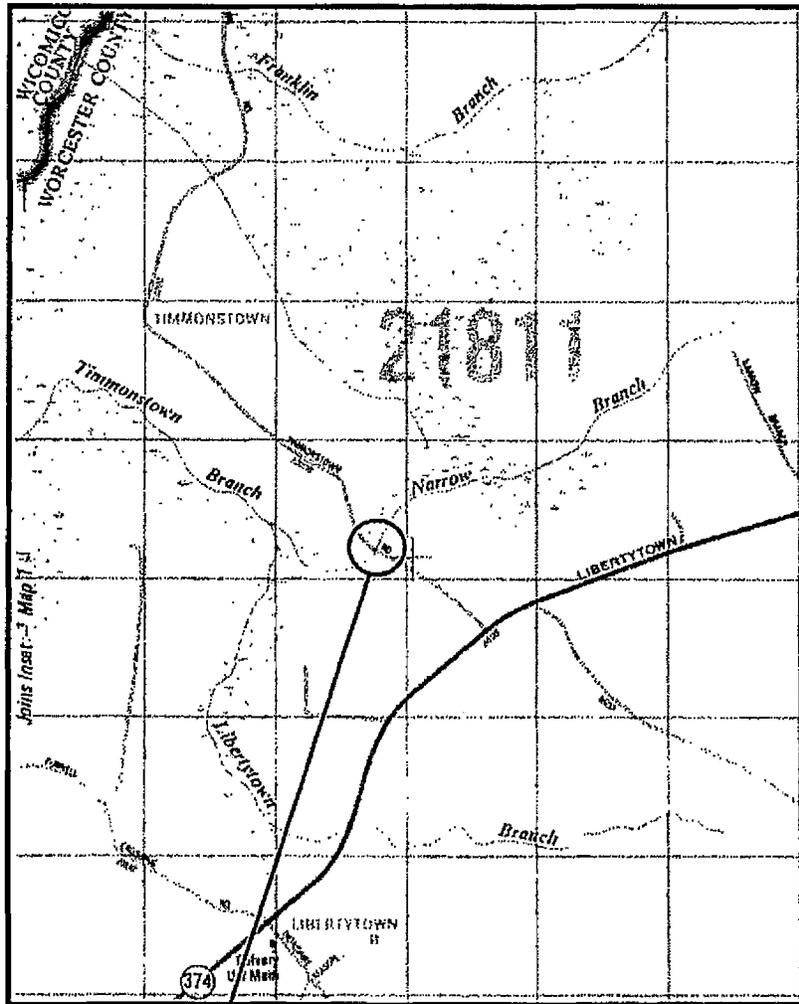
ADC Street Grid Location: 21-C3

**LOCATION MAP**

Map Copyright © Universal Map Group LLC, (800) 829-6277



2016 WORCESTER COUNTY BRIDGE INSPECTION  
BRIDGE No. WO-0308001 – TIMMONTOWN ROAD over NARROW BRANCH



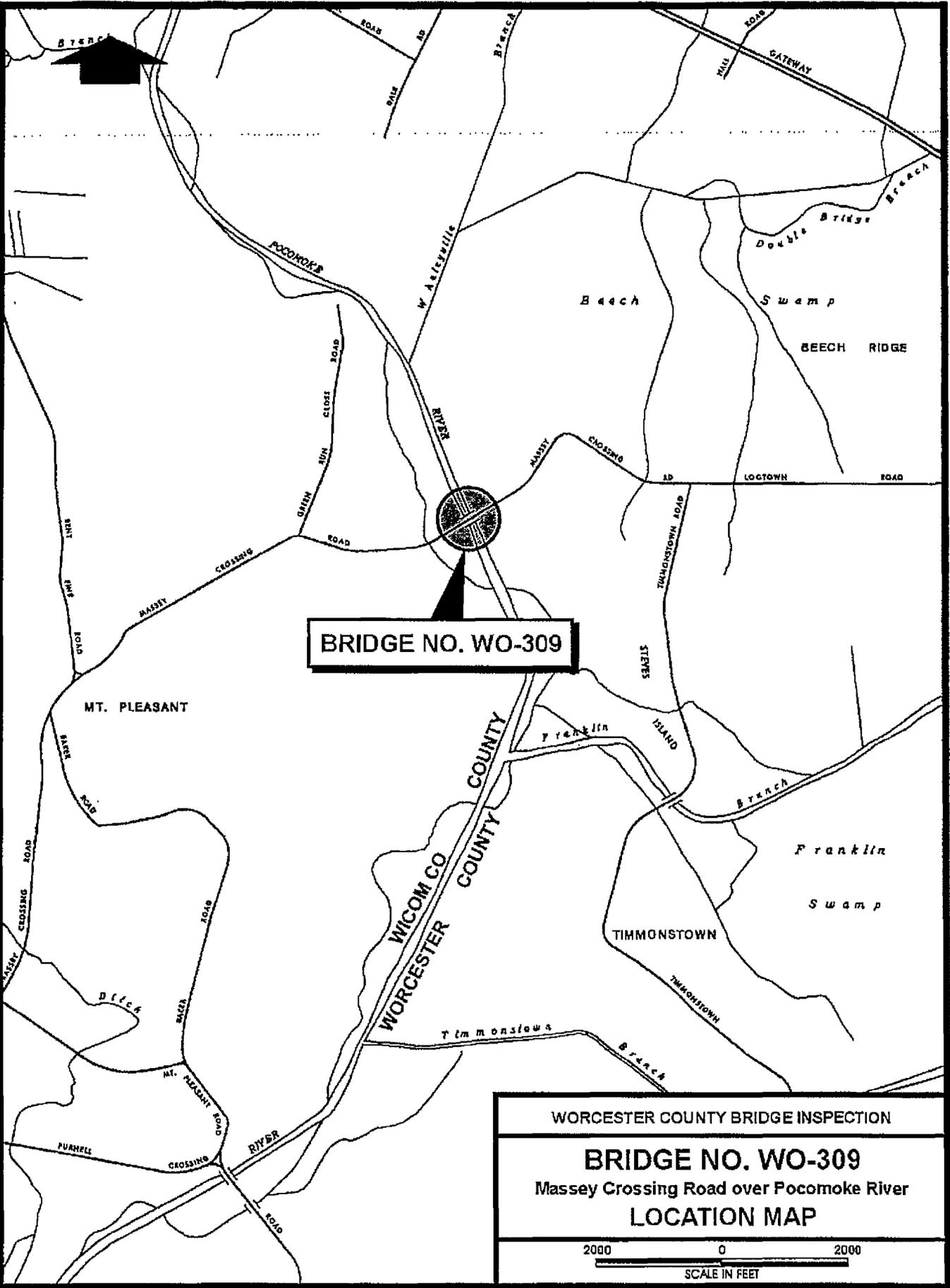
BRIDGE No. WO-0308001  
TIMMONTOWN ROAD  
over NARROW BRANCH

ADC Street Grid Location: 6-C9

## LOCATION MAP

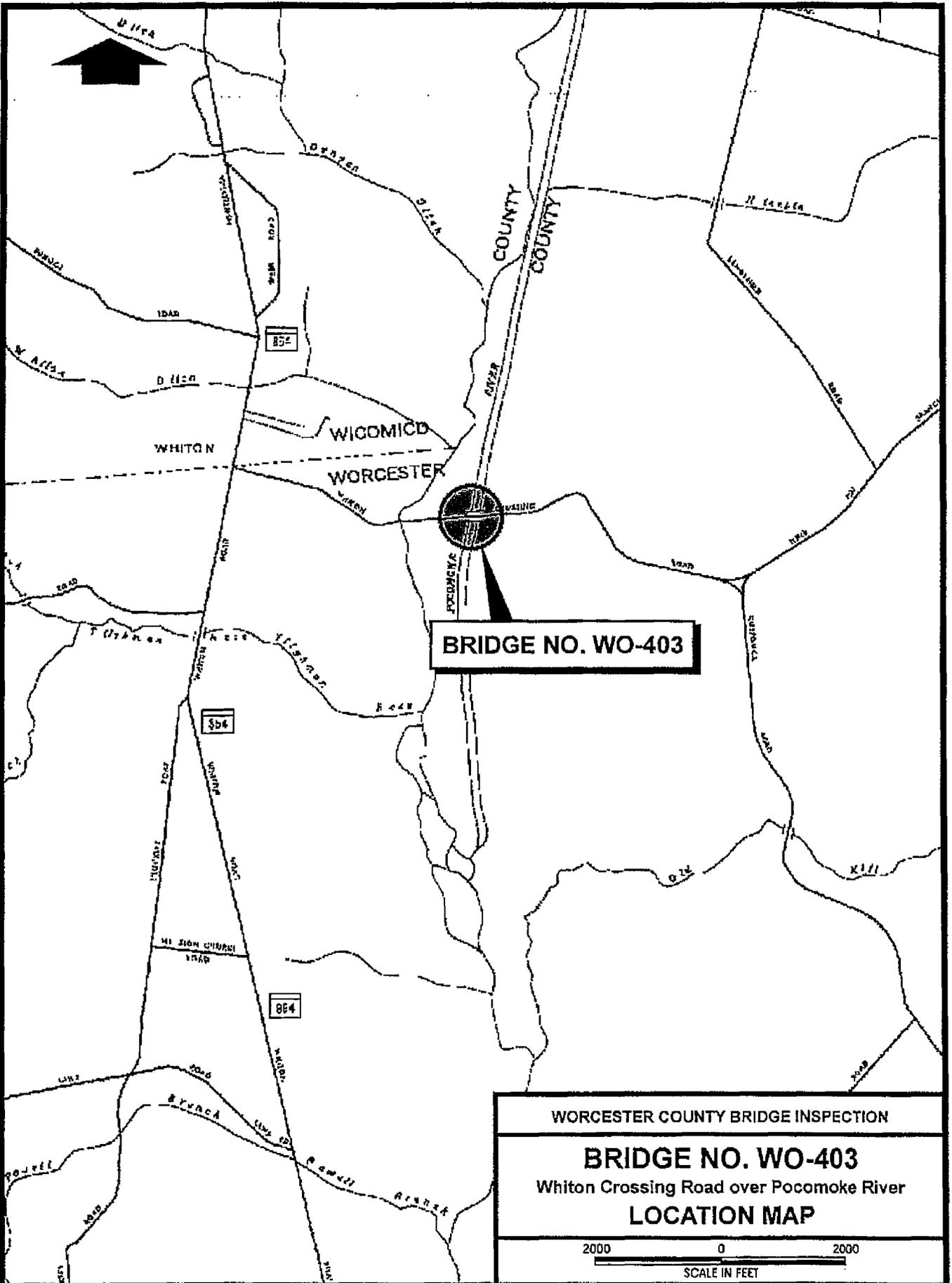
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U20002061M.WO-309



**BRIDGE NO. WO-309**

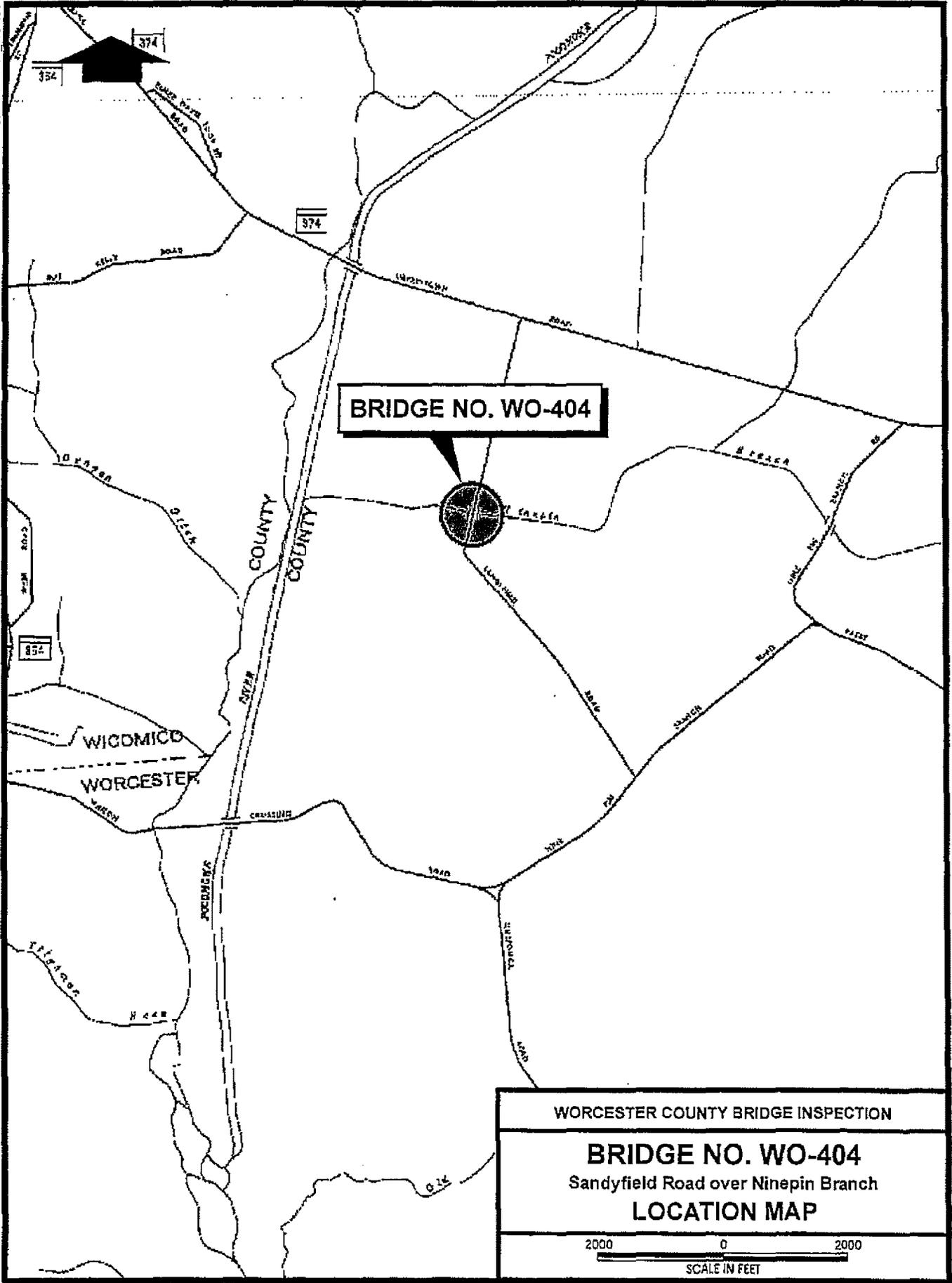
WORCESTER COUNTY BRIDGE INSPECTION		
<b>BRIDGE NO. WO-309</b>		
Massey Crossing Road over Pocomoke River		
<b>LOCATION MAP</b>		
2000	0	2000
SCALE IN FEET		



**BRIDGE NO. WO-403**

WORCESTER COUNTY BRIDGE INSPECTION
<b>BRIDGE NO. WO-403</b>
Whiton Crossing Road over Pocumoke River
<b>LOCATION MAP</b>
<p>2000                      0                      2000</p> <p>SCALE IN FEET</p>

U:\2002\02061.M WO-404



WORCESTER COUNTY BRIDGE INSPECTION

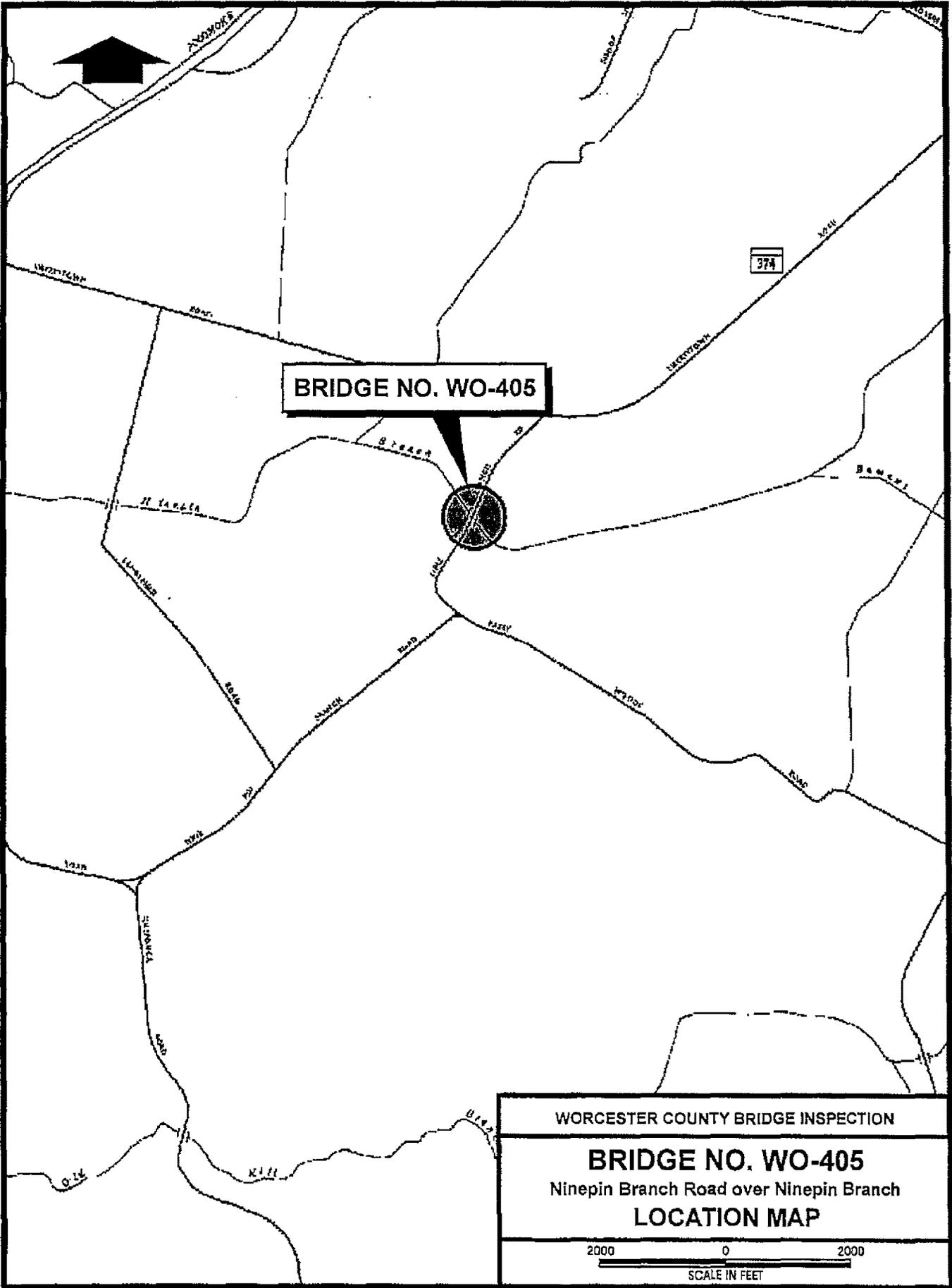
**BRIDGE NO. WO-404**

Sandyfield Road over Ninepin Branch

**LOCATION MAP**

2000 0 2000

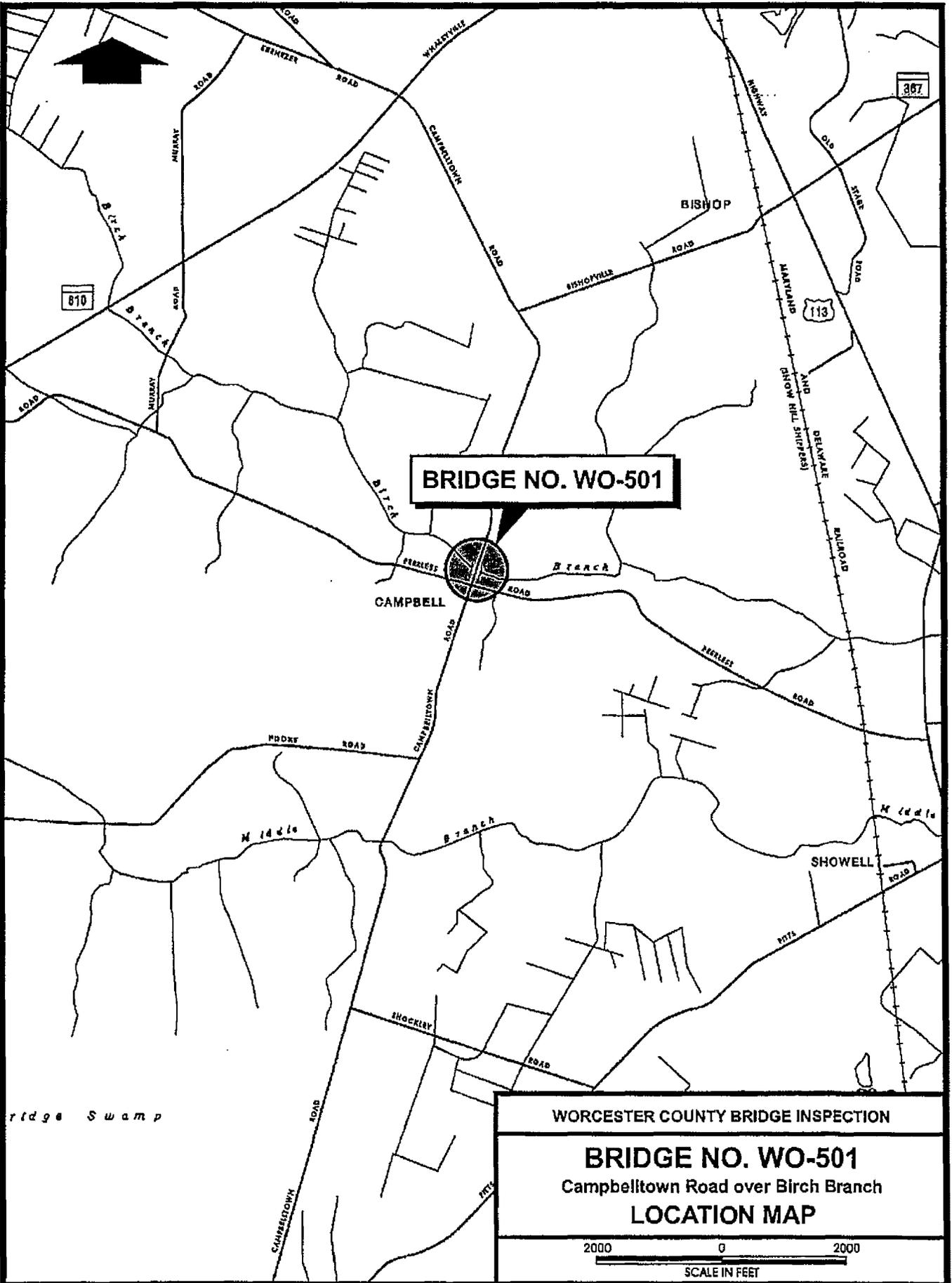
SCALE IN FEET



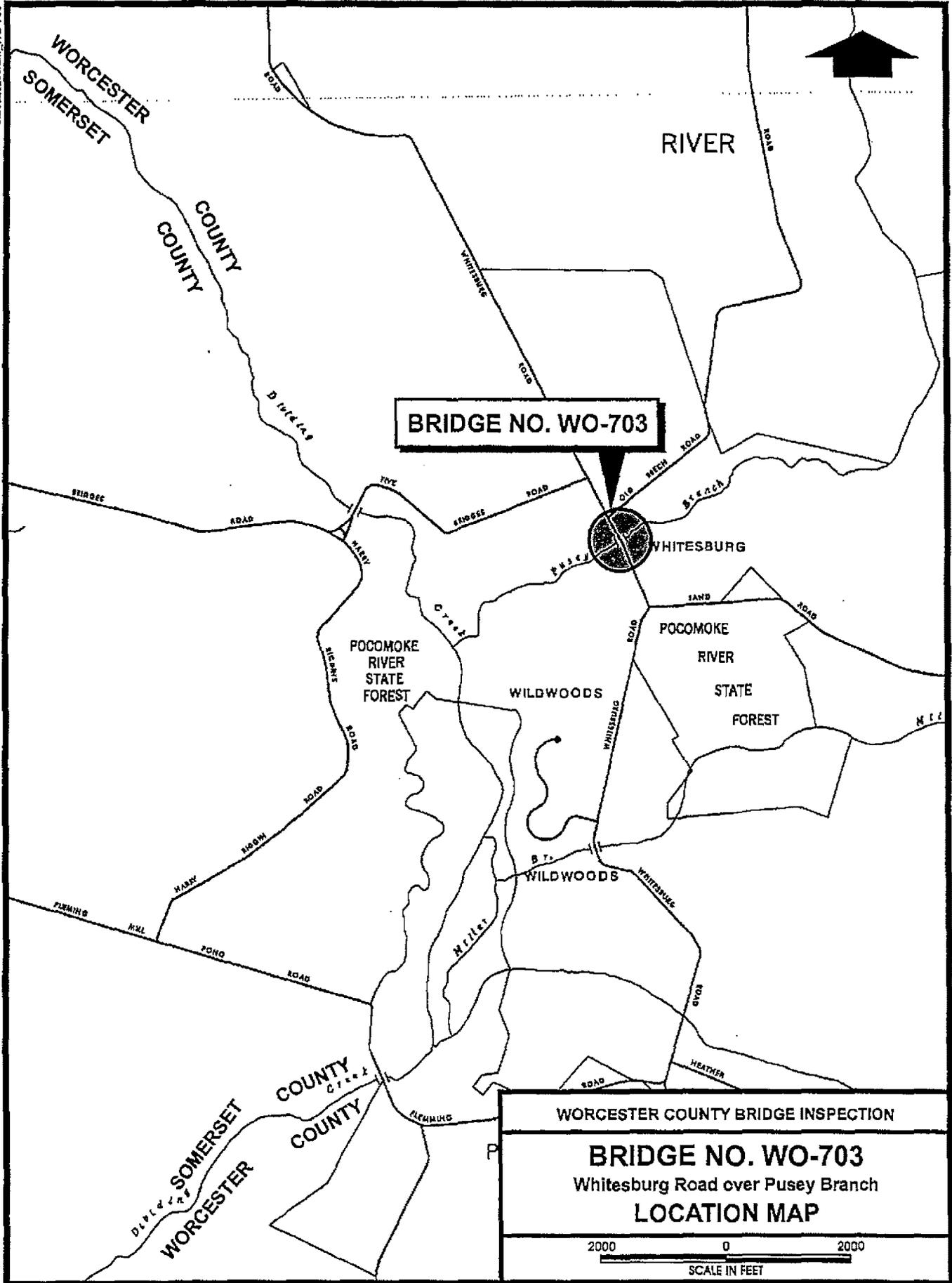
**BRIDGE NO. WO-405**

WORCESTER COUNTY BRIDGE INSPECTION
<b>BRIDGE NO. WO-405</b>
Ninepin Branch Road over Ninepin Branch
<b>LOCATION MAP</b>
2000 0 2000
SCALE IN FEET

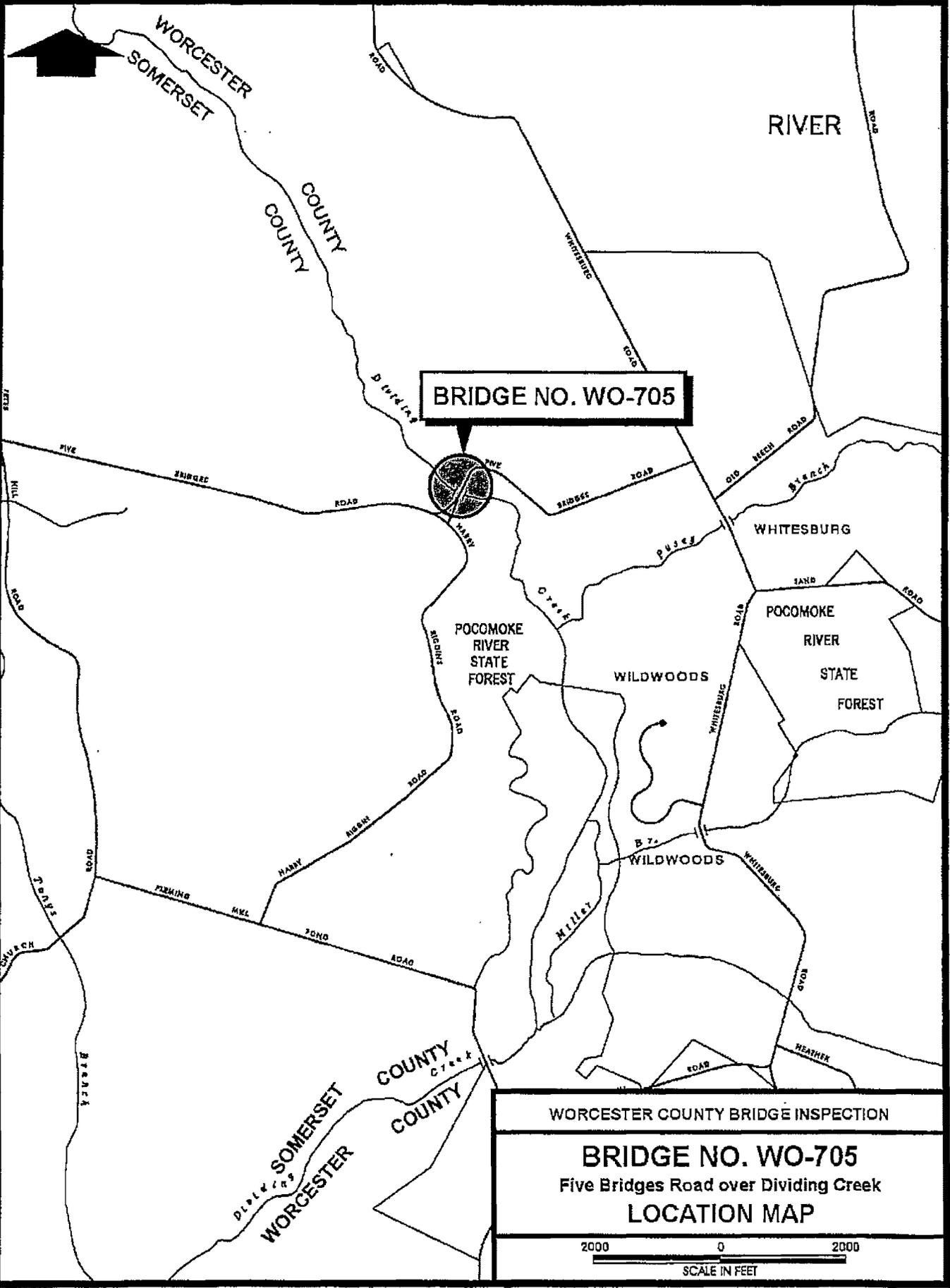
U:\20020206\LM WO-501



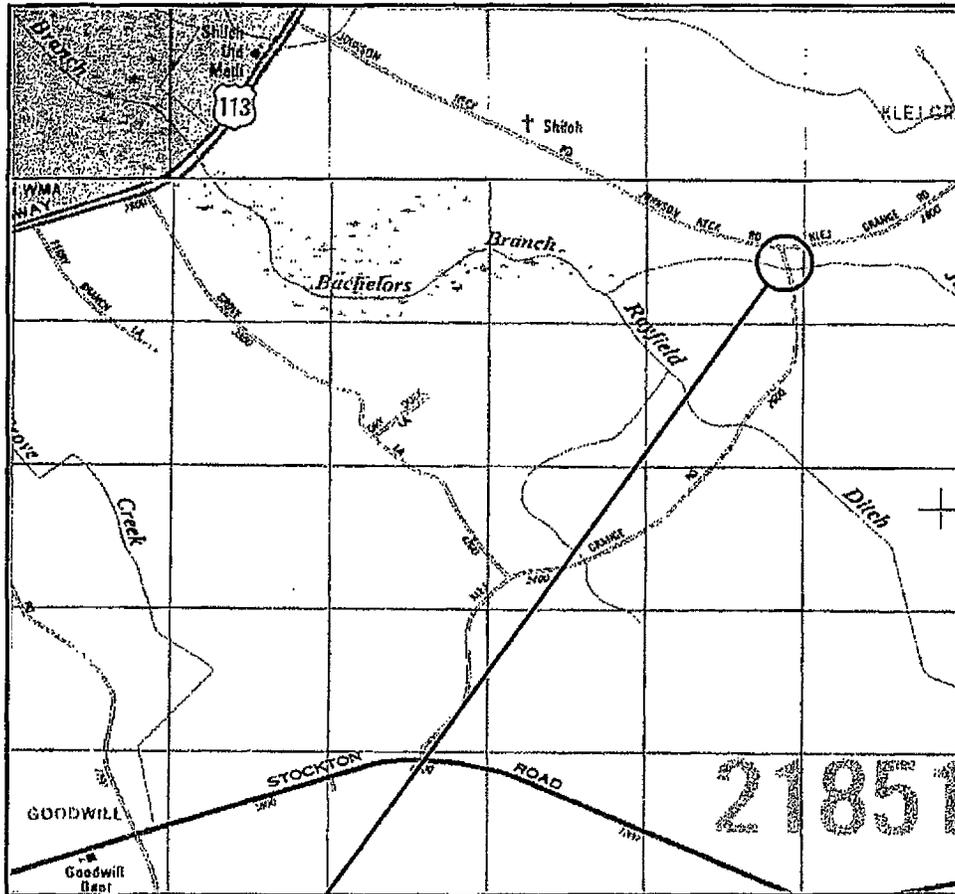
U:\2002\20206\LM\_WO-703



<p>WORCESTER COUNTY BRIDGE INSPECTION</p> <p><b>BRIDGE NO. WO-703</b></p> <p>Whitesburg Road over Pusey Branch</p> <p><b>LOCATION MAP</b></p> <p>2000 0 2000</p> <p>SCALE IN FEET</p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



2016 WORCESTER COUNTY BRIDGE INSPECTION  
BRIDGE No. WO-0804001 – KLEJ GRANGE ROAD over JONES DITCH



BRIDGE No. WO-0804001  
KLEJ GRANGE ROAD over  
JONES DITCH

ADC Street Grid Location: 33-G1

**LOCATION MAP**

Map Copyright © Universal Map Group LLC, (800) 829-6277

## VENDOR LIST:

Bunting and Murray  
32996 Lighthouse Road  
Selbyville, Delaware 19975  
Attn: Jody McClanahan  
Phone No.: 302-436-5144  
Fax No.: 302-436-1753  
E-mail: [jody@buntingandmurray.com](mailto:jody@buntingandmurray.com)

Allan Myers  
440 Twin Oak Drive  
Dover, Delaware 19904  
Attn: Wesley Paxton  
Phone No.: 302-883-3501  
Fax No.: 302-883-3498  
E-Mail: [Wesley.Paxton@allanmyers.com](mailto:Wesley.Paxton@allanmyers.com)

Terra Firma of Delmarva, Inc.  
Post Office Box 478  
Delmar, Delaware 19940  
Attn: Vicki Pusey  
Phone No.: 302-846-3350  
Fax No.: 302-846-3517  
E-mail: [vicki@terrafirmacorp.com](mailto:vicki@terrafirmacorp.com)

Chesapeake Paving and Sealing, Inc.  
2445 North Zion Road  
Salisbury, Maryland 21801  
Attn: Jeff Brown  
Phone No.: 410-742-2330  
Fax No.: 410-749-0466  
E-mail: [chesapeakepaving@verizon.net](mailto:chesapeakepaving@verizon.net)

River Asphalt, L.L.C.  
30548 Thorogood Road  
Dagsboro, Delaware 19939  
Attn: Ryan Taylor  
Phone No.: 302-363-7365  
Fax No.: 302-934-0886  
E-mail: [rtaylor@hkgroup.com](mailto:rtaylor@hkgroup.com)

George & Lynch  
150 Lafferty Lane  
Dover, Delaware 19901  
Attn: Anthony Taddeo / Jeff Norman  
Phone No.: 302-736-3031  
Fax No.: 302-734-9743  
E-mail: [kjones@geolyn.com](mailto:kjones@geolyn.com)  
[ataddeo@geolyn.com](mailto:ataddeo@geolyn.com)

Pavement Corporation  
2255 Pinefield Station Road  
Post Office Box 1498  
Waldorf, Maryland 20604  
Attn: Mark Melvin  
Phone No.: 240-682-9520  
Fax No.: 301-396-5783  
E-mail: [markm@pavementcorp.com](mailto:markm@pavementcorp.com)

American Paving Fabrics  
6910 O' Conner Road  
Hanover, Maryland 21076  
Attn: Shaun McGrath  
Phone No.: 410-379-2209  
Fax No.: 410-796-0272  
E-mail: [Selina@americanpavingfabrics.com](mailto:Selina@americanpavingfabrics.com)

Asphalt Emulsion Industries, LLC  
Post Office Box 38128  
Henrico, Virginia 23231  
Attn: Eugene Cifers  
Phone No.: 804-716-7900  
Fax No.: N/A  
E-mail: [ecifers@asphalt-emulsion.com](mailto:ecifers@asphalt-emulsion.com)

Russell Paving Company  
Post Office Box 186  
Church Creek, MD 21622  
Attn: Monica Russell  
Phone No.: 410-228-8040  
Fax No.: N/A  
E-mail: [russellpavingcompany@gmail.com](mailto:russellpavingcompany@gmail.com)

Asphalt Paving Systems  
555 N. Egg Harbor Road  
Hammonton, New Jersey 08037  
Attn: Walter Percy III  
Phone No.: 609-561-4161  
Fax No.: 609-567-2824  
E-mail: [wpercyiii@ashpaltpavingsystems.com](mailto:wpercyiii@ashpaltpavingsystems.com)

Richard Lynch & Sons LLC  
5622 Snow Hill Road  
Snow Hill, Maryland 21863  
Attn: Larry Lynch  
Phone No.: 410-632-1454  
Fax No.: N/A  
E-mail: [bmerritt@yahoo.com](mailto:bmerritt@yahoo.com)

Driveway Maintenance LLC  
518 North Willey Street  
Seaford, Delaware 19973  
Attn: Richie Hawkins  
Phone No.: 302-628-3436  
Fax No.: N/A  
E-mail: [richie@paveyourdriveway.com](mailto:richie@paveyourdriveway.com)

Moore Seal, Inc.  
204 Morris Road  
Townsend, Delaware 19734  
Attn: Jennifer Foraker  
Phone No.: 302-653-7325  
Fax No.: 302-659-1246  
E-mail: [jennifer@mooreseal.com](mailto:jennifer@mooreseal.com)



11

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

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: 410-632-3000

FLEET  
MANAGEMENT  
TEL: 410-632-5675  
FAX: 410-632-1753

WATER AND  
WASTEWATER  
TEL: 410-641-5251  
FAX: 410-641-5185

MEMORANDUM

**TO:** Harold L. Higgins, Chief Administrative Officer  
**FROM:** John H. Tustin, P.E., Director *JHT*  
**DATE:** February 13, 2018  
**SUBJECT:** Worcester County Courthouse Jury Assembly Restroom Renovations

The Worcester County Circuit Court has requested renovation of the two (2) Courthouse basement restrooms, Men's & Women's, which serve the Jury Assembly Room. The request was based on the existing restrooms having insufficient capacity and lack of ADA compliance. Becker Morgan Group was hired to provide an initial conceptual design and to complete the final construction documents.

Attached for your review and approval are the architectural plans and bid specifications for renovating the Jury Assembly restrooms. Also included is the Notice to Bidders, Bid Form and Bidders List.

Funding for this project is available from Unassigned Funds.

If you have any questions, please feel free to contact me.

Attachments

cc: Kenneth J. Whited, Maintenance Superintendent

# DRAFT

## NOTICE TO BIDDERS

### **Courthouse Jury Assembly Restroom Renovation Project Worcester County, Maryland**

The County Commissioners of Worcester County, Maryland are currently accepting sealed bids for the renovation of two (2) public restrooms located in the Worcester County Courthouse so located at One West Market Street, Snow Hill, MD 21863. Bid specification packages and bid forms are available at the Office of the County Commissioners, Worcester County Government Center – Room 1103, Snow Hill, MD 21863. Interested bidders are encouraged to attend a **pre-bid meeting to be held on Tuesday, March 13, 2018 at 10:00 am**, at the Worcester County Courthouse as listed above. The Pre Bid Meeting agenda will include discussion of the project scope, the Bid Documents, and Bidder's questions will be received for comment. Bidder's requests for information (RFI's) to prepare a bid, will be accepted until 04:00 pm EST on Friday March 30, 2018. All RFI's shall be transmitted electronically via email to Kenneth J. Whited as listed below. Responses to RFI's will be provided electronically by the County and only those responses will be binding unless stated otherwise. **Sealed bids will be accepted until 1:00 pm EST, Monday, March 26, 2018** in the Office of the County Commissioners, Room 1103 - Worcester County Government Center, One West Market Street, Snow Hill, Maryland 21863, at which time they will be opened and publicly read aloud. Sealed Bid envelopes shall be marked "**Bid for Courthouse Jury Assembly Restroom Renovation Project**" in the lower left-hand corner. No bidder may withdraw his bid within ninety (90) days after the actual date of opening thereof. After opening, bids will be forwarded to the Worcester County Department of Public Works for tabulation, review and recommendation to the County Commissioners for their consideration at a future meeting. In awarding the bid, the Commissioners reserve the right to reject any and all bids, waive formalities, informalities and technicalities therein, and to take whatever bid they determine to be in the best interest of the County considering lowest or best bid, quality of goods and work, time of delivery or completion, responsibility of bidders being considered, previous experience of bidders with County contracts, or any other factors they deem appropriate. All inquiries shall be directed to Kenneth J. Whited at (410) 632-3766 or via email electronically to [kenwhited@co.worcester.md.us](mailto:kenwhited@co.worcester.md.us). Email correspondence is encouraged and will be binding.

## INSTRUCTIONS TO BIDDERS

### 1. BIDS

Bids should be submitted in sealed envelopes clearly marked in the lower left-hand corner "**Bid for Courthouse Jury Assembly Restroom Renovation Project**"

### 2. LATE BIDS

Bids should be mailed or hand carried to be received in the Office of the County Commissioners by or before **1:00 pm EST Monday, March 26, 2018**. Bids received after the appointed time will not be considered.

### 3. TAXES

- A. The County is **NOT** exempt from federal and state taxes on this project. Your prices should reflect included taxes.
- B. To clarify the County's tax status, the County is exempt from all Federal and States taxes for direct purchase of supplies and materials. However, the County's tax exemption does not extend to the bidder for supplies and materials, which bidder must purchase to complete the job. Therefore, bidders' prices should reflect the inclusion of Federal and State taxes on purchased supplies and materials for this project.

### 4. PRE-BID INSPECTION

A pre-bid inspection will be held at **1:00 pm EST on Tuesday March 13, 2018** at the Worcester County Courthouse located at One W. Market Street, Snow Hill, Maryland. At such time, the project scope, phasing, duration, work hours, logistics and Bid Documents will be discussed in depth to provide Bidders the necessary information so they may assemble a comprehensive bid package. Further inquiries will be directed to Ken Whited, during normal work days between the hours of 7:30 a.m. and 4:00 p.m. at (410) 632-3766 or email electronically to [kenwhited@co.worcester.md.us](mailto:kenwhited@co.worcester.md.us).

### 5. SCOPE OF WORK

- Perform demolition of two (2) existing restrooms and one (1) janitor's closet and construct two (2) new restrooms and janitor's closet to replace the existing in accordance of the Becker Morgan Group architectural plans and specifications dated 10/31/2017 and the bid specifications provided herein.
- Work Included:
  - .1 Contractor shall provide all supervision, labor, materials, tools, safety and equipment to renovate the existing Courthouse restrooms and janitorial closet as described in the Bid Documents to the satisfaction of the County, governing inspection agencies and manufacturer. All required testing and inspection shall be the responsibility of the Contractor.

- .2 Contractor shall notify the County in writing of any potential conflicts observed with performance of the work.
- .3 Contractor shall provide daily clean-up and removal off-site of all trash and debris generated by the work.
- .4 Contractor shall be required to locate stored materials in an area(s) designated by the County. Contractor further acknowledges the need to store some of the product off site. This may be at the Contractor's facilities or at the manufacturer's factory warehouse and if the Contractor is invoicing for stored materials, then the Contractor shall provide insurance and photographic documentation for the stored materials.
- .5 Contractor shall provide all vertical hoisting and horizontal transportation required by this scope.
- .6 Contractor to provide protective barriers, barricades, fire and dust control devices as required to protect the staff and patrons of the building from any harm arising from performance of the work.
- .7 Contractor shall repair at its own expense any and all damage associated with the performance of this work.
- .8 Contractor shall provide a comprehensive project schedule to the Owner or Owner's representative at the Pre-Construction Meeting. Contractor shall be required to mobilize and demobilize as required to adhere to the ever-changing court system's docket and the project work schedule as supplied by the Contractor at the Pre-Construction Meeting.
- .9 Contractor will be required to coordinate all after hours, weekend and holiday work with the Owner's project representative and the Worcester County Sheriff's Office so that temporary security is provided by the Worcester County Sheriff's Office during the performance of the project work.
- .10 Contractor's workforce will be required to wear clothing that displays the company for which they are employed. Contractor's foreman will be required to wear a County-issued badge that is programmed for door access.
- .11 Contractor to provide all compressed air, water connections, temporary heat, sanitary facilities, trash containers to include dumpsters, signage, fees, permits, coordination of all subcontracted trades as may be required to complete the work in its entirety.
- .12 Contractor to provide equipment start up and Owner training.
- .13 Contractor to provide a list of all subcontractors who will be employed by the Contractor to complete the work. The subcontractor list shall be provided on Bidder's company letterhead and the list shall accompany the Bid Form.

6. **SPECIFICATIONS**

- a. The Contractor or Manufacturer shall certify that all materials intended to be used in the work are new and compatible for their intended end use.
- b. Contractor shall provide all warranties and guarantees as applicable by the manufacturer.
- c. The supplied products shall be installed only by a qualified contraction firm, which has been installing the specified product for not less than 5 years and is approved (licensed where applicable) by the material/equipment manufacturer.
- d. All material/equipment selections, installation methods and fastening systems shall meet the requirements as specified on the project drawings and all applicable codes by the agency having jurisdiction for the work.
- e. Bidders/Contractors shall furnish a Performance and Labor and Materials Payment Bond covering the faithful performance of the Contract and the payment of all obligations arising thereunder and complying with the requirements of Maryland law. Both bonds shall be in the amount of one hundred percent (100%) of the Contract amount and shall name the County Commissioners of Worcester County Maryland as obligee. Firms issuing bonds must be licensed to write bonds in the State of Maryland. The Contractor shall pay premiums for required bonds. Obtaining of bonds by Contractor shall be a condition precedent to effectuation of the Contract between the Owner and the Contractor. If additional work is authorized, the amounts of the bonds shall be increased to cover the value of the increased Contract sum. All bonds shall conform to the requirements of the Maryland Little Miller Act. The Bidders total price to perform this contract shall include all costs for the bonds.
- f. Bidders/Contractors shall submit 3 sets of product submittals and samples to the County no later than ten (10) days after award of contract or issuance of Letter to Proceed. Products shall not be ordered until the Contractor receives an approved product submittal from the Owner or Owner's designated representative.

7. **PRODUCTS**

All product specifications are provided in the Becker Morgan Group plan sheets and shall be the basis for the Base Bid price. If the Bidder determines that a substitute product is equal or better than the specified product(s) then the Bidder shall submit the alternate product on a separate company cover letter to accompany the Bid Form for the County's consideration. The Bidder shall identify the product as an add or deduct alternate to the Base Bid price. The County shall reserve the right to accept or reject any alternate proposed.

# BID FORM

## County Commissioners of Worcester County Maryland "Courthouse Jury Assembly Restroom Renovation Project"

We the undersigned have received all of the Bid Documents, Addenda and reviewed the referenced work site as related to this project and fully understand the documents and requirements in their entirety.

**BASE BID TOTAL COST:** \$ \_\_\_\_\_, \_\_\_\_\_ .00

**INFORMATIONAL PRICING:** Bidder shall provide, under separate cover letter, Time and Material rates for work that may be discovered and considered as "Extra Work" that was not listed or shown in the Bid plans and specifications. The Bidder shall attach the applicable trade rate sheet(s) to this Bid Form.

### BID MUST BE SIGNED TO BE CONSIDERED

Date: \_\_\_\_ / \_\_\_\_ / 2018

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

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_ (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_

## BIDDERS

K.B. Coldiron, Inc.  
36546 DuPont Boulevard  
Selbyville, DE 19975  
Phone: 302-436-2611  
Fax: 302-436-4260  
Email: [nancy@kbcoldiron.com](mailto:nancy@kbcoldiron.com)

Bunting Construction  
32996 Lighthouse Road  
Selbyville, DE 19975  
Phone: 302-436-5124  
Fax: 302-436-4668  
Email: [daniel@buntingconstruction.com](mailto:daniel@buntingconstruction.com)

Harkins Contracting, Inc.  
31400 Winter Place Parkway, Ste 400  
Salisbury, MD 21804  
Phone: 410-749-3300  
Fax: 410-749-2150  
Email: [info@harkinscontracting.com](mailto:info@harkinscontracting.com)

Gillis Gilkerson  
Post Office Box 282  
Salisbury, MD 21803  
Phone: 410-749-4821  
Fax: 410-749-7934  
Email: [dmiller@gillisgilkerson.com](mailto:dmiller@gillisgilkerson.com)

Hazard Construction  
12441 West Torquay Road  
Ocean City, MD 21842  
Phone: 410-213-2090  
Fax: N/A  
Email: [mbhazard@comcast.net](mailto:mbhazard@comcast.net)

Evans Builders  
706 Naylor Mill Road  
Salisbury, MD 21801  
Phone: 410-749-4600  
Fax: 410-749-1703  
Email: [lancee@evansbuilders.com](mailto:lancee@evansbuilders.com)

BBCS, Inc, Beauchamp Construction  
900 Clarke Avenue  
Post Office Box 389  
Pocomoke City, MD 21851  
Phone: 410-957-1100  
Fax: 410-957-3030  
Email: [john@bbcs.net](mailto:john@bbcs.net)

All States Construction  
11935 Hammer Road  
Bishopville, MD 21813  
Phone: 410-352-9800  
Fax: 410-352-3839  
Email: [allstatesconst@allstatesconst.com](mailto:allstatesconst@allstatesconst.com)

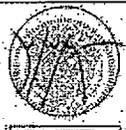
The Whiting Turner –Turner Contracting Company  
100 West Main Street  
Salisbury, MD 21801  
Phone: 410-677-3253  
Email: [scott.saxman@whiting-turner.com](mailto:scott.saxman@whiting-turner.com)





**BECKER MEGAWATT**  
**ARCHITECTURE ENGINEERING**  
 304 E. Chestnut Ave.  
 Worcester, MA 01602  
 Tel: 508-853-1100  
 Fax: 508-853-1101  
 www.beckermegawatt.com

**ALLEN & SHAWK ENGINEERING, LLC**  
 110 WESTON PLAZA  
 WORCESTER, MA 01602  
 TEL: 508-853-1100  
 FAX: 508-853-1101  
 www.allenshaw.com



**WORCESTER COUNTY COURTHOUSE**

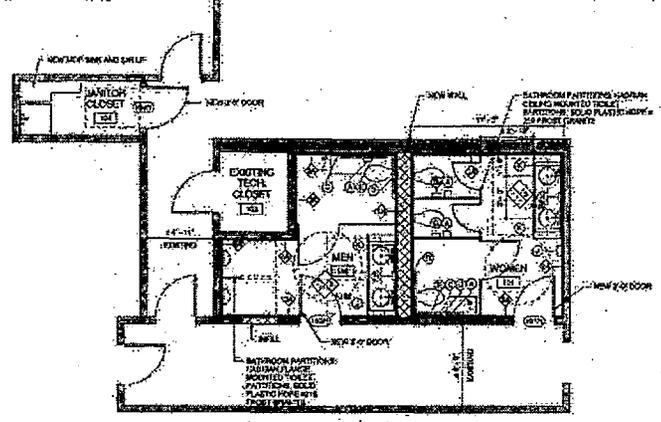
ONE WEST MAIN STREET, WORCESTER, MA 01602

ISSUED FOR BIDDING & PERMITS ONLY  
 10/2017

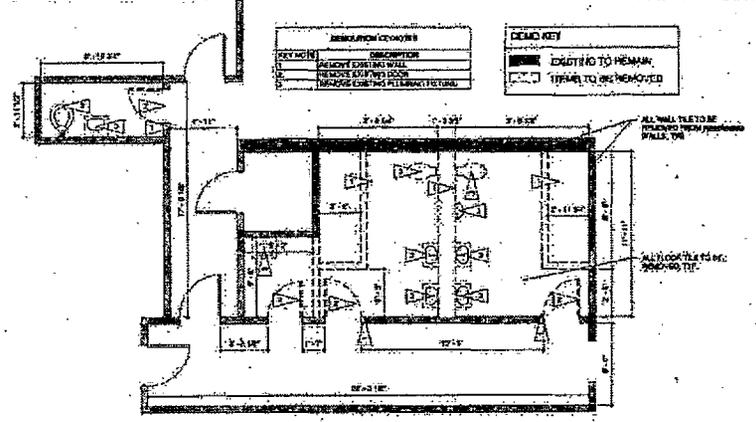
**BASEMENT FLOOR PLAN**

NO.	DATE	DESCRIPTION
1	10/18/17	ISSUED FOR BIDDING & PERMITS ONLY

**A101**  
Continued on next page



**2** BASEMENT FLOOR PLAN - NEW WORK  
 SCALE: 1/4" = 1'-0"



**1** BASEMENT FLOOR PLAN - EXISTING & DEMO  
 SCALE: 1/4" = 1'-0"

**DEMOLITION NOTES**

- 1.1 CONFIRMATION IS TO VERIFY ALL EXISTING CONDITIONS WITH THE DESIGNER. ANY WORK ORDERED ARE TO BE INCLUDED TO THE LIST OF THE WORK ORDER FOR TO DEMOLISH.
- 2.1 PHOTO RECORD TO BE TAKEN PRIOR TO REMOVAL OF ANY STRUCTURAL ITEMS TO INCLUDE THE QUANTITY & STRONG OF THE ITEMS TO BE REMOVED.
- 3.1 ALL EXISTING WORK TO REMAIN SHALL BE PROTECTED FROM DEMOLITION OPERATIONS.
- 4.1 ANY DAMAGE TO ELECTRICAL SYSTEMS AND/OR MECHANICAL AND SCHEDULES FOR DEMOLITION ARE TO BE REPAIR OR REPLACE AS NECESSARY.
- 5.1 DEMOLITION OF CEILING TO BE DEMOLISHED TO BE REPAIRED WITH NEW WORK.
- 6.1 ALL WALL TILE TO BE DEMOLISHED FROM REMOVAL SHALL LEAVE FLOOR TILE TO BE REPAIRABLE.

**TOILET ACCESSORY SCHEDULE**

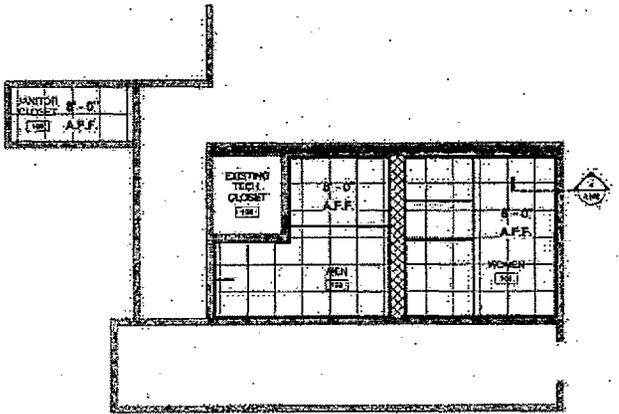
NO.	ACCESSORY DESCRIPTION	MANUFACTURER	UNIT PRICE	QTY
1	1/2" NIPPLE TOILET TRAP/FLUSH VALVE	BRAND: American Standard, Inc. BY OWNER		1
2	1/2" NIPPLE TOILET TRAP/FLUSH VALVE	BRAND: American Standard, Inc. BY OWNER		1
3	1/2" NIPPLE TOILET TRAP/FLUSH VALVE	BRAND: American Standard, Inc. BY OWNER		1
4	1/2" NIPPLE TOILET TRAP/FLUSH VALVE	BRAND: American Standard, Inc. BY OWNER		1
5	1/2" NIPPLE TOILET TRAP/FLUSH VALVE	BRAND: American Standard, Inc. BY OWNER		1
6	1/2" NIPPLE TOILET TRAP/FLUSH VALVE	BRAND: American Standard, Inc. BY OWNER		1
7	1/2" NIPPLE TOILET TRAP/FLUSH VALVE	BRAND: American Standard, Inc. BY OWNER		1
8	1/2" NIPPLE TOILET TRAP/FLUSH VALVE	BRAND: American Standard, Inc. BY OWNER		1

**DOOR SCHEDULE**

NO.	DOOR	TYPE	FIN.	GLASS	LOCK	SW.	HT.	WT.	FIN.	HT.	WT.	COMMENTS
1	1/2" NIPPLE TOILET TRAP/FLUSH VALVE	...	...	...	...	...	...	...	...	...	...	NO PREVIOUS DOOR SCHEDULE TO BE REPEATED BY OWNER
2	1/2" NIPPLE TOILET TRAP/FLUSH VALVE	...	...	...	...	...	...	...	...	...	...	NO PREVIOUS DOOR SCHEDULE TO BE REPEATED BY OWNER

**DOOR ACCESSORY SCHEDULE**

NO.	ACCESSORY DESCRIPTION	MANUFACTURER	UNIT PRICE	QTY
1	1/2" NIPPLE TOILET TRAP/FLUSH VALVE	...	...	...
2	1/2" NIPPLE TOILET TRAP/FLUSH VALVE	...	...	...



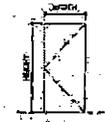
**3** BASEMENT FLOOR PLAN - RCP  
 SCALE: 1/4" = 1'-0"

**CEILING LEGEND**

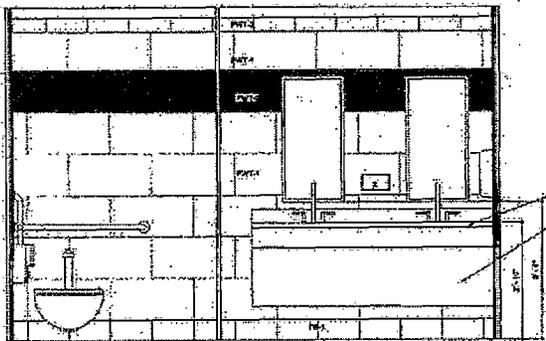
GRID CELLS  
 1/2" x 1/2" (12" x 12")  
 1/2" x 1/2" (12" x 12")  
 1/2" x 1/2" (12" x 12")

**CEILING NOTES**

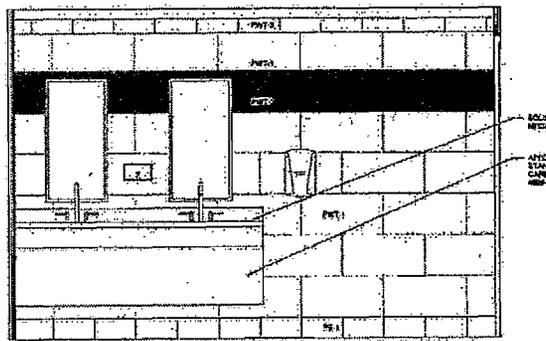
1.1 SEE RCP SCHEDULE FOR ALL TYPES.  
 1.2 MECHANICAL PENETRATIONS AND ELECTRICAL PENETRATIONS ARE TO BE REPAIRED WITH NEW WORK.  
 1.3 ALL ELECTRICAL PENETRATIONS FOR VENT FANS, ETC. ARE TO BE REPAIRED WITH NEW WORK.  
 1.4 ALL ELECTRICAL PENETRATIONS FOR VENT FANS, ETC. ARE TO BE REPAIRED WITH NEW WORK.  
 1.5 ALL ELECTRICAL PENETRATIONS FOR VENT FANS, ETC. ARE TO BE REPAIRED WITH NEW WORK.



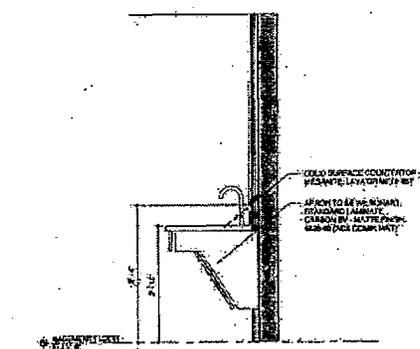
6



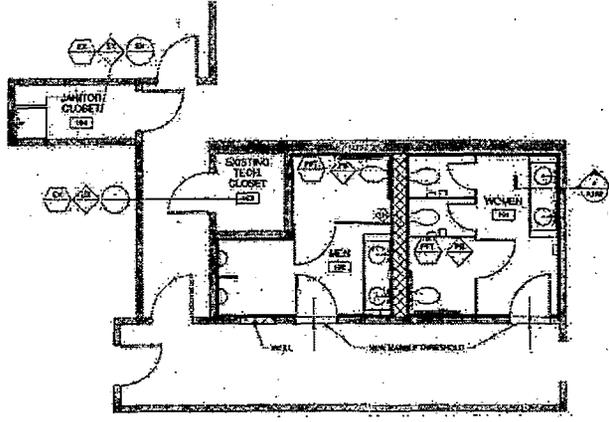
2 MEN'S 102 - EAST  
SCALE: 1/4" = 1'-0"



3 WOMEN'S 101 - EAST  
SCALE: 3/8" = 1'-0"



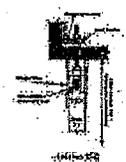
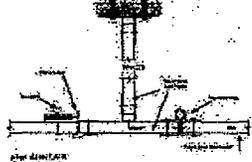
4 TYPICAL DETAIL AT BATHROOM VANITY  
SCALE: 3/8" = 1'-0"



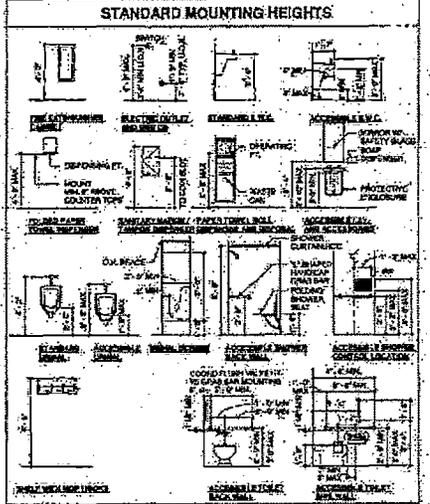
1 BASEMENT FINISH FLOOR PLAN - NEW WORK  
SCALE: 3/8" = 1'-0"

FLOOR	FINISH SCHEDULE													
	NO.	SYMBOL	DESCRIPTION	UNIT	QTY	DATE	BY	REVISION	DATE	BY	REVISION	DATE	BY	REVISION
BASEMENT FLOOR	001	W/175	WALL FINISH - WHITE	SQ. FT.	1000									
	002	W/175	WALL FINISH - WHITE	SQ. FT.	1000									
	003	W/175	WALL FINISH - WHITE	SQ. FT.	1000									
	004	W/175	WALL FINISH - WHITE	SQ. FT.	1000									

NO.	SYMBOL	DESCRIPTION	UNIT	QTY	DATE	BY	REVISION	DATE	BY	REVISION	DATE	BY	REVISION
001	W/175	WALL FINISH - WHITE	SQ. FT.	1000									
002	W/175	WALL FINISH - WHITE	SQ. FT.	1000									
003	W/175	WALL FINISH - WHITE	SQ. FT.	1000									
004	W/175	WALL FINISH - WHITE	SQ. FT.	1000									



NOTE: 1. LATCH PLASTER UNITS TO BOTTOM CHORD OF BRACING STEEL.



**BUCKER MORGAN**  
ARCHITECTURE  
ENGINEERING  
INCORPORATED  
100 WEST MAIN STREET  
WORCESTER, MASSACHUSETTS 01602  
PHONE: 754-1100  
FAX: 754-1101

ALLEN W. HANCOCK ENGINEERING, LLC  
100 WEST MAIN STREET  
WORCESTER, MASSACHUSETTS 01602  
PHONE: 754-1100  
FAX: 754-1101



WORCESTER COUNTY COURTHOUSE  
ONE WEST MAIN STREET  
WORCESTER, MASSACHUSETTS 01602  
ISSUED FOR BIDDING & PERMITS ONLY  
100117

BASEMENT FINISH FLOOR PLAN & FINISH SCHEDULE & INTERIOR ELEVATIONS & DETAILS

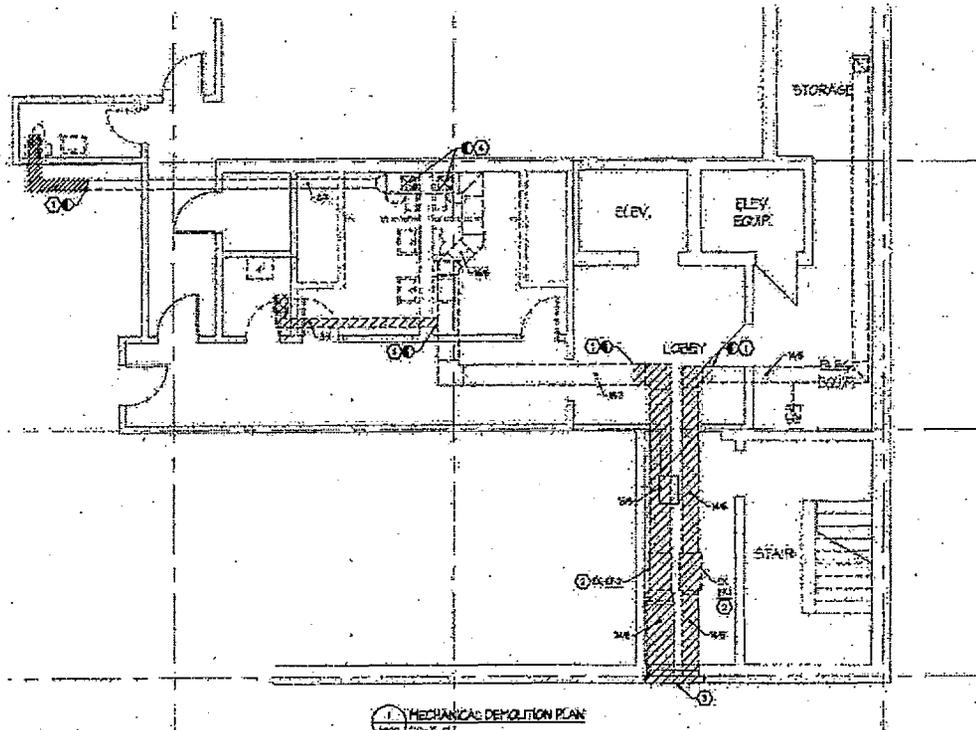
NO.	DATE	DESCRIPTION
1	10/15/17	ISSUED FOR BIDDING & PERMITS ONLY

A102  
10/15/17









**GENERAL NOTES:**  
 1. EXISTING CONDITIONS SHOWN ON THE DRAWINGS HAVE BEEN OBTAINED FROM AVAILABLE RECORDS. THE CONTRACTOR SHALL VERIFY THE EXISTING CONDITIONS PRIOR TO THE START OF WORK. THE CONTRACTOR IS RESPONSIBLE FOR DETERMINING THE ACTUAL EXISTING CONDITIONS PRIOR TO SPECIFICATION OF ANY WORK. SHOULD CONDITIONS BE DISCOVERED THAT DIFFER FROM THOSE INDICATED ON THE DRAWINGS, THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE ARCHITECT IN WRITING AND SHALL OBTAIN WRITTEN INSTRUCTIONS BEFORE PROCEEDING WITH THE WORK.  
 2. PRIOR TO START OF ANY DEMOLITION WORK, CONTRACTOR SHALL RECORD EXISTING CONDITIONS AND RECORDS ASSOCIATED WITH ALL EXISTING EQUIPMENT THAT ARE TO BE REMOVED AND BE RESPONSIBLE FOR THE RECORDS AND ARCHITECT'S APPROVAL.

**DRAWING NOTES:**  
 1. REMOVE EXISTING WORK BACK TO THIS POINT. PREPARE FOR CONNECTION OF NEW WORK.  
 2. REMOVE EXISTING WORK FOR CONCRETE.  
 3. REMOVE EXISTING WALL, CEILING, FLOOR WALL TO EXISTING CONSTRUCTION, & REMOVE EXISTING BACK TO THIS POINT AND OFFERINGS.



**ARCHITECTURE ENGINEERING**  
 Felker Morgan  
 300 East Market Street  
 Worcester, MA 01602  
 Phone: 508-853-1111  
 Fax: 508-853-1112  
 Website: www.felkermorgan.com

**Allen & Shariff**  
 DESIGN + PLAC + MANAGE  
 Allen & Shariff Engineering, LLC  
 700 East Market Street  
 Worcester, MA 01602  
 Tel: 508-853-1111



**WORCESTER COUNTY COURTHOUSE**

ONE WEST MARKET ST.,  
 SHOWELL, MA 01602

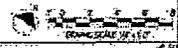
ISSUED FOR PERMIT REVISIONS  
 10.11.17

**MECHANICAL DEMOLITION PLAN**

NO.	DATE	DESCRIPTION
1	10/11/17	ISSUED FOR PERMIT REVISIONS

PROJECT NO. 201604-01  
 DATE: 10/11/17  
 SCALE: AS SHOWN  
 DRAWN BY: G. P. MORGAN  
 CHECKED BY: R. S.

**M1.00**



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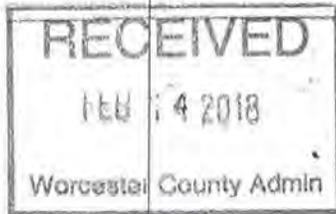












12

**Worcester County**  
**DEPARTMENT OF PUBLIC WORKS**  
6113 TIMMONS ROAD  
SNOW HILL, MARYLAND 21863

**JOHN H. TUSTIN, P.E.**  
DIRECTOR

**MEMORANDUM**

**JOHN S. ROSS, P.E.**  
DEPUTY DIRECTOR

TEL: 410-632-5623  
FAX: 410-632-1753

**TO: Harold L. Higgins, Chief Administrative Officer**  
**FROM: John H. Tustin, P.E., Director** *JHT*  
**DATE: February 12, 2018**  
**SUBJECT: Worcester County Tourism & Economic Development Building – Assessment Services**

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: 410-632-3000

**FLEET MANAGEMENT**  
TEL: 410-632-5675  
FAX: 410-632-1753

**WATER AND WASTEWATER**  
TEL: 410-641-5251  
FAX: 410-641-5185

.....

The Worcester County Tourism & Economic Development Building located at the corner of 104 West Market Street and 100 Pearl Street in Snow Hill, Maryland is in need of substantial repairs. Currently the roof, boiler chimney, and foundation are deteriorated to the point where repair or replacement is needed. The HVAC equipment and boiler are aged, have intermittent outages and need replacing. Please review the attached proposal dated November 20, 2017, from Davis Bowen & Friedel, Inc. to provide a structural, mechanical and electrical assessment of the building for a fixed fee of \$9500.00. The goal of the assessment is to determine the magnitude of renovation required to restore the structural and mechanical integrity of the structure for current and future needs. It is felt that DBF is well qualified to perform these services and their fee is very reasonable for the services to be rendered. I would ask that the County Commissioners be presented the proposal for their review and approval.

Should you have any questions, please feel free to contact me.

Attachment

cc: Kenneth J. Whited



**DAVIS  
BOWEN &  
FRIEDEL, INC.**

**ARCHITECTS ENGINEERS SURVEYORS**

*Michael R. Wright, AIA, LEED AP  
W. Zachary Clow, P.E.  
Michael E. Whardolow, AIA  
Brian P. Loe, P.L.  
Bing W. Lachner, P.E.*

November 20, 2017

Worcester County Department of Public Works  
6113 Timmons Road  
Snow Hill, Maryland 21863

Attn: Mr. John H. Tustin, P.E., Director

Re: Building Condition Assessment  
100 Pearl Street  
Snow Hill, Maryland  
DBF # P0085B17.021

Dear Mr. Tustin:

We appreciate the opportunity to submit this proposal for the above referenced building assessment. We will provide structural, mechanical and electrical engineering services for the preparation of reports documenting structural observations, conclusions and recommendations as well as evaluation of mechanical and electrical systems.

We will provide structural observations of the roof, second floor, first floor, basement, foundation walls and exterior. We will prepare a report of our observations, conclusions and recommendations. The report will include photographic documentation of areas requiring structural corrective action.

Evaluation of the HVAC systems and supporting electrical systems will be performed by our sub-consultant, Gipe Associates, Inc., in accord with their attached fee proposal. The sub-consultant work will be invoiced as reimbursable expenses.

We propose to accomplish the above described work for a fixed fee of \$9,500.00. Any requested additional services will be provided on an hourly basis, utilizing the attached Schedule of Rates No. 46. Payment and other contract terms will be in accord with the rate schedule. The proposal is valid for a period of sixty (60) days.

Letter: Mr. John H. Tustin  
November 20, 2017  
Page 2

If this proposal is acceptable, please sign both copies and return one to our office. This will service as our notice to proceed. Thank you for the opportunity to submit this proposal. We look forward to working with you on this project.

Sincerely,  
DAVIS, BOWEN & FRIEDEL, INC.

*Andrew E. Welch*

Andrew E. Welch, P.E.  
Associate

AEW  
N:\promotional\proposals\2017\ P0085B17.021.doc

Enclosure

ACCEPTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**DAVIS, BOWEN & FRIEDEL, INC. ("DBF")**  
**SCHEDULE OF RATES AND GENERAL CONDITIONS**  
**SCHEDULE NO. 46**  
**Effective June 1, 2015**

<u>CLASSIFICATION</u>	<u>HOURLY RATE</u>
Principal	\$170.00
Senior Architect	\$150.00
Architect	\$120.00
Senior Landscape Architect	\$150.00
Landscape Architect	\$120.00
Senior Engineer	\$150.00
Engineer	\$120.00
Construction Administrator	\$120.00
Senior Traffic Engineer	\$150.00
Traffic Engineer	\$120.00
Geologist	\$120.00
GIS Specialist	\$110.00
Senior Surveyor	\$150.00
Associate Surveyor	\$120.00
Surveyor	\$115.00
Senior Designer	\$115.00
Computer Graphics Designer	\$100.00
Designer	\$105.00
CADD I	\$95.00
CADD II	\$85.00
Computer Administrator	\$100.00
2 Man Field Crew	\$140.00
3 Man Field Crew	\$175.00
GPS Unit (1 man)	\$110.00
GPS Unit (2 man Crew)	\$150.00
GPS Unit (3 man Crew)	\$200.00
Resident Project Representative	\$80.00
Water/Wastewater Operator	\$120.00
Clerical	\$60.00
Travel	\$0.50
Direct Expense	Cost + 10%
Prints (In-house Reproduction)	\$2.50/sheet

GENERAL CONDITIONS

**INVOICES & PAYMENT**

Invoices are sent monthly or sooner if project is complete. Payment Terms: Net 30 days of invoice date. Any invoice not paid within 30 days shall bear interest at 1.0% per month (12% annually). If required to engage legal counsel to collect an overdue invoice, DBF shall be entitled to recover also its costs of collection, including counsel fees and expenses. DBF reserves the right to adjust its schedule of rates annually. Any such adjustments will be effective within 30 days after written notification to the client.

**TERMINATION OF CONTRACT**

Client may terminate this agreement upon seven days' prior written notice to DBF for convenience or cause. DBF may terminate this Agreement for cause upon seven days' prior written notice to client. Failure of client to pay invoices when due shall be cause for immediate suspension and ultimate termination of services, at DBF's sole discretion. This agreement may be terminated by either party for any reason with 30 days advance notice.

**LIMITATION OF LIABILITY**

Client agrees to limit DBF's liability related to any errors or omissions to a sum that shall not exceed the total professional fee for the project.

**INDEMNIFICATION**

Client and DBF each agree to indemnify and hold the other harmless, and their respective officers, employees, agents and representatives, from and against liability for all claims, losses, damages and expenses, including reasonable attorney's fees caused by the other's negligence. To the extent such claims, losses, damages or expenses are caused by the joint or concurrent negligence of client and DBF, the same shall be borne by each party in proportion to its negligence. This shall in no way affect the limitation of DBF's liability expressed in the preceding paragraph.

**FORCE MAJEURE**

Neither party shall be deemed in default of this Agreement to the extent that any delay or failure in the performance of its obligations results from any cause beyond its reasonable control and without its negligence.

**CONSTRUCTION PHASE SERVICES**

If this Agreement provides for any construction phase services by DBF, it is understood that the contractor, not DBF, is solely responsible for the construction of the project, and that DBF shall not be responsible for the acts or omissions of any contractor, subcontractor or material supplier; for safety precautions, programs or enforcement; or for construction means, methods, techniques, sequences and procedures employed by the contractor, its subcontractors or suppliers.

**OWNERSHIP OF DOCUMENTS**

All documents prepared or furnished by DBF pursuant to this Agreement, including electronic media, are instruments of DBF's professional service, and DBF shall retain an ownership and property interest therein. DBF grants client, during the period of DBF's service, a license to use such documents for the purpose of constructing, occupying and maintaining the project. Reuse or modification of any such documents by client or client's agents, without DBF's written permission, shall be at client's sole risk; and client agrees to indemnify and hold DBF harmless from all claims, damages and expenses, including attorneys' fees, arising out of such reuse by client or by others acting through or with the consent of client.

**USE OF ELECTRONIC MEDIA**

Copies of documents that may be relied upon by client are limited to the printed copies (also known as hard copies) that are signed or sealed by DBF. Files in electronic media format or text, data, graphic or other types that are furnished by DBF to client are only for convenience of client. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk. When transferring documents in electronic media format, DBF makes no representations as to long-term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems, computer hardware or of a protocol differing from those in use by DBF during the period of this agreement.

**SUCCESSORS & ASSIGNS**

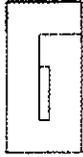
The client and DBF bind themselves, their partners, successors, assigns and legal representatives to the other party to this Agreement and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of this Agreement. Neither party shall assign, sublet or transfer any interest in this Agreement without the written consent of the other.

**MISCELLANEOUS PROVISIONS**

Unless otherwise specified, this Agreement shall be governed by laws of the State in which the work is performed, and the courts of such State shall have exclusive jurisdiction over any disputes hereunder. Terms in this Agreement shall have the same meaning as those in AIA Document A201, General Conditions of the Contract for Construction, current as of the date of this Agreement. If this schedule is incorporated or referenced in an agreement with client, the terms of this schedule shall prevail in the event of any conflict with the terms of such agreement.

**REIMBURSABLE EXPENSES**

Other expenses known as direct expenses incurred in the interest of the project (including travel, toll communications, postage, delivery, photographs, subcontract engineering, testing or other consultants, renderings, models, etc.) will be billed monthly at DBF's actual cost plus ten percent.



**Gipe Associates, Inc.**  
CONSULTING ENGINEERS

P.B. #: 17544  
Easton Office

November 14, 2017

Mr. Andrew Welch, P.E.  
Davis, Bowen & Friedel, Inc.  
601 E. Main Street, Suite 100  
Salisbury, MD 21804

Project: Worcester County Tourism Building Assessment  
Reference: Fee Proposal for Engineering Study/ Feasibility Analysis

Dear Andrew:

We are pleased to submit our fee proposal for the performance of mechanical and electrical engineering services on the referenced project.

The scope of our work would include an analysis of the existing HVAC (Heating, Ventilating, and Air Conditioning) systems and supporting electrical systems serving the Worcester County Tourism Building (approximately 3,045 Ft<sup>2</sup>) located in Snow Hill, Maryland. Our study shall include a review of supporting existing drawings, field investigations, and non-destructive observations of the existing HVAC and electrical systems. Interviews with staff and/or maintenance personnel shall be conducted and documented to determine any non-visible deficiencies in the existing HVAC and electrical systems.

The following outlines the mechanical tasks we propose to perform in completing the study:

1. Perform field survey and observations.
2. Determine age, condition, and code compliance of existing mechanical systems.
3. Develop schematic drawings of existing mechanical systems.
4. Perform existing mechanical systems evaluation relative to future building use.
5. Provide recommendations for all.
6. Perform cost estimate for new construction and renovations.
7. Perform preliminary heating/cooling load calculations.
8. Perform preliminary ventilation calculations.
9. Perform life cycle cost analysis.
10. Perform preliminary energy modeling.
11. Estimate service/maintenance costs of at least two (2) HVAC system for use in life-cycle cost analysis.

The following outlines the electrical tasks we propose to perform in completing the study:

1. Perform field survey and observations.
2. Evaluate electrical power usage and costs for the existing building as coordinated with Delmarva Power.
3. Provide preliminary electrical load calculation for proposed building usage.
4. Verify existing electrical service primary and secondary voltages.

1220 East Joppa Road  
Suite 223  
Towson, Maryland 21286  
TEL 410.832.2420  
FAX 410.832.2418

8719 Brooks Drive  
Post Office Box 1147  
Easton, Maryland 21601  
TEL 410.822.8688  
FAX 410.822.6306

5. Determine age and condition of existing electrical switchgear and branch circuit wiring systems.
6. Provide one line diagram of existing electrical distribution systems.
7. Evaluate existing interior lighting systems relative to proposed building usage.
8. Evaluate existing site lighting to maintain security, and vehicular requirements.
9. Existing electrical code violations documentation and recommendations to rectify existing violations.
10. Evaluate existing fire alarm system code compliance.
11. Provide recommendations for fire alarm system if applicable.
12. Evaluate existing electrical service size adequacy for proposed HVAC system upgrades.
13. Where applicable, provide recommendations for switchgear and distribution upgrades for proposed HVAC system upgrades.

Based on our findings a cost estimate shall be prepared for your use in making an informed decision regarding the scope, budget, and extent of mechanical/electrical/plumbing renovations. The focus of our study will concentrate on solutions with the least disruption and greatest long term feasibility. All of our findings with recommendations shall be documented in a short letter report. Our fee includes up to three (3) copies of the report.

Our fee for the work as outlined above would be for the following lump sum amounts.

Field Investigations, Code Study	\$1,000.00
Energy Modeling & Life Cycle Cost Analysis	\$2,200.00
Preliminary Load Calculations	\$600.00
Preliminary Ventilation Calculations	\$400.00
Preliminary Electrical Calculations	\$600.00
Cost Estimating	\$600.00
Presentation of Findings	\$500.00
<b>Total Lump Sum Fee</b>	<b>\$5,900.00</b>

In addition to our above fee, we would be reimbursed for direct out-of-pocket expenses plus 10%, for expenses such as travel, outside reproductions, overnight/messenger deliveries, include in-house printing per drawing at \$0.60 each for 18 x 24, \$1.20 each for 24 x 36, \$1.75 each for 30 x 42, plotting at \$5.00 per Plot, 8-1/2 x 11 copywork at \$0.10 per copy, and 11 x 17 copywork at \$0.15 per copy. We estimate our reimbursables would not exceed \$500.00. If we approach this estimated fee, we would advise you of any expected additional cost and obtain approval before proceeding.

In addition, we are assuming that any existing drawings, specifications, submittal data, Test and Balance Reports, O & M information, etc., that you have will be made available for our use in preparing the study.

Furthermore, our fee assumes that electronic (CAD) background of the existing Architectural layout shall be made available for our use in our portion of the study.

Fees would be due and payable monthly based on our invoices showing the percentage of work completed. Payments not received within 45 days of invoice date would be subject to an additional charge of 1-1/2 percent per month (18% per annum). Gipe Associates, Inc. reserves the right to stop work on this project if payment is not received within 45 days of billing.

The following services are not included in the above fees:

- Drafting of existing backgrounds.
- Camera/video inspection of existing piping, HVAC or electrical systems.
- Demolition of existing piping, HVAC, or electrical systems for inspection.
- Design of replacement systems.
- Inspection of subsurface or non-visible conditions.
- Preparation of record drawings.
- Testing of existing HVAC or electrical systems.
- Tax/Utility Rebate Assistance: Gipe Associates basic fee does not include providing assistance in obtaining tax credits or utility rebates. Should assistance in filing for such tax credits and utility rebates be required, then Gipe Associates shall perform the same as additional services per the hourly rates indicated in this agreement.

If the above services are required they would be considered an extra service and would be billed on a flat hourly basis at the following billing rates which include personnel salaries, overhead and profit. In addition we would be reimbursed for direct out-of-pocket expenses.

Principals	\$220.00 per hour
Project Managers	\$140.00 per hour
Project Engineers	\$110.00 per hour
Design Engineers	\$ 90.00 per hour
Clerical	\$ 60.00 per hour

This agreement may be terminated by either party after giving thirty days written notice of the intent to terminate to the other party and by payment of the balance due to Gipe Associates, Inc. This balance will be arrived at by an estimate by Gipe Associates, Inc. of the percentage completion of the project at the time of termination plus any reimbursable expense due to termination.

If you are not a corporation and subsequent to the making of this agreement you incorporate your business with or without the knowledge of Gipe Associates, Inc., you agree to be jointly and severally liable to Gipe Associates, Inc. for any indebtedness incurred by or transferred to such corporation. If you are a corporation or partnership and you are not a general partner, your signing this letter warrants that you are duly authorized to do so and you agree to be jointly and severally liable with the corporation or partnership for any indebtedness owing by them to Gipe Associates, Inc.

In accordance with the National Electric Code (NEC) 220.87 (Determining Existing Loads) on any addition to an existing facility, we are required to obtain twelve (12) months electrical usage to verify that the existing electrical service is capable of handling any new loads. Our fee assumes that where the existing building is currently individually metered by a utility company that the Owner will request (from the utility company) a minimum of twelve (12) months electrical usage and forward to the Engineer. This must be done at the beginning of a project. Should the existing building not currently be individually metered by the electrical utility company then our fee assumes that the Owner will provide metering equipment, labor to install metering equipment, electrician, etc., as required to obtain at least 30 days of power usage. Any costs associated with obtaining the required data should be borne by the Owner and is not included in Gipe Associates basic services. Should the Owner desire Gipe Associates to obtain the thirty (30) day meter reading then Gipe Associates shall consider such work as additional services including labor, material, metering equipment, etc.

In the event that your account with Gipe Associates, Inc. becomes delinquent and past due, and Gipe Associates, Inc. engages the services of an attorney to collect the account, then, subject to the applicable law, you and any person jointly and severally liable with you, agree to reimburse to Gipe

Associates, Inc. attorneys' fees in an amount equal to 20% of the amount due, whether or not litigation is commenced and court costs. )

Ownership of plans, maps, drawings and all other documents, including original drawings, field notes and data are to remain the property of Gipe Associates, Inc. as instruments of service. Upon payment of all services billed, the Owner may at his expense obtain a set of reproducible record prints and drawings and copies of other documents in consideration of which the Owner will use them solely in connection with this project and no other project.

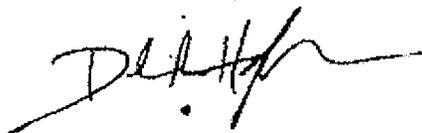
Neither this contract nor any rights or duties hereunder may be assigned or delegated to any other person or entity without the express written consent of Gipe Associates, Inc.

We appreciate the opportunity of submitting this proposal. If these terms are agreeable, please sign and return one copy of this proposal for our records. Upon receipt of a signed proposal, we will arrange a meeting to discuss the project schedule.

Very truly yours,

GIPE ASSOCIATES, INC.

DAVIS, BOWEN, & FRIEDEL



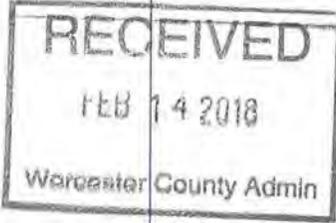
David R. Hoffman, P. E., C.P.D., LEED AP  
President

Accepted: \_\_\_\_\_

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

DRH/mam

Cc:



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**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 of Public Works *JHT*  
**DATE:** February 12, 2018  
**SUBJECT:** West Ocean City Pump Station 2 - Spare Pump

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: 410-632-3000

**FLEET MANAGEMENT**  
TEL: 410-632-5675  
FAX: 410-632-1753

**WATER AND WASTEWATER**  
TEL: 410-641-5251  
FAX: 410-641-5185

.....  
The FY 18 Water and Wastewater Divisions approved operating budget includes funding, in the amount of \$17,500., for the purchase of one spare pump at Pump Station 2 in West Ocean City. Account number is 580. 6110:390.

As presented to the Commissioners several times, we have standardized the manufacturer of the pumps by utilizing Flygt Pumps throughout the system. Flygt pumps have proven themselves to be very reliable, durable and operator friendly.

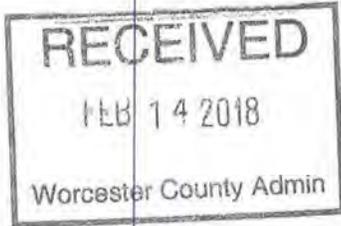
Attached is a proposal from Sherwood-Logan, the local Flygt pump distributor, for the purchase of one spare pump for Station 2 in the amount of \$15,529.00 (purchasing 1 pump with shipping). We are requesting the County Commissioners waive the formal bidding requirements for this pump and the purchase be made directly from Sherwood – Logan.

If you have any questions, please do not hesitate to contact me.

Attachment

cc: John S. Ross, P.E. Deputy Director  
Jessica Wilson, CPA Enterprise Fund Controller





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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

**TO:** Harold L. Higgins, Chief Administrative Officer  
**FROM:** John H. Tustin, P.E., Director *JHT*  
**DATE:** February 13, 2018  
**SUBJECT:** Bid Request – Sewer Line Cleaning and Inspection  
West Ocean City Service Area

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: 410-632-3000

**FLEET  
MANAGEMENT**  
TEL: 410-632-5675  
FAX: 410-632-1753

**WATER AND  
WASTEWATER**  
TEL: 410-641-5251  
FAX: 410-641-5185

.....  
Attached for your review and approval are bid documents and a bidder's list for sewer line cleaning and inspection services. The work is being proposed for gravity sewer lines in West Ocean City Service Areas. This is a continuation of a multi-year program to evaluate the condition of sewer lines in the service area and funding was included the 2017/18 budget in account number 580.9010.090 in the amount of \$50,000.

We are requesting that the Commissioners authorize the Department to proceed with bidding this work.

Should you have any questions, please feel free to call me.

Attachments

cc: John S. Ross, P.E. Deputy Director  
Jessica Wilson, Enterprise Fund Controller

# DRAFT

## NOTICE TO BIDDERS

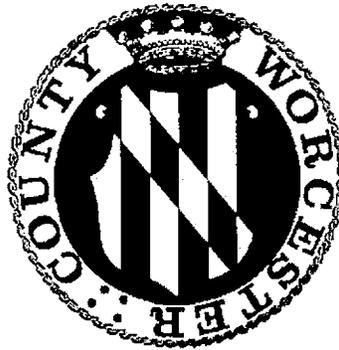
### WORCESTER COUNTY PUBLIC WORKS SEWER CLEANING AND INSPECTION SERVICES

The Office of the County Commissioners of Worcester County is accepting sealed bids for the Sewer Cleaning and Inspection Services in West Ocean City, Maryland. Bid Packages and Bid Forms are available for downloading on the Worcester County Website [www.co.worcester.md.us](http://www.co.worcester.md.us). Bids will be accepted until 1:00 p.m., Monday, **March 12, 2018**, in the Office of the County Commissioners, Worcester County Government Center, One West Market Street, Room 1103, Snow Hill, MD 21863, at which time they will be opened and publicly read aloud. Sealed envelopes will be marked "Bid for Sewer Cleaning and Inspection Services" in the lower left-hand corner. The work will consist of light cleaning and CCTV inspection of 11,111 LF of sanitary sewers ranging from 8" to 18" in diameter. After opening, bids will be forwarded to the Public Works Department for tabulation, review and recommendation to the County Commissioners for their consideration at a future meeting. In awarding the bid, the Commissioners reserve the right to reject any and all bids, waive formalities, informalities and technicalities therein, and to take whatever bid they determine to be in the best interest of the County considering lowest or best bid, quality of goods and work, time of delivery or completion, responsibility of bidders being considered, previous experience of bidders with County contracts, or any other factors they deem appropriate. All inquiries shall be directed to John Ross or Gary Serman at 410-641-5251.



## REQUEST FOR PROPOSALS

### WORCESTER COUNTY PUBLIC WORKS SEWER CLEANING AND INSPECTION SERVICES



1000 Shore Lane  
Berlin, MD 21811

MARCH 2018

GMB FILE NO. 160155

**GMB**

GEORGE, MILES & BUHR, LLC

ARCHITECTS/ENGINEERS

206 WEST MAIN STREET  
SALISBURY, MD 21801  
410.742.3115

SALISBURY/BALTIMORE/SEAFORD



**REQUEST FOR PROPOSAL**

**WORCESTER COUNTY PUBLIC WORKS  
SEWER CLEANING AND INSPECTION SERVICES**

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**ATTACHMENTS**

Notice to Bidders

Bid Form

Appendix 1 – Inspection Pipe Database

Appendix 2 – West OC Map

## REQUEST FOR PROPOSAL

### **WORCESTER COUNTY PUBLIC WORKS SEWER CLEANING AND INSPECTION SERVICES**

#### **1. Purpose**

The purpose of this Request for Proposal (RFP) is to obtain proposals from qualified firms to provide closed-circuit television (CCTV) inspection services following Pipeline Assessment & Certification Program (PACP) standards of various sanitary sewers located in the West Ocean City sanitary service area for the Worcester County Department of Public Works, Water and Wastewater Division.

#### **2. Scope of Work and Technical Requirements**

##### **2.1. Scope of Work**

The work will consist of light cleaning and CCTV inspection of the sanitary sewers shown in Appendices 3, 4 and 5 which consists of the following:

11,111 LF of sanitary sewers ranging from 8 inches to 18 inches in diameter.

The successful bidder will be provided with an Excel spreadsheet with the name of each sanitary sewer pipe to be CCTV inspected that includes the Upstream Manhole Name, Downstream Manhole Name, Pipe Length (per as-built drawings), Pipe Diameter, and Pipe Material prior to the start of work. See Appendix 1 and 2.

The successful bidder will also be provided with digital GIS files with sewer manhole and sewer pipe data including the same data as on the Excel spreadsheet.

##### **2.2. Sewer Cleaning and CCTV Requirements**

Light cleaning is included as part of the CCTV inspection bid items. Light cleaning is defined as up to three (3) passes with a jet rodder.

Heavy cleaning is included as a separate bid item. Heavy cleaning is defined as greater than three (3) passes with a jet rodder, root cutting, and grease removal.

All CCTV inspection must follow National Association of Sewer Service Companies (NASSCO) Pipeline Assessment & Certification Program (PACP) standards and be performed by PACP-certified personnel.

##### **2.3. Performance of Work**

The contractor shall immediately notify the Owner of any blockages, pipe breaks, or other conditions that appear to be in imminent danger of causing a sanitary sewer overflow.

CCTV inspection shall be performed from upstream to downstream unless site constraints or other conditions prevent access to downstream in which case the inspection can be performed from downstream to upstream with Owner's permission.

CCTV inspection shall not be performed on pipes that are greater than 25% fully based on flow depth.

CCTV inspection camera must be above flow depth at all times with the exception of defects such as debris or sags that cause backups for short lengths.

The contractor may request shut-downs of sewage pumping stations which would be performed by the Owner's personnel although there are no guarantees that such requests will be approved. Request shall include shut-down time, and duration.

The work shall take place Monday through Friday between 8:00 AM and 5:00 PM local time excluding County holidays. The contractor may request permission to work at other days or times but there are no guarantees that such requests will be approved although requests citing site specific advantages such as lower sewer flows at night or less traffic may be viewed more favorably.

If night-time work is approved by the County, the contractor shall not set up his operation within 500 ft of any residence.

For sewer pipes that either do not drop below the 25% full based on depth or cannot be CCTV inspected at night, the Contractor shall provide bypass pumping under the Bypass Pumping (Contingent) bid item.

The contractor shall provide all water necessary for sewer cleaning.

The contractor shall collect and remove any material dislodged as part of the sewer cleaning process which may be disposed of at no charge to the Contractor at the following location during normal business hours:

Worcester County Public Works  
Ocean Pines WWTP  
1000 Shore Lane  
Berlin, MD 21811

#### 2.4. Maintenance of Traffic

Contractor shall include Maintenance of Traffic (MOT) consisting of "Work Ahead" signs and traffic cones without flaggers for light-traffic roadways such as residential streets which shall be included in the CCTV Inspection within Roadway bid item unit price.

For heavy-traffic roadways or Maryland State Highway Administration (SHA) roadways, the Contractor shall provide Maintenance of Traffic (MOT) measures meeting SHA requirements as part of the Traffic Control (Contingent) bid item unit price. For work along U.S. Route 50 (Ocean Gateway), Contractor is to prepare a Lane Closure Permit application and Traffic Control Plan to MSHA for approval.

#### 2.5. CCTV Inspection Video and Database Format

Contractor shall provide CCTV inspection videos on DVD or other approved media with Owner's permission.

CCTV inspection videos shall be in .MPEG file format or other approved file format with Owner's permission.

CCTV inspection database shall be provided in WinCan or other approved PACP-compliant database with Owner's permission.

Contractor shall utilize asset designations as provided by the Owner in referencing all manholes and sewer pipes.

CCTV inspection videos shall be named the same as the sewer pipe asset designation.

2.6. Bid Items – See BID FORM attached hereto.

2.7. Schedule

All CCTV inspection field work shall be completed and all CCTV inspection videos and data shall be submitted to the Owner based on the following schedule:

No later than 60 calendar days after the Notice-To-Proceed (NTP)

### **3. Proposals from Bidders**

3.1. Financial Proposal and Qualifications Statement

Proposals shall consist of two (2) separate parts comprised of a Financial Proposal and Qualifications Statement.

All other information shall be presented in the Qualifications Statement which may include, but is not limited to, an opening letter, qualifications of the firm, information on personnel, information on similar projects performed by the bidder, references, a listing of equipment, or any other information that the bidder considers relevant to the project subject to the bidder's discretion.

The Qualifications Statement shall also include the same or similar information on sub-contractors that are part of the bidder's team.

Information in the Technical Proposal may be presented in Standard Form 255 or Standard Form 330 format but it is not required.

The Technical Proposal has a strict limit of 10 pages that is all inclusive.

Both proposals must include the business address and telephone number and identify one (1) or more individual authorized to sign the contract. Both the Technical Proposal and the Financial Proposal must be signed by such individual(s).

3.2. Submission of Proposals

Bidders shall submit two (2) paper copies of each in separate sealed envelopes labeled either "Technical Proposal" or "Financial Proposal" as appropriate.

Proposals must be received no later than **March 12, 2018 at 1:00 PM** local time at the following location:

The Office of the County Commissioners  
Worcester County Government Center  
One West Market Street, Room 1103  
Snow Hill, MD 21863

Any proposal received after that date and time will not be considered.

### 3.3. Pre-Proposal Meeting

There will not be a pre-proposal meeting.

### 3.4. Questions or Clarifications

All questions or requests for clarification must be submitted to Mr. John S. Ross, P.E., Deputy Director of Public Works via e-mail ([jross@co.worcester.md.us](mailto:jross@co.worcester.md.us)) or Gary Serman via email ([gserman@co.worcester.md.us](mailto:gserman@co.worcester.md.us)) no later than **March 7, 2018 by 4:00 PM** local time.

All questions and requests for clarification will be addressed via addendum which will be posted to the County's website.

### 3.5. Notice of Award

Contractors will be notified of the acceptance or rejection of their proposal once an award has been made.

## 4. Evaluation of Proposals

### 4.1. Conformance with Requirements

Prior to reviewing the Financial Proposal, the County will first check that the proposal complies with the requirements stipulated herein.

Qualifications of Firm  
Qualifications of Personnel  
Project References  
Technical Approach

## 5. Award of Agreement

The Agreement shall be awarded on the basis of the financial evaluations. The County will award an Agreement to the firm who submits the most responsive proposal and obtains the highest scoring as determined by the Department of Public Works and which is most advantageous and desirable to the County. The Notice of Intent to Award will be posted on the County website. The County will send written notice of its award to the successful firm. This notice shall constitute acceptance of the successful Firm's proposal. The County reserves the right to reject the proposals where the available evidence or information does not satisfy the County that the Firm is qualified to carry out the terms of the contract.

## **6. Award or Rejection of Proposals**

The Office of the County Commissioners reserves the right to reject any and/or all proposals and to waive any informality in the proposals received whenever such rejection or waiver is in the best interest of Worcester County. All Instructions, Conditions and Provisions contained within the proposal document must be adhered to. Failure to comply with Instruction, Condition or Provision shall be deemed reasonable cause to disqualify any proposal. The Office of the County Commissioners also reserves the right to reject the proposal of a contractor who has previously failed to perform properly or complete on time contracts of similar nature or a proposal of a contractor which investigation shows is not in a position to perform the contract. The Office of the County Commissioners also reserves the right to award the proposal within ninety (90) days from the date of opening.

## **7. Contractor Communication, Questions and Clarification**

All correspondence, communication and/or contact in regard to any aspect of this solicitation shall be with the designated contact identified above, or his/her designated representative. Contractors and their representative shall not make any contact with or communicate with any members of Worcester County Government, or its employees and Contractors, other than the designated contact in regard to any aspect of this solicitation or proposals.

## **8. Withdrawal**

After proposals have been officially opened, no proposal may be withdrawn for a period of sixty (60) days, and then only by written notification delivered to the Office of the County Commissioners prior to the date and time set for proposal opening.

However, proposals may be modified or withdrawn by the Contractor's authorized representative in person or by written or facsimile notice. If proposals are modified or withdrawn in person, the authorized representative shall make her/his verifiable identity known and shall sign a receipt for the proposal. Written or facsimile notices shall be received in the office and labeled "Office of the County Commissioners" no later than the exact proposal due date and time. Pre-notifications on the bid proposal shall not be construed to comply with this requirement.

## **9. Proposal Postponement and Addenda**

Worcester County reserves the right to revise or amend the specifications up to the time set for final written questions. Such revisions and amendments, if any, shall be announced by an addendum to this solicitation. Acknowledgements of the receipt of all amendments will be required from all Contractors receiving this RFP. If the revisions and amendments require, in the sole judgment of Worcester County, changes to substance of the proposal, the proposal due date may be postponed by such number of days as in the opinion of Worcester County shall enable Contractors to revise their proposals. In any case, the proposal due date will be at a time not less than five (5) business days after the issue date of the last addendum, and the new addendum will include announcement of the new proposal due date, if applicable.

## **10. Cancellation of RFP**

The Office of the County Commissioners may cancel this RFP, in whole or in part, whenever this action is determined to be advantageous to the County or otherwise in its best interest.

#### **11. Incurred Expenses**

The Office of the County Commissioners will not be responsible for any costs incurred by any Contractor in preparing and submitting a proposal, or in performing any other activities relative to this procurement.

#### **12. Economy of Preparation**

Proposals should be prepared simply and economically, providing a straightforward, concise description of the Contractor's proposal for meeting the requirements of this RFP. Only typewritten proposals in English will be accepted.

#### **13. Confidential Information**

Worcester County Government will in good faith endeavor not to disclose proprietary information, trade secrets and confidential, commercial and financial information submitted in any proposal. Any such proprietary information, trade secrets or confidential commercial and financial information that a Contractor believes should be exempted from disclosure must be specifically identified and marked as such. Blanket-type identification or designation by a Contractor of whole pages or sections as containing proprietary information, trade secrets or confidential commercial and financial information will not necessarily assure confidentiality. Specific proprietary information, trade secrets or confidential commercial and financial information must be clearly identified as such.

#### **14. Award of Agreements - Tie Proposals**

Award will be made to the responsive and responsible Contractor submitting a proposal that meets or exceeds the requirements and specifications of this procurement, and receives the highest ranked or scored evaluation based on the evaluation criteria, as stated in this RFP. In determining whether a proposal is "responsive and responsible," the Purchaser may consider, among other things, an examination of the Contractor's financial statements, and/or business background of the Contractor's employees, and/or evidence of the Contractor's satisfactory performance and integrity on past contracts per client reference. Award of contract will be made within 60 days after the closing date for submission of proposals. The highest responsive and responsible ranked Contractor deemed to be in the best interest and most advantageous to Worcester County will be awarded the contract. The Office of the County Commissioners may, at its option, accept or reject any substitution offered to any specification. In the case of tie proposals, the proposal which is in the best interest of Worcester County Government shall be considered the successful proposal.

#### **15. Proposal Rejection / Reservations**

The Office of the County Commissioners reserves the right to waive minor informalities or irregularities in any proposal received that do not go to the heart and central purpose of the proposal or do not prejudice other Contractors. The Office of the County Commissioners further reserves the right to reject any or all proposals and to award the contract in its entirety, or in part, whichever in its opinion best serves the interest of the County. The County may waive minor differences in the specifications, provided these differences do not violate the specifications intent, nor materially affect the operation for which the item or items are being purchased, nor increase estimated maintenance and repair cost to the County. The County shall have the right to take such steps as it deems necessary to determine the stability of the Contractor to perform

the work; the apparent low Contractor, upon request, shall furnish all such information and data for this purpose.

**16. Multiple and/or Alternate Proposals**

Multiple proposals and/or alternate proposals will not be accepted. Any proposal submitted in response to this RFP must clearly state a not-to-exceed total cost per the provisions contained herein, and such a total cost must be complete enough in its scope and detail as to permit Worcester County Government to fairly evaluate it along with other proposals received for the purpose of determining a successful Contractor.

**17. Joint Offers**

When two or more Contractors desire to submit a single proposal in response to this RFP, they should do so on a prime contractor – sub-contractor basis rather than as a joint venture. Worcester County Government intends to contract with a single entity and not with multiple entities doing business as a joint venture.

**18. Deviations from Specifications**

Specifications contained herein reflect Worcester County's preference (or are noted as illustrative) as to dimensions, materials and major components of this procurement. The Contractor must note, in bold face type, in any proposal that deviates from any specification, the text where each deviation occurs, and the Contractor must state an explanation of the deviation.

**19. Verification of Registration and Tax Payment**

Before a corporation can do business in the State of Maryland, it must be registered with the Department of Assessments and Taxation, State Office Building, Room 803, 301 West Preston Street, Baltimore, MD 21201.

It is strongly recommended that any potential Contractor complete registration prior to the due date for receipt of proposals. A Contractor's failure to complete registration with the Department of Assessments and Taxation may disqualify an otherwise successful Contractor from final consideration and contract award.

**20. Acceptance of Terms and Conditions**

By submitting a proposal in response to this RFP, a Contractor shall be deemed to have accepted all the terms, conditions and requirements set forth in this RFP and hereby offers to provide services and results as specified in this Worcester County Request for Proposal, unless otherwise clearly noted and explained in its proposal as described.

**21. Acceptance of Proposal Content**

The content of this RFP and the Proposal of the successful Contractor will be included by reference in any resulting contract. All prices, terms and conditions in the proposal shall remain fixed and valid for 60 days after the closing date. This period may be extended by mutual agreement between the Contractor and Worcester County.

## **22. Exceptions**

The Contractor shall furnish a separate statement on company letterhead giving a complete description of all exceptions to the terms, conditions and specifications, referencing the section of the RFP being addressed.

Failure to furnish the statement will mean that the proposer agrees to meet all requirements of the RFP.

## **23. Qualified Contractors**

In order to be considered a qualified Contractor, the Contractor submitting a proposal in response to this Request for Proposal must be able to completely perform the services requested and all of the requirements of this Request for Proposal in a timely, prompt and satisfactory manner.

By submitting a response to this solicitation, each Contractor certifies that it can legally do business in the State of Maryland, and represents that it is not in arrears in the payments of any obligations due and owing the State of Maryland, including the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of the Contract if selected for Contract award.

## **24. Project Information**

All existing County data to be used and additional data or information developed by the firm for this project is and shall be the sole property of the County. The firm may not assert any right of ownership to any of the data or information resulting from this project, including text files, mapping data, databases, spreadsheets, etc. the County shall have full rights for use and transfer of any and all data or information. Any transfer, sale, distribution, loan or offering for use of existing data or data and information developed by the firm for this project, in whole or in part, to any person or entity outside of Worcester County Government is prohibited without prior written consent by the County.

## **25. Subcontracting**

Contractors submitting proposals that contemplate or intend to subcontract portions of the engagement to small contractors or contractors owned and controlled by socially and economically disadvantaged individuals, must disclose that fact, and shall clearly name the proposed subcontracting contractors in the proposal. Following the award of the contract, no additional subcontracting will be allowed without the express prior written approval of the County.

## **26. Procedures**

The extent and character of the work to be done by the contractor shall be subject to the general control and approval of the County's authorized representative. The contractor shall not comply with requests and/or orders issued by other than the representatives acting within their authority for the County.

**27. Labor and Procurement Requirements**

The contractor and all subcontractors of the contractor shall conform to the labor laws of the State of Maryland and all other laws, ordinances, and legal requirements affecting the work in Worcester County, Maryland.

**28. Contract**

The proposal with respect to all items accepted and all papers accompanying the same, the scope of services and the Standard Services Agreement, and other papers and documents referred to in any of the foregoing shall constitute the formal contract, unless otherwise specified between the successful contractor or individual and the Office of the County Commissioners.

**29. Non-Collusion Certification**

By submission of this proposal, the firm hereby certifies:

1. The fees in this Proposal have been arrived at as a result of an independent business judgment, without collusion, consultation, communication, agreement or otherwise for the purpose of restricting competition, in any manner relating to prices, with any other person, partnership or corporation;
2. Unless otherwise required by law, the fees which have been set forth in this Proposal have not directly or indirectly been knowingly disclosed by the firm, prior to proposal "opening," to any other person, partnership or corporation; and,
3. No attempt has been made, or will be made, by the firm to induce any other person, partnership or corporation to submit, or not to submit, a Proposal for the purpose of restricting competition.

**30. Billing and Payment**

Each bill shall carry the purchase order number of Worcester County.

All invoices will be paid within thirty (30) days unless any item thereon is questioned, in which event payment will be withheld pending verification of the amount claimed and the validity of the claim.

**31. Indemnity**

The successful bidder shall protect, hold free and harmless, defend and indemnify the County Commissioners of Worcester County, including its officers, agents, volunteers and employees, from all liability, penalties, cost, law suits, damages, expenses, death of any person or damage to property of any kind, which injury, death or damage arises out of, or is any way connected with the performance of the work under this contract. The contractor's / vendor's obligation to defend and indemnify shall survive the termination of the contract.

## 32. Insurance Requirements

### A. Workers' Compensation and Employer's Liability Insurance:

The successful bidder shall maintain coverage during the entire life of the Contract:

- I. Contractor shall obtain Workers' Compensation Insurance as required by statute. The Workers' Compensation coverage shall cover a sole proprietor, all employees, partners, officers, members, leased employees and any other person working for or with the contractor. Contractor shall provide County a certificate of Workers' Compensation insurance before beginning the Work. If Contractor fails to carry Workers' Compensation insurance, or its policy lapses during the Work for any reason, Contractor shall indemnify County against any claims against County's Workers' Compensation insurance policy. Contractor shall also be responsible to reimburse the County for any audit premiums that result from any lapses in Contractor's policy and

- II. Employer's Liability Insurance with limits of:

\$100,000 accident/\$100,000 disease each employee/and  
\$500,000 disease policy limit

if any portion of the project is subcontracted, the successful bidder shall require all of the Subcontractors to maintain the same policy limits in workers' compensation and employer's liability insurance required for the successful bidder.

### B. Commercial General Liability Insurance:

The successful bidder's Commercial General Liability policy shall be on an occurrence basis and shall include:

Policy limits not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate.

Coverage for Premises/Operations, Actions of Independent Contractors, Products/Completed Operations, Contractual Liability and Personal Injury.

Coverage shall include explosion, collapse, or underground (XCU) hazards as applicable to classification.

Products or Completed Operations coverage shall be purchased for at least five (5) years after the completion of the contract and shall cover the operations performed under the contract

### C. Business Automobile Liability:

The successful bidder shall provide insurance coverage for any owned, hired, or non-owned motor vehicles. The policy limits shall not be less than \$1,000,000 combined single limit or \$1,000,000 bodily injury and \$1,000,000 property damage each accident.

The policy will provide \$1,000,000 of uninsured or underinsured motorist coverage and include contractual liability coverage.

D. General Insurance Requirements for all Insurance Policies:

The County shall be added as an additional insured to the general liability policy with the following wording: "The County, its officers, agents, employees and volunteers are additional insured with regards to the General Liability policy for work performed under terms of the contract."

The successful bidder's Certificate(s) of Insurance shall include the following:

- I. A cancellation provision requiring a written forty-five (45) day notice of cancellation or non-renewal will be furnished to the County by the successful bidder's insurance carrier(s) or insurance agent(s). Therefore, the words "endeavor to" and "but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives" are to be eliminated from the cancellation provision of standard ACORD certificates of insurance.
- II. A Project description in the body of the form.

The successful bidder shall provide the County with Certificate of Insurance, within seven (7) days of bid award notification, evidencing the coverage required above. Insurance shall be procured from insurance companies authorized to do business in the State of Maryland and acceptable to Worcester County. The insurers shall have an A.M. Best's insurance rating of A- or better and a financial size of Class VII or better unless the County Risk Manager grants specific approval for an exception.

E. Bidders Insurance Requirement:

Commercial General or Other Required Liability Insurance – "Claims Made" Basis:

- I. If Commercial General or other liability insurance purchased by the successful bidder has been issued on a "claims made" basis, the Contractor must comply with the following additional conditions. The limits of liability and the extensions to be included as described in the Check List remain the same. The Contractor must either:
  - (a) Agree to provide certificates of insurance evidencing the above coverages for a period of five (5) years after final payment for the contract. Such certificates shall evidence a retroactive date, no later than the beginning of the Contractors or subcontractors' work under this contract; or
  - (b) Purchase an extended (minimum five (5) years) reporting period endorsement for the policy or policies in force during the term of this contract and evidence the purchase of this extended reporting period endorsement by means of a certificate of insurance or a copy of the endorsement itself.

- (c) All construction projects exceeding \$1,500,000.00 will require a five (5) year extended reporting period (tail).
- (d) All deductibles for all insurance requirements are subject to County approval.
- (e) Contractors Pollution Liability or equivalent coverage extension within the General Liability policy. Policy limits not less than \$1,000,000 each occurrence and \$2,000,000 aggregate. This policy must provide coverage for:

Bodily injury, sickness, disease, sustained by any person, including death;

Property damage, including physical injury to or destruction of tangible property including the resulting loss of use thereof; cleanup costs, the loss of use of tangible property that has not been physically injured or destroyed including diminution of value and Natural Resources damages;

Defense costs including costs, charges and expenses incurred in the investigation, adjustment or defense of claims;

Contractual liability coverage, eg. Coverage for liability assumed by the named insured under a written contract or agreement;

The full scope of the named insureds operating as found within the scope of work for the contract

The policy must provide coverage for claims made or occurrence based on policy form

The policy must insure contractual liability, be Primary and Non Contributory and name County as an additional insured.

The policy cannot contain exclusions for work performed by subcontractors.

### **33. Certificate of Insurance**

Prior to job starting dates Contractors must provide the County with a Certificate of Insurance for all required coverage. The certificate must show: Contractor's agent's name, insurance carrier's name, the County as additionally insured, name of contractor, policy number, effective and expiration dates of contractor's policy.

The Contractor shall not begin to perform work on the project until certificate is received by the Office of the County Commissioners.

### **34. Irrevocable Trust Receipts**

Should the contractor be denied corporate surety credit for whatever reason the County will accept an Irrevocable Trust Receipt (ITR) issued by an individual surety. This individual surety must work through insurance agents licensed in the State of Maryland, in accordance with Maryland law.

A letter issued and duly authorized from the conventional bonding company denoting the "reason for denial" must be submitted with the bid as "Proof of Denial", and provided that the individual surety can meet all Maryland statutory and regulatory requirements. Failure to meet the bonding requirement(s) shall be cause for immediate rejection of the bid.

**35. Interpretation – Maryland Law Prevails**

The contract resulting from this solicitation shall be construed under the laws of the State of Maryland. Mandatory provision for all contracts unless otherwise authorized by the Office of the County Commissioners of Worcester County

**36. Protest Procedures**

Protests of bid awards must be received by the County in writing by certified mail not later than ten (10) calendar days after bidders have been notified or should have known of the contract award. Protests must be fully supported with adequate technical data, test results, or other pertinent information to support the protest. At a minimum, this must include the name and address of the protestor; identification of the project for which the protest is being filed; a statement of the reasons for the protest; supporting exhibits, evidence or documents to substantiate the protest; and a statement of the ruling desired from the county.

The decision of the county shall be final except in instances of violations of federal law or regulations; and/or violations of the county's protest procedure or the failure of the county to review a complaint or protest.

**37. Termination and Renewal**

A termination period will be required ninety (90) days prior to the end of the contract for termination or non-renewals. This contract may be renewed as stated in this proposals' section Contract and Renewal Options and are subject to availability of funding and successful vendor's performance.

**38. Minority Business Enterprise Policy**

The successful bidder shall make a good faith attempt to encourage bids and utilize certified minority business enterprises.

**39. Worcester County Equal Employment Opportunity Clause**

Worcester County expects that the contractor not discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex or age.

**40. The Americans with Disabilities Act**

The Americans with Disabilities Act applies to the Worcester County Government and its programs, services, activities, and facilities.

**41. Employment of Aliens**

All bidders, as a condition to doing business with the County, are required to comply with all applicable laws and regulations relating to the employment of aliens. If it is determined that a

bidder fails to comply with any such employment laws or regulations during the course of any County projects, such failure may constitute material breach of the bidder's contractual relationship with the County, and the County may take all reasonable steps to terminate its relationship with the bidder.

#### **42. Cooperative Purchasing**

The County reserves the right to extend all of the terms, conditions, specifications, and unit or other prices of any contract resulting from this bid to any and all public bodies, subdivisions, school districts, community colleges, colleges, and universities including non-public schools. This is conditioned upon mutual agreement of all parties pursuant to special requirements, which may be appended thereto. The supplier/contractor agrees to notify the issuing body of those entities that wish to use any contract resulting from this bid and will also provide usage information, which may be requested.

The County assumes no authority, liability, or obligation, on behalf of any other public or non-public entity that may use any contract resulting from this bid. All purchases and payment transactions will be made directly between the contractor and the requesting entity. Any exceptions to this requirement must be specifically noted in the bid/proposal response.

**BID FORM**

**WORCESTER COUNTY PUBLIC WORKS  
SEWER CLEANING AND INSPECTION SERVICES**

TO:

COMMISSIONERS OF WORCESTER COUNTY  
COUNTY GOVERNMENT CENTER  
1 WEST MARKET STREET, RM. 1103  
SNOW HILL, MARYLAND

I have received the construction documents titled Sewer Cleaning and Inspection Services. I have also received Addenda Nos. \_\_\_\_\_, and have included their provisions in this Proposal. I have examined both the documents and submit the following bid:

**UNIT COST BID ITEMS**

Bid Item	Item Description	Quantity	Units	Unit Price	Total Price
1	Light Cleaning and CCTV Inspection within West Ocean City	11,111	Linear Feet	\$	\$

Unit Cost Bid Item 1 Subtotal (Number): \_\_\_\_\_

Unit Cost Bid Item 1 Subtotal (in Words): \_\_\_\_\_

**CONTINGENT BID ITEMS**

Bid Item	Item Description	Quantity	Units	Unit Price	Total Price
2	Heavy Cleaning	4	Hours	\$	\$
3	Bypass Pumping up to 1 MGD	4	Days	\$	\$

Contingent Bid Items 2 & 3 Subtotal (Number): \_\_\_\_\_

Contingent Bid Items 2 & 3 Subtotal (in Words): \_\_\_\_\_

**TOTAL BID PRICE**

Total Bid Price = Unit Cost Bid Items Subtotal + Contingent Bid Items Subtotal

Total Bid Price (Number): \_\_\_\_\_

Total Bid Price (in Words): \_\_\_\_\_

Notes:

Contractor's pricing shall include all mobilization costs.

Contingent bid items may not be engaged without prior authorization from the Owner.

The Financial Proposal shall include a list of each bid item, estimated quantities, unit prices, and line item costs as well as the summed total for the project.

**BID MUST BE SIGNED TO BE VALID**

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

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

Typed Name: \_\_\_\_\_

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

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

WEST OCEAN CITY SEWERS

APPENDIX 1

<u>Street</u>	<u>Upstream MH #</u>	<u>Down stream MH#</u>	<u>Length in feet</u>	<u>Diameter of pipe</u>	<u>Material</u>
Rt 50 Ocean Gateway	34	33	281	12"	Plastic- SDR35
Rt 50 Ocean Gateway	33	32	295	12"	Plastic- SDR35
Rt 50 Ocean Gateway	32	31	315	12"	Plastic- SDR35
Rt 50 Ocean Gateway	31	30	400	12"	Plastic- SDR35
Rt 50 Ocean Gateway	30	29	400	12"	Plastic- SDR35
Rt 50 Ocean Gateway	29	28	400	12"	Plastic- SDR35
Rt 50 Ocean Gateway	28	27	400	12"	Plastic- SDR35
Rt 50 Ocean Gateway	27	26	400	12"	Plastic- SDR35
Rt 50 Ocean Gateway	26	25	400	12"	Plastic- SDR35
Rt 50 Ocean Gateway	25	24	400	12"	Plastic- SDR35
Rt 50 Ocean Gateway	24	23	400	12"	Plastic- SDR35
Rt 50 Ocean Gateway	23	22	346	12"	Plastic- SDR35
Rt 50 Ocean Gateway	22	21	344	12"	Plastic- SDR35
Rt 50 Ocean Gateway	21	20	340	12"	Plastic- SDR35
Rt 50 Ocean Gateway	20	19	391	12"	Plastic- SDR35
Rt 50 Ocean Gateway	19	18	272	12"	Plastic- SDR35
Rt 50 Ocean Gateway	18	17	170	18"	Plastic- SDR35
Rt 50 Ocean Gateway	113	18	109	8"	Plastic- SDR35
Rt 50 Ocean Gateway	114	113	388	8"	Plastic- SDR35
Rt 50 Ocean Gateway	115	114	381	8"	Plastic- SDR35
Rt 50 Ocean Gateway	116	115	401	8"	Plastic- SDR35
Rt 50 Ocean Gateway	117	116	150	8"	Plastic- SDR35
Rt 50 Ocean Gateway	118	117	365	8"	Plastic- SDR35
Shantytown Road	119	116	202	8"	Plastic- SDR35
Shantytown Road	120	119	301	8"	Plastic- SDR35
Shantytown Road	121	120	323	8"	Plastic- SDR35
Shantytown Road	122	121	254	8"	Plastic- SDR35
Shantytown Road	123	122	245	8"	Plastic- SDR35
Waterview Drive	280	260	394	8"	Plastic- SDR35
Waterview Drive	281	280	374	8"	Plastic- SDR35
Waterview Drive	282	281	350	8"	Plastic- SDR35
Waterview Drive	283	282	351	8"	Plastic- SDR35
Waterview Drive	LH283	283	44	8"	Plastic- SDR35
Pine Rest Lane	284	281	172	8"	Plastic- SDR35
Pine Rest Lane	285	284	353	8"	Plastic- SDR35

TOTAL: 11111 feet



**Worcester County  
 Maryland  
 Route 50  
 West Ocean City  
 Sewer Lines**

- Sewer Manhole
- Force Main
- Gravity Main
- Low Pressure
- Sewer Main
- Vacuum Main

Department of Development  
 Review and Permitting  
 Technical Services Division

Drawn By: MDD  
 Reviewed By: KLH



1 inch = 1,000 feet  
 Map prepared on January 18, 2018.

**Worcester County  
Sewer Cleaning & Inspection  
Bidders List**

**HYDROSTRUCTURES**

Vince Duobinis  
4717 Washington Blvd. Suite A  
Arbutus, MD 21227  
(410) 398-7432  
[Vince.duobinis@hydrostructures.com](mailto:Vince.duobinis@hydrostructures.com)

**SAVIN ENGINEERS, P.C.**

Mr. Jeff Nold  
3111 Hubbard Rd.  
Landover, MD 20785  
(301) 341-0100  
[jnold@savinengineers.com](mailto:jnold@savinengineers.com)

**CLARK ENVIRONMENTAL SERVICE**

David Banks  
29631 Foskey Lane  
Delmar, MD 21875  
(410) 742-2718  
[david@cesvac.com](mailto:david@cesvac.com)

**ATLANTIC PUMPING**

PO Box 395  
Bishopville, MD. 21813  
410-641-1617  
[atlanticpumping@verizon.net](mailto:atlanticpumping@verizon.net)



Worcester County  
 DEPARTMENT OF PUBLIC WORKS  
 6113 TIMMONS ROAD  
 SNOW HILL, MARYLAND 21863

15

NOV 14 2017

V...

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 of Public Works *JHT*  
**DATE:** November 14, 2017  
**SUBJECT:** Standard Specifications for Water Mains and Sanitary Sewers

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: 410-632-3000

**FLEET MANAGEMENT**  
 TEL: 410-632-5675  
 FAX: 410-632-1753

**WATER AND WASTEWATER**  
 TEL: 410-641-5251  
 FAX: 410-641-5185

.....  
 In 1994, the County Commissioners adopted a package of Standard Specifications for construction of water and wastewater facilities. The County Water and Wastewater Department had been established as a result of the November 1993 abolishment of the Worcester County Sanitary Commission and no viable standards were in place at that time. The current standards were therefore adopted based upon available information from other jurisdictions throughout the State.

p.5

Over the past year, the Department of Public Works, Water and Wastewater Division has been working to update those standards. These updated specifications include information on products and procedures that have been successfully implemented on other projects within the County. Additionally, the document 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.

p.16  
 see note

These specifications are not all-inclusive as they are focused on construction of water and sewer pipelines, pumps and appurtenances. Although some of this information is adaptable to other facilities, mechanical and electrical equipment for pump stations and treatment facilities must still be selected as needed for each particular application.

In accordance with Section PW 5-307(c) of the Public Works Article of the County Code, "The County Commissioners may, by resolution, adopt codes and standards for the construction, operation and use of sanitary facilities". While a public hearing is not required prior to adoption, the Commissioners could consider holding a public hearing if they so desire. We are recommending approval of these specifications by the County Commissioners. Once approved, we will distribute the standards and post them on our website for reference by affected design professionals and contractors who must abide by these new standards.

If you have any questions, please do not hesitate to contact me.

cc: John S. Ross, P.E. Deputy Director  
 Jessica Wilson, CPA Enterprise Fund Controller

RESOLUTION NO. 18 - \_\_\_\_

**RESOLUTION TO REPEAL AND REPLACE  
DESIGN GUIDELINES AND STANDARDS FOR WATER AND WASTEWATER FACILITIES  
IN WORCESTER COUNTY, MARYLAND**

WHEREAS, Section PW 5-307(c) of the Public Works Article of the Code of Public Local Laws of Worcester County, Maryland provides that the County Commissioners may, by resolution, adopt codes and standards for the construction, operation and use of sanitary facilities; and

WHEREAS, the County Commissioners of Worcester County, Maryland adopted, on March 8, 1994, a Resolution Adopting Worcester County Department of Water and Wastewater Design Guidelines; and

WHEREAS, the County Commissioners have determined the need to update the design guidelines and standards to include information on products and procedures that have been successfully implemented on other projects within the County and to provide a consolidated package of construction details and a listing of specific products approved for use when constructing water and wastewater facilities within Worcester County for turnover to the County Commissioners of Worcester County, Maryland for future operation and maintenance;

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County, Maryland that the document entitled "Worcester County, Maryland Design Guidelines for Water and Wastewater Facilities" dated March 8, 1994 is hereby repealed and replaced by the document entitled "Worcester County Department of Public Works Water and Wastewater Division - Standard Specifications and Details for Water Mains & Sewer Mains" dated November 1, 2017, which shall hereafter guide all construction, operation and use of sanitary facilities in Worcester County.

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

PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

ATTEST:

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

COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND

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

\_\_\_\_\_  
Theodore J. Elder, Vice President

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

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

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

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

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

**§ PW 5-306. Services outside service area. [Amended 8-16-2005 by Bill No. 05-11; 12-20-2005 by Bill No. 05-15]**

- (a) Extension of services outside service area. The County Commissioners may allow sanitary services to be extended outside the boundaries of a service area to provide service by contract to another sanitary service area, shared sanitary facility, County project or facility, as determined by the County Commissioners. In all such cases the recipient of such service shall fairly compensate the sanitary service area providing service for maintenance and operation cost and for a proportionate share of the value, as determined by the County Commissioners, of the sanitary facilities required to provide the service. In emergency circumstances, service may be provided to an individual property. In the case of providing service to an individual property, the Commissioners must determine that such service is required because of a bona fide health or environmental emergency. The procedure for providing service outside the service area shall be the same as the procedure for an amendment to a sanitary service area set forth in § PW 5-305 of this Article based upon a petition filed by the owner or owners of the property requesting service or by action of the County Commissioners. The County Commissioners, in order to provide service outside the sanitary service area by contract, shall make all of the factual findings required by § PW 5-305, and the proposal must meet with all of the requirements of this section as well as the requirements of § PW 5-305. In cases where services are provided by contract outside of a sanitary service area the County Commissioners may establish rates and fees at the time of the resolution providing for such service. Such rates may be higher or lower than the rate charged within the sanitary service area providing service as determined by the County Commissioners for good cause. All rates and fees shall be subject to the annual budgetary process of § PW 5-310.
- (b) Temporary services. Upon a recommendation by the Department of Public Works, in cases where it is determined necessary, appropriate, or desirable by the County Commissioners, temporary treatment of wastewater generated in one sanitary service area may be provided in another sanitary service area and/or potable water may be supplied from one sanitary service area to another sanitary service area, provided such temporary arrangement does not exceed three hundred sixty-five consecutive days and provided an agreement shall be entered into between the service areas and executed on behalf of the County Commissioners by the Department of Public Works. No arrangement for inter-service area wastewater treatment or supply of potable water shall be made in cases where the wastewater treating area or potable water supplying area lacks sufficient capacity for such service.

**§ PW 5-307. Construction of sanitary facilities.**

- (a) Construction by developer. Where the proposed sanitary facilities are intended to serve land which is substantially vacant and undeveloped, the developer shall be required to enter into an agreement with the County Commissioners to provide for the construction of the facilities. The agreement shall provide: (1) that the developer shall secure all necessary permits for the benefit of the county, and which may not be modified without the consent of the county, and shall construct the facilities in accordance with all required permits and applicable standards; (2) that the developer shall deed to the county

free and clear of all encumbrances, at the time of the recordation of any subdivision plat or final approval of any site plan all parcels reserved for construction of sanitary facilities; (3) that the developer shall warrant the construction and performance of the sanitary facilities for a period of not less than two years from the date of acceptance by the county and shall post construction and maintenance bonds in an amount to guarantee the warranty which in the case of a maintenance bond shall be no more than 50% of the actual cost of all equipment; (4) that upon completion of the facility and final inspection, approval and acceptance by the county, the developer shall transfer all permits and all those portions of the facility which are not already county property to the county free and clear of all liens and encumbrances and the county shall then assume operational control of the sanitary facilities; (5) for a cash deposit, if required by the resolution establishing the service area, for not less than one year of operation including reasonable reserves for replacement; (6) such requirements for payment of contractors and suppliers as may be required; (7) for any construction bond required by any applicable law or regulation; (8) for any reimbursement to developer for service provided from the facility to third parties and any formula relating thereto; and (9) for such other matters as may be determined by the County Commissioners to be necessary and appropriate. The agreement shall be recorded in the land records of Worcester County at the expense of the developer. Any sanitary facilities constructed by the developer must be of such a capacity to provide service for each equivalent dwelling unit reflected on the developer's subdivision plats or site plans. The County Commissioners may require a developer to construct sanitary facilities of a size and capacity greater than that necessary to serve the proposed development when that additional capacity is needed to serve other existing parcels within the service area. In such a case, those existing parcels shall be established as a sub-area and the sub-area shall be liable for reimbursing the developer for its proportionate share of the costs of the sanitary facilities constructed by the developer.

(b) Construction by county. Where a sanitary service area or sub-area has been established, the sanitary facilities shall be constructed, expanded or upgraded by the county in accordance with the following procedures.

- (1) The County Commissioners shall cause to be made such studies, plans and specifications as may be necessary to solicit bids and determine the actual cost for the construction and operation of the proposed sanitary facilities.
- (2) The County Commissioners shall hold a public hearing on the cost of the project, which hearing shall be advertised at least once per week for two weeks prior to the hearing in a newspaper of general circulation in the area of the proposed service area. At the hearing the Commissioners may ask for the vote of each property owner in the service area as to whether the project should be constructed but shall not be bound by said vote.
- (3) Following the public hearing the County Commissioners may approve or reject the project for construction. If approved, the County Commissioners may advance funds or may issue bonds as may be authorized by Public General Law, for the construction of the project. The costs incurred in constructing the project shall be considered a debt of the sanitary service area which debt shall be repaid through the levying of and payment of assessments as provided for in this Subtitle.

(c) Standards. The County Commissioners may, by resolution, adopt codes and standards for the construction, operation and use of sanitary facilities.



Current  
Design Guidelines

WORCESTER COUNTY, MARYLAND

DESIGN GUIDELINES

FOR

WATER AND WASTEWATER FACILITIES

MARCH 8, 1994

RESOLUTIONS ADOPTING "WORCESTER COUNTY DEPARTMENT OF  
WATER AND WASTEWATER DESIGN GUIDELINES"

WHEREAS, the County Commissioners have determined it necessary and appropriate to have design guidelines for water and wastewater facilities and have held public hearings to solicit public input.

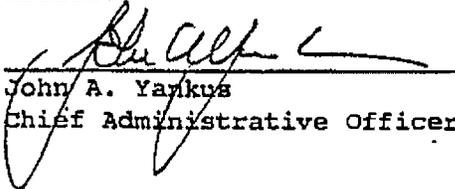
NOW, THEREFORE, WE THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND DO HEREBY:

1. Adopt the "Worcester County Department of Water and Wastewater Design Guidelines" as drafted by the Department of Water and Wastewater Services and dated March 8, 1994; and

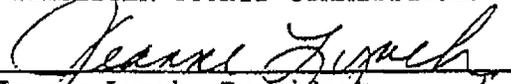
2. Resolve that those projects, or specific project portions, having already been constructed or having already received specific and documented approvals valid as of the date of this Resolution from the Worcester County Sanitary Commission or the Department of Water and Wastewater Services, are hereby exempt from those sections of the Design Guidelines which are inconsistent with the construction so already completed or with the approvals so already granted.

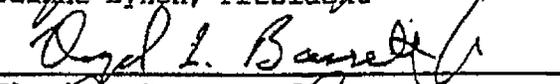
PASSED AND ADOPTED this 8th day of March, 1994.

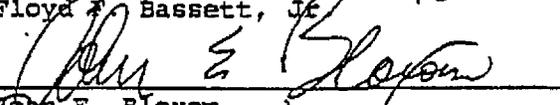
ATTEST:

  
John A. Yankus  
Chief Administrative Officer

WORCESTER COUNTY COMMISSIONERS

  
Jeanne Lynch, President

  
Floyd L. Bassett, Jr.

  
John E. Bloxom

  
George M. Hurley

  
Reginald T. Hancock

WORCESTER COUNTY  
DEPARTMENT OF WATER & WASTEWATER SERVICES  
DESIGN GUIDELINES

I. GENERAL INFORMATION

- A. Water and Sewerage Systems to be owned and operated by the County shall be designed using sound engineering judgement and general guidelines:

"Design Guidelines for Sewerage Facilities", State of Maryland, dated November 20, 1978.

"Recommended Standards for Sewage Works" (Ten States Standards) latest edition.

"Recommended Standards for Water Works" (Ten States Standards) latest edition.

"Distribution System Requirements for Fire Protection" AWWA Manual B1 latest edition.

"Design Construction of Sanitary and Storm Sewers" WPCF MOP 9, dated 1969.

"Design of Municipal Wastewater Treatment Plants" WEF MOP 8, dated 1992.

"Water Quality and Treatment" AWWA Handbook, dated 1990.

- B. Engineers Report

The design engineer shall prepare an Engineers Report consisting of concept plans for water lines, sewer collection and water and wastewater treatment facilities. The report shall include estimates of capital and O & M costs. Details of the Engineers Report are specifically discussed in subsequent sections. The report shall also note phasing. The engineers report shall be approved by the County prior to execution of a Developer Agreement or preparation of final construction plans.

March 8, 1994

C. Fee Simple Property, Rights-of-Way and Easements

All sewer pump stations, water booster stations, water storage tanks, wells and water and wastewater treatment facilities shall be located on lots dedicated to the County. Lot sizes shall in accordance with the County Zoning and Subdivision Control Article. Other facilities shall be located within public rights of way or specifically dedicated easements. Rights-of-way or easements shall meet the following requirements:

1. Minimum width shall be twenty feet (20ft).
2. Multiple utilities shall provide minimum of five feet (5ft) additional width for each additional utility.
3. Center line of utility shall be no less than ten feet (10ft) from the edge of right-of-way or easement.
4. For utilities greater than ten feet (10ft) in depth, the distance from the edge of the right-a-way or easement shall be increased by one foot (1ft) for each additional foot in depth.

D. Construction Plan Standards

The construction plans shall meet the following requirements:

1. Professional seal, signature, registration number and date of engineer responsible for design of each sheet.
2. Provide signature block for County approval for each sheet.
3. Utilize 24" x 36" sheets prepared on reproducible mylar.
4. Water and Sewer drawings are separate from other plans such as roadway and drainage yet shall indicate those facilities.
5. Provide title sheet with location plans.
6. Utilize scale of 1" = 50 ft or 1" = 30 ft on plan

view with profiles of water and sewer with vertical scale of 1" = 5 ft.

7. Identify all utility lots, rights-of-way and easements.
8. Identify all survey benchmarks including horizontal and vertical datum.
9. Provide electrical detail drawings for all pertinent facilities.
10. Provide piping schematics for all pertinent facilities, e.g. interior of buildings.

E. Detailed Specifications

Detailed Specifications shall be prepared for all sewer pumping stations, water and wastewater treatment plants and water storage tanks.

F. Permitting

NPDES, Groundwater Discharge Permit, Groundwater Appropriation Permits, State Construction Permits shall all be obtained prior to start of construction.

## II. WATER SYSTEMS

A. Design Flows

1. Average flow shall be estimated as follows:
  - a. As approved by the Maryland Department of Environment.
  - b. Utilize "State Design Guidelines for Sewerage Facilities" for other types of users.
  - c. When existing water flow data is available in the case of expanding an existing development or proposing a new development similar to others in the County, such existing data may be used in determining design water flow.
2. When existing water flow data is available in the case of expanding an existing development or

processing a new development similar to others in the County, such existing data may be used in determining maximum daily flow. Irrigation needs shall be evaluated as part of the Engineers Report. In the absence of such data maximum day flow shall be equal to 2.5 times average flow.

3. When existing water flow data is available in the case of expanding an existing development or proposing a new development similar to others in the County, such existing data may be used in determining maximum hourly flow. In the absence of such data maximum hourly flow shall be determined in accordance with "Diagram for Converting Average Daily Domestic Flow to Peak Flow" contained in "Design Guidelines for Sewerage Facilities", State of Maryland, referenced in Paragraph I.A. above.

4. Where the water system is to provide for fire suppression when required by the Fire Marshall. Fire flow shall be in accordance with "AWWA Distribution System Requirements for Fire Protection".

B. Water Distribution System

1. System shall be sized to provide as a minimum the maximum Day Flow plus Fire Flow. Minimum pressure at a maximum day flow shall be 35 psi on the supply side of the service meter.
2. Minimum residual pressure during Fire Flow is 20 psi. Maximum pressure is 80 psi.
3. Provide looped distribution system as much as possible.
4. Maximum spacing for fire hydrants and valves is 500 ft. for a single family residential areas. All others (multi-family, commercial institutional,

- industrial shall have a maximum spacing for fire hydrants and valves is 300 ft.
5. Mains shall be sized to provide adequate pressure as required by these Guidelines.
  6. Each parcel of land shall be served by lateral service line with meter.
  7. Minimum cover over water mains and laterals to the property line is 3 ft.
  8. Provide 10 ft. separation between water lines and sewer lines except at crossings which require 18" vertical separation.
  9. Provide separate service with County back flow protection device on all private fire lines.
  10. Provide back flow protection device for various connections as required by AWWA M-14.
  11. Storage facilities should have sufficient capacity, as determined from the Engineers Report, to meet domestic flows, and where fire protection is provided, fire flows.
  12. A combination of pumping and storage may be used to meet maximum hour flow.
  13. Water storage facilities shall be in accordance with the Engineers Report and where fire protection is provided shall include facilities which provide system reliability.
  14. Water concept plan in Engineers Report shall identify all lines (with sizes) hydrants and valves and storage tank(s) (with size).

C. Water Treatment System

1. Provide a minimum of two wells with total groundwater capacity exceeding Maximum Day Flow with the largest well out of service.
2. Water Treatment Plant Capacity shall equal or exceed maximum day flow.
3. Water Treatment Plants shall be designed in accordance with "Recommended Standards for Water

March 8, 1994

Works" (Ten States Standards) latest edition. All central water supply systems shall include disinfection.

4. Iron and Manganese removal may be met as follows:
  - a. If the sum of iron and manganese in raw water is less than 1.0 milligram per liter (mg/l) treatment may be softening.
  - b. If the sum of iron and manganese in raw water is between 1.0 mg/l and 5.0 mg/l, green sand filters maybe utilized
5. All water treatment plants shall be on separate lots with setbacks, lighting, fencing, paved driveway, bathroom, landscaping & emergency generator.
6. The Engineers Report shall include test well data analyzed for quality and quantity. Also included shall be building with plant layout and a process diagram noting treatment process.
7. The construction plans shall include detailed specifications.

### III. WASTEWATER SYSTEMS

#### A. Design Flows

1. Average flow shall be estimated as follows:
  - a. As approved by the Maryland Department of Environment.
  - b. Utilize state "Design Guidelines for Sewerage Facilities" for other types of users.
  - c. When existing wastewater flow data is available in the case of expanding an existing development or proposing a new development similar to others in the County, such existing data may be used in determining design wastewater flow.
2. Peak flow shall be determined using State "Design Guidelines for Sewerage Facilities".

B. Gravity Sewers

1. System shall be sized to provide peak flow.
2. Minimum main size shall be eight inches (8"). Laterals shall be minimum six inches (6").
3. Minimum slope shall be in accordance with State "Design Guidelines for Sewerage Facilities". In flat areas to avoid excessive excavations or avoid extra pump stations the County may approve the following exceptions:

0.33% for 8" PVC Sewer	.28
0.24% for 10" PVC Sewer	.22
0.20% for 12" PVC Sewer	
4. For upper reaches with flow less than one third pipe diameter, the above exceptions shall not be granted.
5. Manhole head loss is 0.1 feet.
6. Each parcel of land shall be served by a sewer lateral.
7. Minimum cover over all mains and laterals in the right-of-way is 3ft.
8. Maximum depth is 20 feet (invert to grade). An exception may be granted by the County to avoid extra pump stations.
9. Industrial or commercial users may be required to provide sampling manhole.
10. Sewer Concept Plan in Engineers Report shall identify all lines (with sizes) slopes and tops and inverts of all manholes.

C. Vacuum Sewers and Pressure Sewers

Vacuum Sewers and Pressure Sewers may be evaluated on a project in the Engineers Report.

D. Pumping Stations and Force Mains

1. Capacity shall equal or exceed peak flow.
2. Type of station shall be as follows:
  - a. Cast in Place Dry Well - Wet Well for safe pumping capacity exceeding 2.0 mgd.

- b. Package Dry Well - Wet Well or submersible for safe pumping capacity between 0.5 mgd and 2.0 mgd inclusive.
  - c. Suction lift or submersible for capacity less than 500 gpm. Total suction lift shall not exceed 15 ft.
  - d. Ejection type of station is not allowed.
3. The Engineers Report shall address alarms, pump controls, flowmetering, standby power, water service with back-flow preventor, bar screen, dehumidifier, sump pump, ventilation, separate lot, fencing, paved driveway and utility lot requirements.
  4. Pumping stations shall be designed based on "safe capacity" which shall be defined as the capacity to pump the expected peak flow rate with the largest pumping unit out of service. Stations larger than 700 gpm may be required to provide three pumps which would include one redundant pump.
  5. Pump stations with capacity exceeding 700 gpm or force mains exceeding 2000 ft shall be evaluated for water hammer and may require special check valves.
  6. Construction plans shall include detailed specifications.
  7. Sewer Concept Plan shall identify location size, type and depth of all pump stations.

E. Wastewater Treatment

1. Plant treatment capacity shall equal average daily flow with hydraulic capacity for peak flow.
2. Provide separate lot with driveway, parking, bathroom, lighting, landscaping, office / lab building, fencing, and emergency generator.
3. The Concept Plan in Engineers Report shall include site and building layout and detailed process

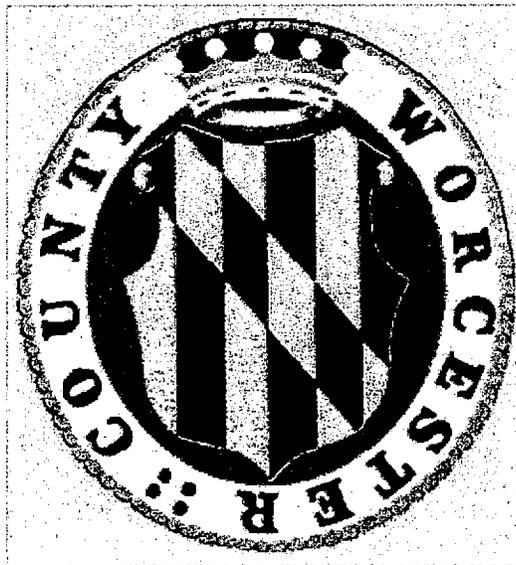
diagram indicating all treatment processes.

4. The construction documents shall include detailed specifications.

March 8, 1994

# WORCESTER COUNTY

## DEPARTMENT OF PUBLIC WORKS WATER AND WASTEWATER DIVISION



Full 236 page  
Document Available  
for review in  
County Administration  
Office and on the  
County Website at  
[www.co.worcester.md.us](http://www.co.worcester.md.us)

NOVEMBER 1, 2017

## STANDARD SPECIFICATIONS AND DETAILS FOR WATER MAINS & SEWER MAINS

WORCESTER COUNTY, MARYLAND  
STANDARD SPECIFICATIONS AND DETAILS FOR  
WATER MAINS AND SEWER MAINS

NOVEMBER 1, 2017

All Water and Sewer construction projects shall be built in accordance with this document and any adopted revisions. All construction documents shall incorporate the latest revision.

## TABLE OF CONTENTS

- Part 1      General Provisions
- Division 1    General Provisions
- Part 2      Technical Requirements
- Division 2    Site Work
  - Division 3    Concrete
  - Division 4    Masonry
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- Part 3      Standard Details
- Standard Water Details
  - Standard Sewer Details
  - Standard General Details
- Part 4      Approved List of Materials
- Water Construction
  - Sewer Construction
  - Water and Sewer Construction



**Maryland**  
Department of  
the Environment

Larry Hogan, Governor  
Boyd K. Rutherford, Lt. Governor

Ben Grumbles, Secretary  
Horacio Tablada, Deputy Secretary

February 12, 2018

Ms. Jessica Wilson, CPA  
Enterprise Fund Controller  
Worcester County Office of the Treasurer  
One West Market Street, Room 1105  
P.O. Box 248  
Snow Hill, MD 21863

FYI 16

Re: Discharge Permit MD0023477  
Ocean Pines WWTP  
Bay Restoration Fund

Dear Ms. Wilson:

Based on our review of your facility's Discharge Monitoring Reports for the calendar year 2017, and other submitted documents, your facility is exempt from paying into the Bay Restoration Fund (BRF) during the calendar year 2018.

Exemptions under this category are valid for up to one year. Your exemption will expire on February 1, 2019, after which the BRF fee will resume for your facility unless an exemption renewal is requested prior to this date.

Should you have any questions, please contact me at (410) 537-3757 or [walid.saffouri@maryland.gov](mailto:walid.saffouri@maryland.gov).

Sincerely,

Walid Saffouri, P.E., Program Administrator  
Engineering and Capital Projects Program  
Office of Budget and Infrastructure Financing

cc: Elaine Dietz – MDE  
Cathy Lowenkron – MDE



17



MEMORANDUM

TO: Harold L. Higgins, Chief Administrative Officer  
FROM: William Rodriguez, Parks Superintendent *WR*  
DATE: February 12, 2018  
SUBJECT: 19<sup>th</sup> Annual Osprey Sprint Triathlon

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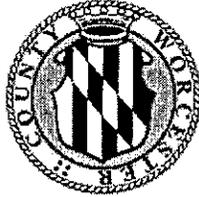
I have had the opportunity to review the attached letter from Sandi Smith of the Maryland Coastal Bays Program requesting approval to hold the 19<sup>th</sup> Annual Osprey Sprint Triathlon in Public Landing on Saturday, September 29, 2018.

This event has always been well organized and our participation in making this a successful event should continue. The Department of Recreation & Parks has no objections and would recommend allowing the Maryland Coastal Bays to utilize the Public Landing Pavilion and Boat Ramp.

Should you have any questions, please feel free to contact me.

Attachment

TEL: 410-632-3110  
FAX: 410-632-3158  
E-MAIL: tourism@co.worcester.md.us



DEPARTMENT OF  
TOURISM

**Worcester County**

104 WEST MARKET STREET  
SNOW HILL, MARYLAND  
21863

LISA CHALLENGER  
DIRECTOR

February 12, 2018

To: Harold Higgins  
Kelly Shannahan

From: Lisa Challenger, Director 

Re: Osprey Spring Triathlon

I give my full support to the 19<sup>th</sup> Annual Osprey Sprint Triathlon to be held on September 29, 2018. This is a very well run, organized event bringing many visitors from out of town.

I look forward to assisting the MD Coastal Bays in any way I can.

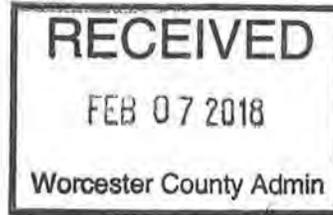
LC:dk



## MARYLAND COASTAL BAYS PROGRAM

9919 Stephen Decatur Highway, Suite 4  
Ocean City, Maryland 21842  
(410) 213-2297  
(410) 213-2574 – FAX  
www.mdcoastalbays.org

February 1, 2018



Copy: Bill Rodriguez ✓  
For review and  
recommendation  
- Lisa Challenger ✓  
- John Tustin ✓  
- Sheriff Reggie Maron ✓

Worcester County Commissioners  
Worcester County Government Center  
1 W. Market Street, Room 1103  
Snow Hill, MD 21863-1195

Dear Worcester County Commissioners,

The Maryland Coastal Bays Program (MCBP) would like to request approval to hold the 19<sup>th</sup> Annual Osprey Sprint Triathlon in Public Landing on Saturday, September 29, 2018. We would also like to request the continuation of assistance from the county's Fire & Rescue, Public Works, Tourism, and Recreation departments, as well as the Sheriff's office.

Last year's event was successful and the weather couldn't have been more perfect as almost 300 athletes participated in the event, which included a half-mile swim in Chincoteague Bay, a 15.2-mile bike course, and a 3.1-mile run on the roads surrounding the rural countryside of Worcester County. This wasn't the largest event compared to the past, but participants were thrilled and have requested that we continue the tradition.

Due to the generosity of dedicated businesses and individuals, the event raised over \$21,000, which will help to fund restoration, monitoring, and education projects within the Coastal Bays watershed.

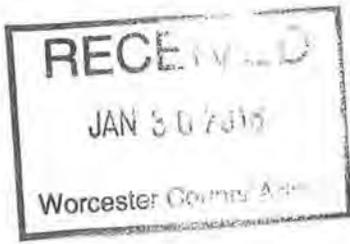
This year's race will follow the same format as in years past, with racers starting and ending at the Public Landing pavilion and boat ramp. We will also coordinate our efforts with the residents of Public Landing to ensure that all of their concerns are addressed.

We would be happy to meet with you to discuss this event should you have any questions. Once we obtain your approval, we will begin the detailed planning, advertising, and promotion of the race. Due to the amount of detail needed to successfully hold this function, we need to begin our planning process as early as possible.

We greatly appreciate the support Worcester County has given the triathlon over the last seventeen years, and hope to continue to work with you on our 18<sup>th</sup> anniversary event. Many thanks for your consideration.

Sincerely,

Sandi Smith  
Development and Marketing Coordinator  
Maryland Coastal Bays Program



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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

TO: Harold L. Higgins, Chief Administrative Officer  
FROM: Edward A. Tudor, Director *EAT*  
DATE: January 30, 2018  
RE: General Survey Conditions - Board of Elections Building - 100 Belt Street

\*\*\*\*\*

Pursuant to your request and with the extensive support of Bill Bradshaw and Ken Whited, I have prepared this general assessment of the current Board of Elections building located at 100 Belt Street. I understand that the goal of this assessment is to provide general information that will be used to determine the feasibility of using this building for the storage of voting machines and/or office space. All of us visited the building several times during this assessment and have reviewed the minimal information we have on this building.

The following information is provided in order to frame the discussion to follow. According to the Assessments Office Real Property information, the building was constructed in approximately 1940, making it about 77 years old. Exposed framing material in the second floor storage area indicates that this is very plausible. Real Property also indicates that the building is approximately 3,200 square feet in area. This is consistent with the conceptual space plans provided by Terron Pinder, Election Information System Specialist, with the Board of Elections. This square footage represents the area of the conditioned space on the first floor of the building. There is an equal amount of space in the second floor storage area. This area is accessed by a stairwell from the first floor which is located in the center of the building and from a material conveyor lift located on the east side of the building which was at one time a garage bay.

From a regulator perspective, the building is not located in a flood zone or the Chesapeake Bay Critical Area. It is served with water and wastewater services by the Town of Snow Hill. The property is located in the Town's R-2 Medium Density Residential District. Governmental facilities are a Special Exception use in this district.

With regard to the specific building elements you asked to be assessed, I will begin from the top down. The building is covered with a standard 3 tab asphalt shingle roof applied over a roof deck of individual boards and stick framed roof rafters. Based on visual inspection only, it appears that the shingles and roof deck are in overall good repair and no evidence of leaks was observed. Additionally, the property is located in the Town's Historic District. Any future exterior changes to the building, including an addition, will require additional review and compliance with the Historic District requirements.

The exterior walls of the building consist of painted concrete block walls. The interior finishes of the exterior walls differ in the building but there is no indication that the walls are insulated. Several foundation vents were observed along the rear wall of the building in the area where a crawl space is below the floor level. This area represents approximately one half of the total area of the first floor of the building. The other half, which was a garage bay at one time, has a concrete slab floor. Access to the crawl space is provided from the interior of the building. The existing foundation vents are located below grade and it appears that water shed from the roof drains directly into this crawl space. There is a sizable open yard to the rear of the building which is currently utilized for the storage of certain vehicles by the Sheriff's Department.

With regard to the interior of the building, approximately one half of the first floor consists of office space and the remainder is a large open area, the floor of which lies below that of the office area. A ramp from the office area provides access to this latter space. This open area was at one time a garage bay and on the day of our visit was used for machine storage. Generally, the building interior is well maintained but is very dated in its finishes and layout. The second level of the building consists of a principally open attic area with one built-in lockable closet. Access to the space is provided both by a stairway and conveyor as described previously. At the time of our initial visit the area was cluttered with many large piles and boxes of material that looked to be from many sources. Knee walls that support the roof rafters are located in this space. Undulations in both these knee walls and the attic floor were very evident. Significant settling and structural movement have occurred over the years. These conditions warrant further review after all the material is removed from the space. We plan on removing flooring in several areas so that we can make a more thorough visual inspection. It is recommended at this time that the area be secured and not be available for any type of storage until such time as the deficiencies are identified and repaired. It is also recommended that the material conveyor from the first floor either be removed in its entirety or covered and insulated on the second level to control the significant amount of heat that could be felt escaping from the first floor level up this left and out through the roof ventilation system.

The building front entry has been retrofitted with a ramp for accessible access. Other accessible features in the building have been added but do not all meet current standards. There is also a ramp which provides interior access from the office area to the rear

storage/garage which does not provide proper slope to be considered ADA compliant. Restrooms do not appear to meet current dimensional ADA criteria.

Mechanical systems for climate control consist of heat pumps with electric resistance backup. The equipment appears to be in relatively good physical condition and working order. Although not commented on directly by the Board of Elections' staff, it would appear that temperature and humidity control may be problematic due to what appears to be uninsulated walls, losses through the material lift to the second floor, and the uninsulated floor and crawl space. The electrical distribution system appears to be original to the building with only minor additions and upgrades over the life of the building.

Recommendations with regard to building improvements will vary widely depending upon the proposed use. However, two recommendations are constant. First, the second floor attic space should not be used for any storage whatsoever until such time that a more thorough examination of the structural elements is conducted and any needed repairs are made. This recommendation is not being made for fear of an imminent failure of the structure. This space has obviously housed large amount of various materials for quite some time. However, prohibiting new storage use of the area will hopefully prevent any further movement of the structural elements and allow for a more thorough examination of the structure. Additionally, even where limited storage is allowed it tends to grow well beyond the original limits over time. Secondly, steps should be taken to minimize the heating losses through the material conveyor to the second floor. This will obviously save energy and enhance the comfort of those occupying the space below.

As always, I will be available to discuss the matter with you and the County Commissioners at your convenience. In the interim, if you have any questions please let me know.

EAT: phw

cc: Bill Bradshaw  
Ken Whited

Real Property Data Search

Search Result for WORCESTER COUNTY

View Map		View GroundRent Redemption			View GroundRent Registration		
<b>Account Identifier:</b>		District - 02 Account Number - 022044					
Owner Information							
<b>Owner Name:</b>	COUNTY COMMISSIONERS OF WORCESTER CO MD THE			<b>Use:</b>	EXEMPT COMMERCIAL NO		
<b>Mailing Address:</b>	1 WEST MARKET ST SNOW HILL MD 21863			<b>Principal Residence:</b>	NO		
				<b>Deed Reference:</b>	/00596/ 00143		
Location & Structure Information							
<b>Premises Address:</b>		100 BELT ST SNOW HILL 21863-0000		<b>Legal Description:</b>		APP 150' X 150' BELT & S WASHINGTON STS SNOW HILL	
<b>Map:</b>	<b>Grid:</b>	<b>Parcel:</b>	<b>Sub District:</b>	<b>Subdivision:</b>	<b>Section:</b>	<b>Block:</b>	<b>Lot:</b>
0200	0021	0653		0000			
<b>Assessment Year:</b>				<b>Plat No:</b>			
2017				Plat Ref:			
<b>Special Tax Areas:</b>				<b>Town:</b>			
				SNOW HILL			
<b>Ad Valorem:</b>				<b>Tax Class:</b>			
<b>Primary Structure Built</b>		<b>Above Grade Living Area</b>		<b>Finished Basement Area</b>		<b>Property Land Area</b>	
1940		3,200 SF				22,500 SF	
County Use							
<b>Stories</b>	<b>Basement</b>	<b>Type</b>	<b>Exterior</b>	<b>Full/Half Bath</b>	<b>Garage</b>	<b>Last Major Renovation</b>	
		OFFICE BUILDING					
Value Information							
		<b>Base Value</b>	<b>Value</b>	<b>Phase-in Assessments:</b>			
			As of	As of		As of	
			01/01/2017	07/01/2017		07/01/2018	
<b>Land:</b>		25,800	25,800				
<b>Improvements</b>		89,900	107,200				
<b>Total:</b>		115,700	133,000	121,467		127,233	
<b>Preferential Land:</b>		0				0	
Transfer Information							
<b>Seller:</b> THE BOARD OF EDUCATION OF WORCESTER			<b>Date:</b> 09/26/1977			<b>Price:</b> \$0	
<b>Type:</b> NON-ARMS LENGTH OTHER			<b>Deed1:</b> FWH /00596/ 00143			<b>Deed2:</b>	
<b>Seller:</b>			<b>Date:</b>			<b>Price:</b>	
<b>Type:</b>			<b>Deed1:</b>			<b>Deed2:</b>	
<b>Seller:</b>			<b>Date:</b>			<b>Price:</b>	
<b>Type:</b>			<b>Deed1:</b>			<b>Deed2:</b>	
Exemption Information							
<b>Partial Exempt Assessments:</b>		<b>Class</b>	07/01/2017		07/01/2018		
<b>County:</b>		400	121,467.00		127,233.00		
<b>State:</b>		400	121,467.00		127,233.00		
<b>Municipal:</b>		400	121,467.00 127,233.00		121,467.00 127,233.00		
<b>Tax Exempt:</b>			<b>Special Tax Recapture:</b>				
<b>Exempt Class:</b>			NONE				
Homestead Application Information							
<b>Homestead Application Status:</b> No Application							
Homeowners' Tax Credit Application Information							
<b>Homeowners' Tax Credit Application Status:</b> No Application				<b>Date:</b>			

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



19

COMMISSIONERS  
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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

TO: Commissioners  
FROM: Harold L. Higgins, Chief Administrative Officer *HH*  
RE: Election Board Warehouse and Office Space Needs  
DATE: February 16, 2018

---

Since our meeting of January 16, 2018, I have been diligently working with Matt Odachowski, Patty Jackson, and Garry Webber on securing space for Elections at Royal Plus. Preliminary approval was given for 2,400 square feet of office space and 2,000 square feet of warehouse space with a square foot total not to exceed 4,500 square feet. We are in the final stages of the floor plan design and based on the foot print of the building the lease space is approximately 5,000 square feet. I am seeking your approval for the additional square feet, for a total of 5,000 square feet. I think this is reasonable. I would also like approval to have Commissioner Purnell execute a lease with Royal Plus for a 3 year term with two 1 year extensions at a yearly lease amount of \$73,600 – the State reimbursement will be \$20,000 for a net cost to the County in the amount of \$53,600 and a monthly electrical bill of \$1.75 per sq ft. The final lease was not ready for the package deadline thus, I suggest approving the lease contingent upon the review and final approval of our County Attorney.

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COUNTY ATTORNEY

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

January 10, 2018

TO: Worcester County Commissioners  
FROM: Harold L. Higgins, Chief Administrative Officer HH  
SUBJECT: Worcester County Board of Elections Office and Warehouse Request

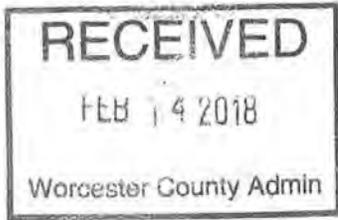
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Attached you will find a memo from Election Director Patricia Jackson of the Worcester County Board of Elections requesting that the County lease office and warehouse space at the Royal Plus Building located at 201 Belt Street in Snow Hill. By way of background on this request, in December 2015 we authorized the Board of Elections to store their voting equipment in the Worcester County Liquor Control warehouse in Snow Hill as a way to help solve their space needs and to provide additional revenues to the Liquor Control Enterprise Fund. Unfortunately, the promise of State payments for warehouse space never came to fruition. In February of 2017, we met with the Elections Board staff to advise that the County was in the process of winding up Liquor Control Operations and therefore they would need to identify a new storage location for their voting equipment. Elections Board staff researched available options in Snow Hill and we were unable to identify a mutually agreeable location. In July of 2017, we advised that although Liquor Control had vacated the warehouse, they were welcome to use the storage facility for another year. We also considered the option of renovating the former Liquor Control warehouse and offices for use by the Elections Board. In late July, we were advised by the Elections Board staff that they were not interested in relocating to the former Liquor Control facility due to roof issues and mold. In August we hired Sussex Environmental to perform testing on air quality and the reported mold issue. Sussex Environmental reported that no mold was observed on the voting equipment although mold spores were present on some surfaces in the warehouse and recommended that basic cleaning be performed. Soon thereafter, the Local Elections Board staff involved the State Elections Board Staff which has unnecessarily complicated this matter. However, putting those matters aside, we have continued to provide direction to the Local Elections Board staff since September 2017 regarding the information required for Commissioners' consideration of their office and warehouse relocation proposal. I am pleased to report that earlier today we received their formal request.

With regard to their proposal, I suggest that you conceptually approve a short-term lease of no more than 3-years for use of the Royal Plus Building at 201 Belt Street to meet the

Board of Elections Director Patti Jackson met with the Commissioners to request to lease 8,000 square feet of warehouse and office space at the Royal Plus building in Snow Hill to accommodate voting equipment and staff of the Board of Elections, since they have outgrown their current facility at 100 Belt Street in Snow Hill. Ms. Jackson noted that the County staff recommendation to negotiate a three-year lease for 4,500 square feet of warehouse and office space at Royal Plus is not long enough and would relegate the Board of Elections to roughly 1,000 square feet less warehouse and office space than they have currently. Therefore, she suggested a compromise to secure a five-year lease, effective February 2018, for 6,000 square feet of office space to allow for a 10% increase in elections equipment in keeping with the population growth in the County. In response to a question by Commissioner Church, Mr. Higgins stated that once the lease is secured he recommends completing an assessment of the current Board of Election building at 100 Belt Street to renovate and potentially expand this facility, noting that funds are available in the budget for this study.

Following some discussion and upon a motion by Commissioner Bunting, the Commissioners unanimously authorized Mr. Higgins to begin negotiations to lease up to 4,500 square feet of space in the Royal Plus building for a period of three years for their consideration at a future meeting, and for at least one Commissioner to attend future meetings between County staff and the Elections Board to represent the Commissioners on the proposed lease. Ms. Jackson agreed to schedule a special meeting of the Elections Board if necessary to expedite approval. In response to a question by Ms. Jackson, Mr. Higgins explained that the County would hire an architect to determine the needs of the Election Board on how best to renovate the 100 Belt Street facility to meet their needs.



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DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING

**Worcester County**

GOVERNMENT CENTER  
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SNOW HILL, MARYLAND 21863  
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ZONING DIVISION  
BUILDING DIVISION  
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICE DIVISION

MEMORANDUM

TO: Harold L. Higgins, Chief Administrative Officer  
FROM: Edward A. Tudor, Director *EAT*  
DATE: February 13, 2018  
RE: Transportation Priority Letters - Chapter 30 Requirements

\*\*\*\*\*

Last December I reviewed with the County Commissioners the requirements of what is known as Chapter 30 of the Acts of 2017 with regard to the transmittal of our transportation priorities to the Maryland Department of Transportation (MDOT). If you recall, Chapter 30 alters the system by which local jurisdictions submit their transportation priority projects. Beginning this year all projects with an estimated cost exceeding \$5,000,000 with the exclusion of these projects that are solely for system preservation must be submitted through an online portal and be substantiated with a feasibility study, numerous checklists and a detailed project cost estimate.

MDOT held a webinar for local governments on January 17, 2018 to review the requirements of the new scoring system and answer questions. Through that process I was able to get clarification on a question that arose during my recent discussion with the County Commissioners. That question was, do we have to meet the Chapter 30 requirements for the projects that are shown in the primary construction or development and evaluation program in the handout from our tour meeting last meeting? The answer is that unless the project is fully funded we do have to take it through the Chapter 30 application process. For us that means improvements to MD Route 589 and the Harry Kelly Bridge replacement which were both included in our last priority letter will have to comply with Chapter 30. Additionally, the complete dualization of MD Route 90 from MD Route 528 to US Route 50 which was also in our last priority letter must meet the requirements as well. We may still place all of these projects in our priority letter. However, they will not be scored until we perform all of the work necessary to comply with the Chapter 30 requirements and I recommend that we do so.

✱

One important component of this process is and always has been coordination with the municipalities. In years past I sent letters to all of the Towns requesting their transportation priorities for consideration by the Commissioners. Since the April 1<sup>st</sup> deadline for priority letter submission is fast approaching I believe we would be better served if the letter to the Towns requesting project inclusion be sent directly from the County Commissioners to each mayor. In that spirit I have taken the liberty of drafting such a letter for the Commissioners' consideration.

\*

In addition to the draft letter referenced above, I have also provided herewith a copy of the last priority letter we submitted to MDOT as well as the relevant pages of the handout from our transportation tour meeting last fall.

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

cc: John Tustin, Public Works Director  
Phyllis Wimbrow, Deputy Director  
Jennifer Keener, Zoning Administrator

**DRAFT**

February 20, 2018

The Honorable \_\_\_\_\_, Mayor  
Town of \_\_\_\_\_  
Address \_\_\_\_\_

RE: Maryland Department of Transportation's Consolidated  
Transportation Program- Local Transportation Priorities

Dear Mayor \_\_\_\_\_:

As you may be aware, in 2017 the Maryland Legislature passed Senate Bill 307, now known as Chapter 30 of the Acts of 2017. Development of a project-based scoring system for all capital projects was the purpose of the legislation. Thus, it alters the system by which local jurisdictions submit their transportation priority projects. Beginning this year, all projects with an estimated cost exceeding \$5,000,000, excluding those projects that are solely for system preservation, must be submitted through an online portal and be substantiated with a feasibility study, numerous checklists and a detailed project cost estimate. All projects meeting the criteria for scoring must be submitted by March 1<sup>st</sup> to be included in the evaluation process. Written guidance for this process was not provided in draft form until early December 2017 and just finalized last month, making submittals by March 1<sup>st</sup> improbable at best. This process does not preclude the submission of a priority letter as we have done in the past. However, projects contained therein which exceed a \$5,000,000 cost will not be scored. Projects of a lesser cost are included in this letter as well. This letter is due by April 1, 2018.

Just as has been done in the past, a great emphasis is placed on cooperation between the county and municipal governments in the selection of transportation priority projects. It is for this reason that I write to you now to solicit the Town's capital transportation projects that you may wish the County Commissioners to consider for inclusion in our priority letter to the Maryland Department of Transportation. Please keep in mind that the purpose of this letter is for capital projects only and not system preservation needs.

Your prompt attention to this request would be most appreciated, as we hope to finalize our discussions on a project list at the County Commissioners meeting to be held on March 20, 2018 for submission to MDOT prior to the April 1, 2018 deadline. If at all possible we would

appreciate your response by Tuesday, March 13, 2018. Please be aware that the MDOT requires the following information to be submitted for each project:

- 1) A brief project purpose and need statement with a map of the project location;
- 2) A brief description as to how the project meets the goals of the Consolidated Transportation Program; and
- 3) A brief description of how the project supports the goals and objectives of the local government's land use plan.

This requirement may be fulfilled by the completion of the "Project Questionnaire: Annual Request to the Maryland DOT for Project Funding." I have included a blank copy of this form for your convenience.

Thank you for your prompt attention to this matter. Should you have any questions or require additional information, please contact Edward A. Tudor, Director of Development Review and Permitting, at 410-632-1200, ext. 1100, or by email at [etudor@co.worcester.md.us](mailto:etudor@co.worcester.md.us).

Sincerely,

Diana Purnell, President

## Project Questionnaire: Annual Request to Maryland DOT for Project Funding

Please provide the following information for each major capital project priority identified

- 1) Name of Project:
- 2) Submitting Jurisdiction: \_\_\_\_\_
- 3) Location of the project (describe project limits and location, attach map if available and applicable) \_\_\_\_\_
- 4) Anticipated cost (approximate if available) \_\_\_\_\_
- 5) Description of project purpose and need (up to one paragraph): \_\_\_\_\_
- 6) Is the project contained within the local Metropolitan Planning Organization's fiscally constrained long-range transportation plan? Yes  No  Project located outside of MPO boundaries \_\_\_\_\_
- 7) Is the project consistent with the local land use plans? Yes  No  Describe specifics on how the project supports the local land use plan goals, objectives and/or policies \_\_\_\_\_
- 8) Please indicate which of the following Maryland Transportation Plan goals and objectives are served by the requested project investment (mark each goal served by the project and relevant objectives within each goal)

**Goal: Quality of Service. Enhance users' access to, and positive experience with, all MDOT transportation services.**

- Objective: Enhance customer service and experience.
- Objective: Provide reliable and predictable travel time across modal options for people and goods.
- Objective: Facilitate coordination and collaboration with agency partners and stakeholders.

If checked, please describe how the project supports the goal and objectives \_\_\_\_\_

**Goal: Safety and Security: Provide transportation assets that maximize personal safety and security in all situations.**

- Objective: Reduce the number and rate of transportation related fatalities and injuries.
- Objective: Secure transportation assets for the movement of people and goods.
- Objective: Coordinate and refine emergency response plans and activities.

If checked, please describe how the project supports the goal and objectives \_\_\_\_\_

**Goal: System Preservation and Performance: Protect Maryland's investment in its transportation system through strategies to preserve existing assets and maximize the efficient use of resources and infrastructure.**

- Objective: Preserve and maintain the existing transportation network.

Objective: Maximize operational performance and efficiency of existing systems.

If checked, please describe how the project supports the goal and objectives \_\_\_\_\_

**Goal: Environmental Stewardship: Develop transportation policies and initiatives that protect the natural, community, and historic resources of the State and encourage development in areas that are best able to support growth.**

Objective: Coordinate land use and transportation planning to better promote Smart Growth.

Objective: Preserve and enhance Maryland's natural, community, and historic resources.

Objective: Support initiatives that further our commitments to environmental quality.

If checked, please describe how the project supports the goal and objectives \_\_\_\_\_

**Goal: Connectivity for Daily Life: Support continued economic growth in the State through strategic investments in a balanced, multimodal transportation system.**

Objective: Provide balanced, seamless, and accessible multimodal transportation options for people and goods.

Objective: Facilitate linkages within and beyond Maryland to support a healthy economy.

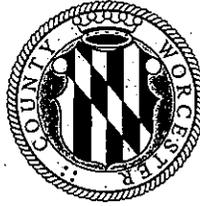
Objective: Strategically expand network capacity to manage growth.

If checked, please describe how the project supports the goal and objectives \_\_\_\_\_

9) Additional Comments/Explanation: \_\_\_\_\_

10) Provide description of project location (also attach PDF or JPEG map of project location) \_\_\_\_\_

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



COMMISSIONERS  
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JAMES C. CHURCH  
THEODORE J. ELDER  
JOSEPH M. MITREIC  
DIANA PURNELL

OFFICE OF THE  
COUNTY COMMISSIONERS

HAROLD L. HIGGINS, CPA  
CHIEF ADMINISTRATIVE OFFICER  
JOHN E. "SONNY" BLOXOM  
COUNTY ATTORNEY

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103  
SNOW HILL, MARYLAND  
21863-1195

October 21, 2015

Heather Murphy, Director  
Office of Planning and Capital Programing  
Maryland Department of Transportation  
7201 Corporate Center Drive  
Hanover, Maryland 21076

RE: State Transportation Priorities in Worcester County for 2015

Dear Ms. Murphy:

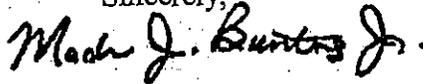
This letter and its supporting documents shall serve to reiterate Worcester County's priorities for inclusion in the construction program of the State's Consolidated Transportation Program (CTP). Please be advised that Worcester County's Priority Project continues to be the complete dualization of US Route 113 in Worcester County. We thank you for continuing to move forward with this project.

While we recognize that prior instructions have advised the County to limit the number of priority projects included in our annual request, the Commissioners wish to express their support for the following additional projects, in no particular order: Improvements to Route 589, Racetrack Road, from US Route 50 North to US Route 113; replacement of the Harry W. Kelly Memorial Bridge on US Route 50 into downtown Ocean City; the complete dualization of Maryland Route 90 from US Route 50 to Maryland Route 528, Coastal Highway in Ocean City; and the Market Street Streetscape Project in the Town of Snow Hill. The development of these additional priority projects were coordinated with the local municipalities. Relevant support materials are attached hereto for your reference.

Heather Murphy  
Page Two  
October 21, 2015

Thank you for moving forward with the dualization of US Route 113 and for your considerations of these other priority projects in Worcester County as you develop the State's Consolidated Transportation Program this year and in future years. We sincerely appreciate your support of these needed transportation projects in Worcester County. If you should require any additional information or should you have any questions or concerns with regard to this matter, please feel free to contact either me or Harold L. Higgins, Chief Administrative Officer, at this office.

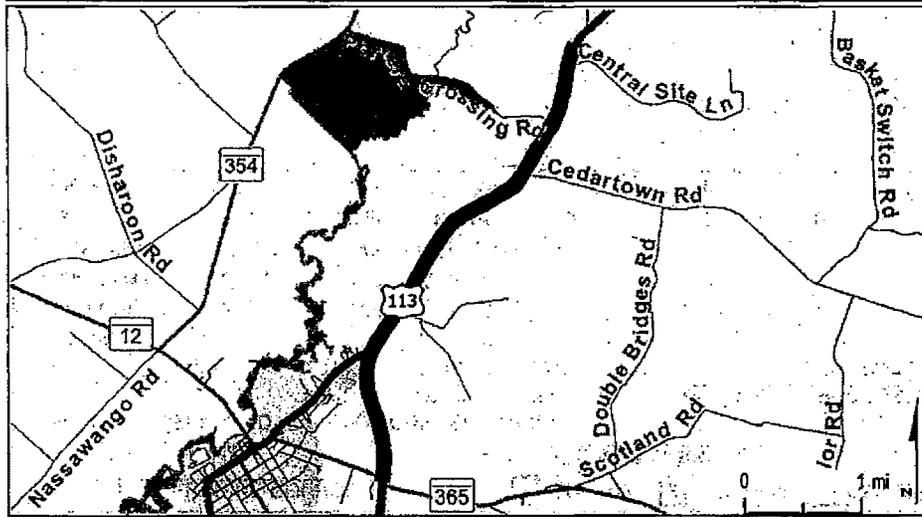
Sincerely,



Madison J. Bunting, Jr.  
President

KS:kdg

cc: Edward A. Tudor, Director of Development Review Permitting  
John H. Tustin, Director of Public Works  
Rick Meehan, Mayor, Town of Ocean City  
Charles Dorman, Mayor, Town of Snow Hill  
Donnie Drewer, District Manager SHA  
Senator James N. Mathias, Jr.  
Delegate Mary Beth Carozza  
Delegate Charles J. Otto



**PROJECT:** US 113, Worcester Highway

**DESCRIPTION:** Upgrade existing US 113 as a 4-lane divided highway, including access controls from north of MD 365 (Phase 4), Public Landing Road, to Five Mile Branch (4.3 miles). Bicycle and pedestrian accommodations will be included where appropriate.

**PURPOSE & NEED SUMMARY STATEMENT:** The US 113 corridor is experiencing deterioration in safety and operations due to increasing seasonal traffic volumes coupled with local commercial/residential development along the highway. This project will improve the highway's safety, operations, and freight movement.

**SMART GROWTH STATUS:**  Project Not Location Specific  Not Subject to PFA Law

Project Inside PFA  Grandfathered  
 Project Outside PFA  Exception Will Be Required  
 PFA Status Yet To Be Determined  Exception Granted

**ASSOCIATED IMPROVEMENTS:**

US 113, Massy Branch to Five Mile Branch (Phase 3) (Line 2)

**STATE GOALS:** Maryland Transportation Plan (MTP) Goals/Selection Criteria:

- Safety & Security
- System Preservation
- Quality of Service
- Environmental Stewardship
- Community Vitality
- Economic Prosperity

**EXPLANATION:** This project will improve safety, operations, and freight movement.

**STATUS:** Construction underway.

**SIGNIFICANT CHANGE FROM FY 2017 - 22 CTP:** None.

PHASE	TOTAL		PROJECT CASH FLOW							SIX YEAR TOTAL	BALANCE TO COMPLETE
	ESTIMATED COST (\$000)	EXPEND THRU 2017	CURRENT YEAR 2018	BUDGET YEAR 2019	FOR PLANNING PURPOSES ONLY						
					2020	2021	2022	2023			
Planning	0	0	0	0	0	0	0	0	0	0	0
Engineering	6,643	6,173	470	0	0	0	0	0	0	470	0
Right-of-way	11,683	3,040	3,241	3,241	2,161	0	0	0	0	8,643	0
Construction	64,022	4,075	16,812	22,086	21,049	0	0	0	0	59,947	0
Total	82,348	13,288	20,523	25,327	23,210	0	0	0	0	69,060	0
Federal-Aid	78,245	11,851	19,515	24,377	22,502	0	0	0	0	66,394	0

**CLASSIFICATION:**

STATE - Intermediate Arterial

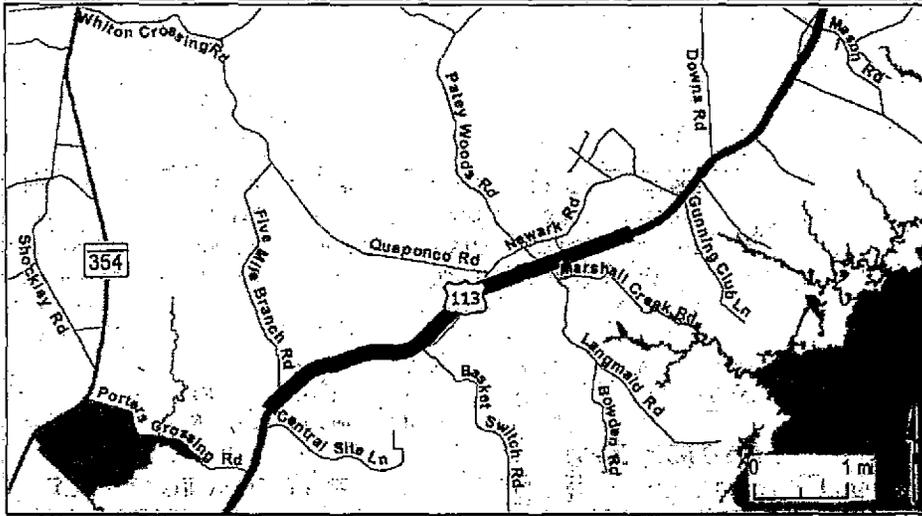
FEDERAL - Other Principal Arterial

STATE SYSTEM - Primary

**Annual Average Daily Traffic (vehicles per day)**

**CURRENT (2017) - 9,450 - 1000**

**PROJECTED (2035) - 13,800 - 17,000**



**PROJECT:** US 113, Worcester Highway

**DESCRIPTION:** Upgrade existing US 113 as a 4 lane divided highway, Massey Branch to Five Mile Branch (Phase 3) (4.6 miles). Bicycle and pedestrian accommodations will be included where appropriate.

**PURPOSE & NEED SUMMARY STATEMENT:** The US 113 corridor is experiencing deterioration in safety and operations due to increasing seasonal traffic volumes coupled with local commercial/residential development along the highway. This project will improve the highway's safety, operations, and freight movement.

**SMART GROWTH STATUS:**  Project Not Location Specific  Not Subject to PFA Law  
 Project Inside PFA  Grandfathered  
 Project Outside PFA  Exception Will Be Required  
 PFA Status Yet To Be Determined  Exception Granted

**ASSOCIATED IMPROVEMENTS:**  
 US 113, Public Landing Rd. to Five Mile Branch (Phase 4) (Line 1)

**STATE GOALS:** Maryland Transportation Plan (MTP) Goals/Selection Criteria:

- Safety & Security
- System Preservation
- Quality of Service
- Environmental Stewardship
- Community Vitality
- Economic Prosperity

**EXPLANATION:** This project will improve safety, operations, and freight movement.

**STATUS:** Construction underway.

**SIGNIFICANT CHANGE FROM FY 2017 - 22 CTP:** None.

PHASE	POTENTIAL FUNDING SOURCE:									
	<input checked="" type="checkbox"/> SPECIAL <input checked="" type="checkbox"/> FEDERAL <input type="checkbox"/> GENERAL <input type="checkbox"/> OTHER									
	PROJECT CASH FLOW									
TOTAL ESTIMATED COST (\$000)	EXPEND THRU 2017	CURRENT YEAR 2018	BUDGET YEAR 2019	FOR PLANNING PURPOSES ONLY				SIX YEAR TOTAL	BALANCE TO COMPLETE	
				2020	2021	2022	2023			
Planning	0	0	0	0	0	0	0	0	0	0
Engineering	3,207	3,207	0	0	0	0	0	0	0	0
Right-of-way	12,594	7,149	5,245	200	0	0	0	0	5,445	0
Construction	37,122	23,676	13,446	0	0	0	0	0	13,446	0
<b>Total</b>	<b>52,923</b>	<b>34,032</b>	<b>18,691</b>	<b>200</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>18,891</b>	<b>0</b>
Federal-Aid	41,755	24,457	17,298	0	0	0	0	0	17,298	0

**CLASSIFICATION:**  
 STATE - Intermediate Arterial  
 FEDERAL - Other Principal Arterial  
 STATE SYSTEM - Primary  
**Annual Average Daily Traffic (vehicles per day)**  
 CURRENT (2017) - 9,450-10,000  
 PROJECTED (2035) - 13,800-17,000



**PROJECT:** US 50, Ocean Gateway

**DESCRIPTION:** Study to replace Bridge 23007 over the Sinepuxent Bay. The study will investigate options to eliminate/upgrade the drawspan structure.

**JUSTIFICATION:** The drawspan is estimated to have 15 to 20 years of life span left. This high traffic volume arterial has experienced mechanical problems with the drawbridge during peak seasonal traffic. This project would improve the highway's safety and operations.

**SMART GROWTH STATUS:**  Project Not Location Specific  Not Subject to PFA Law  
 Project Inside PFA  Grandfathered  
 Project Outside PFA  Exception Will Be Required  
 PFA Status Yet To Be Determined  Exception Granted

**ASSOCIATED IMPROVEMENTS:**

**STATUS:** Planning complete.

**SIGNIFICANT CHANGE FROM FY 2017 - 22 CTP:** None.

POTENTIAL FUNDING SOURCE:		<input checked="" type="checkbox"/> SPECIAL <input checked="" type="checkbox"/> FEDERAL <input type="checkbox"/> GENERAL <input type="checkbox"/> OTHER								
PHASE	PROJECT CASH FLOW									
	TOTAL ESTIMATED COST (\$000)	EXPEND THRU 2017	CURRENT YEAR 2018	BUDGET YEAR 2019	FOR PLANNING PURPOSES ONLY				SIX YEAR TOTAL	BALANCE TO COMPLETE
					2020	2021	2022	2023		
Planning	2,907	2,907	0	0	0	0	0	0	0	0
Engineering	0	0	0	0	0	0	0	0	0	0
Right-of-way	0	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	0	0	0
Total	2,907	2,907	0	0	0	0	0	0	0	0
Federal-Aid	0	0	0	0	0	0	0	0	0	0

**CLASSIFICATION:**

STATE:  Principal Arterial

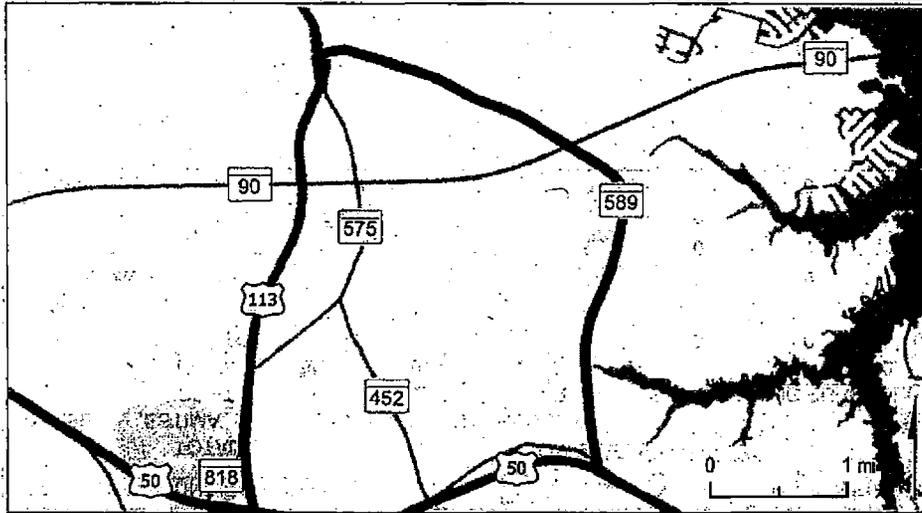
FEDERAL:  Other Principal Arterial

STATE SYSTEM:  Primary

**Annual Average Daily Traffic (vehicles per day)**

CURRENT (2017) - 18,050  
52,000 (Summer)

PROJECTED (2035) - 21,950  
65,650 (Summer)



**PROJECT:** MD 589, Racetrack Road

**DESCRIPTION:** Study for potential improvements to the existing MD 589 corridor from US 50 to US 113 (4.7 miles).

**JUSTIFICATION:** This project will relieve traffic congestion and improve traffic safety along MD 589 and at the US 50 intersection.

**SMART GROWTH STATUS:**  Project Not Location Specific  Not Subject to PFA Law  
 Project Inside PFA  Grandfathered  
 Project Outside PFA  Exception Will Be Required  
 PFA Status Yet To Be Determined  Exception Granted

**ASSOCIATED IMPROVEMENTS:**

**STATUS:** Feasibility study complete.

**SIGNIFICANT CHANGE FROM FY 2017 - 22 CTP:** None.

PHASE	TOTAL ESTIMATED COST (\$000)		PROJECT CASH FLOW							SIX YEAR TOTAL	BALANCE TO COMPLETE
	THRU 2017	CURRENT YEAR 2018	BUDGET YEAR 2019	FOR PLANNING PURPOSES ONLY				YEAR 2023			
				2020	2021	2022	2023				
Planning	1,417	1,417	0	0	0	0	0	0	0	0	0
Engineering	0	0	0	0	0	0	0	0	0	0	0
Right-of-way	0	0	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>1,417</b>	<b>1,417</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Federal-Aid	246	246	0	0	0	0	0	0	0	0	0

**CLASSIFICATION:**

STATE: Minor Arterial

FEDERAL: Minor Arterial

STATE SYSTEM: Secondary

**Annual Average Daily Traffic (vehicles per day)**

CURRENT (2017) - 22,200

29,400 (Summer)

PROJECTED (2035) - 28,800

48,950 (Summer)

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



21

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

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

OFFICE OF THE  
COUNTY COMMISSIONERS

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND  
21863-1195

January 17, 2018

PAID  
1/17/18 @ 8:55am

TO: *The Daily Times* Group and *Ocean City Today* Group  
FROM: Kelly Shannahan, Assistant Chief Administrative Officer *KL*

Please print the attached Notice of Public Hearing in *The Daily Times/Worcester County Times/Ocean Pines Independent & Ocean City Digest/Ocean City Today* on February 1, 2018 and February 8, 2018.

### NOTICE OF PUBLIC HEARING

#### ADOPTION OF 2017 NATIONAL ELECTRICAL CODE WITH LOCAL AMENDMENTS

#### WORCESTER COUNTY, MARYLAND

Notice is hereby given pursuant to Section BR 2-201(a) of the Building Regulations Article of the Code of Public Local Laws of Worcester County, Maryland that the County Commissioners of Worcester County will hold a public hearing to receive public comments on the proposed adoption of the 2017 National Electrical Code, with local amendments, as recommended by the Board of Electrical Examiners of Worcester County, to be effective June 1, 2018. Said public hearing will be held on:

**TUESDAY, FEBRUARY 20, 2018**  
at 10:30 A.M. in the

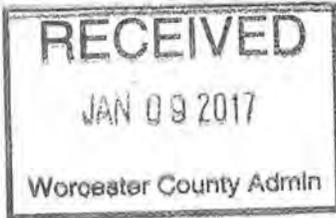
COUNTY COMMISSIONERS' MEETING ROOM  
ROOM 1101 - GOVERNMENT CENTER  
One West Market Street, Snow Hill, Maryland 21863

Copies of the 2017 National Electrical Code, with local amendments, as recommended by the Board of Electrical Examiners of Worcester County are available for inspection at the Department of Development Review and Permitting, Worcester County Government Center, One West Market Street, Room 1201, Snow Hill, Maryland 21863 and may be reviewed during the regular business hours of 8:00 A.M. to 4:30 P.M., Monday through Friday (except Holidays). A full copy of the proposed local amendments may also be viewed online at [www.co.worcester.md.us](http://www.co.worcester.md.us).

All interested citizens are encouraged to attend the hearing and express their views on this proposed action. Both written and oral testimony will be accepted.

WORCESTER COUNTY COMMISSIONERS

*Citizens and Government Working Together*



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

Public Hearing  
on February 20, 2018

TO: Harold L. Higgins, Chief Administrative Officer  
FROM: Edward A. Tudor, Director  
DATE: January 9, 2018  
RE: Board of Electrical Examiners Recommendations

\*\*\*\*\*

Attached herewith you will find a letter from Mr. Kenneth Lambertson, Sr., Chairman of the Board of Electrical Examiners, transmitting the Board's unanimous recommendation that the County Commissioners adopt the 2017 National Electrical Code (NEC) with the carryover of our local amendments from the 2014 NEC. The proposed local amendments also reflect the revision of the definition of a minor electrical installation as amended by Bill 15-2.

In addition to Mr. Lambertson's letter, I have also included a draft advertisement for the required public hearing, a draft resolution of adoption, Resolution 15-6 that adopted the 2014 version of the NEC, and a copy of Bill 15-2 that amended the definition of a minor electrical installation.

You will note that the Board is recommending that the adoption of the resolution and the enforcement of the new code become effective on June 1, 2018 to allow for sufficient time for the industry to prepare for the change.

As always, I will be available to discuss the matter with you and the County Commissioners at your convenience. In the interim, if you have any questions please let me know.

**APPROVED**  
Worcester County Commissioners  
Date HT 1/16/18



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 Commissioners

Government Center

1 West Market Street Room 1103

Snow Hill, MD 21863

Ref: Adoption of the 2107 National Electric Code

Dear Honorable Commissioners:

On behalf of the Worcester County Board of Electrical Examiners (the Board) I am writing to respectfully request the County Commissioner's consideration and approval in adopting the 2017 version of the National Electrical Code. The Board discussed the adoption of the new code at our last meeting and it was unanimously carried that we recommend adoption of the 2017 code with all of our previous local amendments. We further recommend that the definition of "Minor Electrical Installation" in the local amendments be updated to reflect the change in the definition as a result of Bill 15-2, Electrical Standards, which was passed on May 19<sup>th</sup> 2015.

Thank you for your consideration of this proposal. Should you have any questions or need additional information please do not hesitate to contact me.

Sincerely,

Kenneth Lambertson, Sr., Chairman

Worcester County Board of Electrical Examiners

SUBTITLE II  
Electrical Standards

**§ BR 2-201. Adoption of electrical code.**

- (a) Adoption by resolution. The County Commissioners shall, by resolution, after a public hearing upon at least fifteen days notice, adopt or amend an electrical code for the purpose of establishing rules and regulations for the installation, renewal, extension and reception of electrical wiring and electrical apparatus in existing buildings, structures or outdoor electrical displays or signs or in the construction, reconstruction, alteration or repair of buildings, structures or outdoor electrical displays or signs. The 1975 National Electrical Code as recommended by the National Fire Protection Association shall be in effect until amended or changed pursuant hereto.
- (b) Adopted code shall govern. When the terms of the electrical code so adopted are inconsistent with the terms hereof, the terms hereof shall be governing.
- (c) Work to conform to code. The code shall govern all electrical work regardless of whether or not such work is required to be done by licensed personnel or inspection hereunder.

**§ BR 2-202. Definitions.**

As used in this Subtitle, the following terms shall have the meanings indicated:

**BOARD** — The Worcester County Board of Electrical Examiners.

**CUT-IN CARD** — The written authorization from the electrical inspector or authorized inspection agency to the power company in order to connect power to an electrical system.

**DEPARTMENT OF LICENSES AND PERMITS** — The Worcester County Department of Licenses and Permits or such other county department as the County Commissioners designate by resolution.

**ELECTRICAL WIRING SYSTEMS** — Includes all electrical apparatus, electrical wiring, electrical fixtures and electrical supplies used as a part of any installation for the transmission or utilization of electrical energy. This shall include all equipment necessary to operate the physical plant and ventilating, heating, air-conditioning, refrigeration and water-heating systems, provided that said term shall not include portable lamps, electrical appliances and special manufacturing equipment separable from permanently fixed plug-in receptacles.

**ELECTRICAL WORK** — Any work performed on electrical wiring systems, including low-voltage wiring systems, such as but not limited to lighting, controls, communications, burglar and fire alarms. [Amended 5-19-2015 by Bill No. 15-2]

**ELECTRICIAN GENERAL** — A person authorized hereby by license to engage in electrical work on single phase electrical services and circuits of two hundred forty volts or less in non-hazardous locations in residential, commercial and agricultural structures and having a sufficient knowledge of such type or types as determined by the Board. [Amended 5-19-2015 by Bill No. 15-2]

RESOLUTION NO. 18 - \_\_\_\_

RESOLUTION ADOPTING THE  
2017 NATIONAL ELECTRICAL CODE  
WITH LOCAL AMENDMENTS

DRAFT

WHEREAS, pursuant to Section § BR 2-201 of the Building Regulations Article of the Code of Public Local Laws of Worcester County, Maryland, the County Commissioners may adopt an Electrical Code; and

WHEREAS, the County Commissioners adopted the 2014 version of the National Electrical Code with amendments by Resolution No. 15-6 on April 21, 2015; and

WHEREAS, the County Commissioners received a recommendation from the Board of Electrical Examiners of Worcester County, Maryland to adopt the 2017 version of the National Electrical Code with local amendments to replace the 2014 version; and

WHEREAS, the County Commissioners held a duly advertised public hearing as required by Section § BR 2-201 of the Building Regulations Article of the Code of Public Local laws of Worcester County, Maryland on \_\_\_\_\_ to consider adoption of the 2017 version of the National Electrical Code with local amendments;

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County, Maryland that:

Section 1. The National Electrical Code, 2014 edition, is hereby repealed and replaced by the National Electrical Code, 2017 edition, with the following local amendments and additions as recommended by the Board of Electrical Examiners of Worcester County:

Section 2. Article 547.5(A) is hereby amended and adopted as follows:

**547.5(A) Wiring Systems.** Types UF, copper SE cables, rigid nonmetallic conduit, liquid tight flexible nonmetallic conduit, with approved termination fittings, shall be the wiring methods employed. All wiring in concealed attic spaces shall only be installed in either rigid nonmetallic conduit or liquidtight flexible nonmetallic conduit. Article 398 and Article 502 wiring methods shall be permitted for areas described in Section 547.1(A). Informational note: See Sections 300.7, 352.44 and 355.44 for installation of raceway systems exposed to widely different temperatures.

Section 3. Article 547.5(B) is hereby amended and adopted as follows:

**547.5(B) Mounting.** All boxes and fittings shall be steel, or approved plastic with totally sealed, unused knock-outs with wiring entering from the bottom only, and shall comply with Section 547.5. All cables shall be secured within 200 mm (8 ins.) Of each cabinet, box or fitting. Nonmetallic boxes, fittings, conduit, and cables shall be permitted to be mounted directly to any building surface covered by covered by this Article without maintaining the 6 mm (1/4 in.) airspace in accordance with 300.6(D).

Section 4. Article 547.8 is hereby amended and adopted as follows:

**547.8 Luminaires (Lighting Fixtures).** Lighting fixtures installed in agricultural buildings shall be porcelain or approved plastic and shall comply with 547.8(A) through (C).

Section 5. A new Article shall be numbered Article 547.11 and is adopted as follows:

**547.11 Prefabricated Steel Truss Agricultural Houses.** All prefabricated steel truss agricultural houses shall comply with the provisions of Article 547 and shall also meet the following standards:

- (a) Wooden runs or supports shall be used for all wiring to be secured to and shall be secured to the framing of the building.
- (b) All insulation shall be laid over the top of all overhead boxes to prevent exposure to temperature variation and condensation.
- (c) All wiredrops shall be protected from chafing or wire damage due to movement, expansion coefficient or contraction.

Section 6. The following definition shall be added to Article 100 Definitions:

MINOR ELECTRICAL INSTALLATION - An electrical installation which is single phase, of twenty amperes/one hundred twenty volts AC or less and installed in an existing structure, the installation of decorative outdoor lighting operating at a nominal 48 volts DC or less and associated cabling and luminaries or electrical wiring systems operating at a nominal 48 volts DC or less such as but not limited to controls, communications, burglar alarms, audio, video and information technology systems when installed in one- and two-family dwelling units.

AND, BE IT FURTHER RESOLVED that this Resolution shall take effect on June 1, 2018.

PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

ATTEST:

COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND

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

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

\_\_\_\_\_  
Theodore J. Elder, Vice President

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

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

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

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

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

**DRAFT**

RESOLUTION NO. 15 - 6

Tude

**RESOLUTION ADOPTING THE 2014 NATIONAL ELECTRICAL CODE  
WITH LOCAL AMENDMENTS**

WHEREAS, pursuant to Section § BR 2-201 of the Building Regulations Article of the Code of Public Local Laws of Worcester County, Maryland, the Worcester County Commissioners may adopt an Electrical Code; and

WHEREAS, the County Commissioners adopted the 2002 version of the National Electrical Code with amendments on February 4, 2003; and

WHEREAS, the County Commissioners have received a recommendation from the Board of Electrical Examiners of Worcester County to adopted the 2014 version of the National Electrical Code with local amendments to replace the 2002 version; and

WHEREAS, the County Commissioners held a duly advertised public hearing as required by Section § BR 2-201 of the Building Regulations Article of the Code of Public Local laws of Worcester County, Maryland on April 21, 2015 to consider adoption of the 2014 version of the National Electrical Code with local amendments;

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County, Maryland that:

Section 1. The National Electrical Code, 2002 edition, is hereby repealed and replaced by the National Electrical Code, 2014 edition, with the following local amendments and additions as recommended by the Board of Electrical Examiners of Worcester County:

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**547.5(A) Wiring Systems.** Types UF, copper SE cables, rigid nonmetallic conduit, liquid tight flexible nonmetallic conduit, with approved termination fittings, shall be the wiring methods employed. All wiring in concealed attic spaces shall only be installed in either rigid nonmetallic conduit or liquid-tight flexible nonmetallic conduit. Article 398 and Article 502 wiring methods shall be permitted for areas described in Section 547.1(A). Informational note: See Sections 300.7, 352.44 and 355.44 for installation of raceway systems exposed to widely different temperatures.

Section 3. Article 547.5(B) is hereby amended and adopted as follows:

**547.5(B) Mounting.** All boxes and fittings shall be steel, or approved plastic with totally sealed, unused knock-outs with wiring entering from the bottom only, and shall comply with Section 547.5. All cables shall be secured within 200 mm (8 ins.) Of each cabinet, box or fitting. Nonmetallic boxes, fittings, conduit, and cables shall be permitted to be mounted directly to any building surface covered by covered by this Article without maintaining the 6 mm (1/4 in.) airspace in accordance with 300.6(D).

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**547.11 Prefabricated Steel Truss Agricultural Houses.** All prefabricated steel truss agricultural houses shall comply with the provisions of Article 547 and shall also meet the following standards:

- (a) Wooden runs or supports shall be used for all wiring to be secured to and shall be secured to the framing of the building.
- (b) All insulation shall be laid over the top of all overhead boxes to prevent exposure to temperature variation and condensation.
- (c) All wire-drops shall be protected from chafing or wire damage due to movement, expansion coefficient or contraction.

Section 6. The following definition shall be added to Article 100 Definitions:

**MINOR ELECTRICAL INSTALLATION** - An electrical installation which is single phase, of twenty amperes/one hundred twenty volts AC or less and installed in an existing structure, the installation of decorative outdoor lighting consisting of pre-wired and pre-fabricated factory enclosed transformers without any terminations or splices with a nominal output of twenty-four volts DC or less and associated cabling and luminaires that can be plugged into an outdoor electrical outlet previously installed by a licensed electrician or the installation of individual solar-powered lamps.

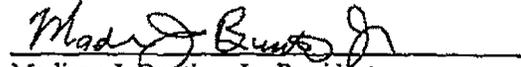
AND, BE IT FURTHER RESOLVED that this Resolution shall take effect on July 1, 2015.

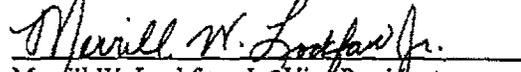
PASSED AND ADOPTED this 21<sup>st</sup> day of April, 2015.

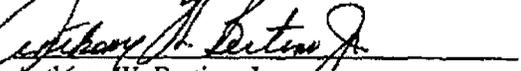
ATTEST:

  
Harold L. Higgins  
Chief Administrative Officer

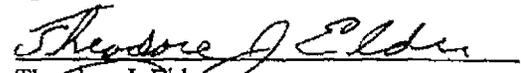
WORCESTER COUNTY COMMISSIONERS

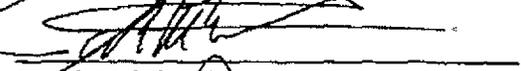
  
Madison J. Bunting, Jr., President

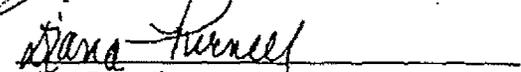
  
Merrill W. Lockfaw, Jr., Vice President

  
Anthony W. Bertino, Jr.

  
James C. Church

  
Theodore J. Elder

  
Joseph M. Mitrecic

  
Diana Purnell

COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND

BILL 15-2

BY: Commissioners Bertino, Bunting, Church, Lockfaw, Mitrecic and Purnell  
INTRODUCED: March 17, 2015  
AMENDED: MAY 19, 2015

A BILL ENTITLED

AN ACT Concerning

Building Regulations - Electrical Standards

For the purpose of amending the Building Regulations Article, Title 2 - Construction Regulations, Subtitle II - Electrical Standards, to revise and add certain definitions, establish a continuing education requirement, and to correct inconsistencies with regard to license renewals.

Section 1. BE IT ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that the definition of "ELECTRICAL WORK" as contained in Subsection § BR. 2-202 of the Building Regulations Article of the Code of Public Local Laws of Worcester County, Maryland be repealed and reenacted to read as follows:

ELECTRICAL WORK — Any work performed on electrical wiring systems, including low voltage wiring systems, such as but not limited to lighting, controls, communications, burglar and fire alarms.

Section 2. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that the definition of "ELECTRICIAN GENERAL" as contained in Subsection § BR 2-202 of the Building Regulations Article of the Code of Public Local Laws of Worcester County, Maryland be repealed and reenacted to read as follows:

ELECTRICIAN GENERAL — A person authorized hereby by license to engage in electrical work on single phase electrical services and circuits of two hundred and forty volts or less in nonhazardous locations in residential, commercial and agricultural structures and having a sufficient knowledge of such type or types as determined by the Board.

Section 3. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that the definition of "MINOR ELECTRICAL INSTALLATION" as contained in Subsection § BR 2-202 of the Building Regulations Article of the Code of Public Local Laws of Worcester County, Maryland be repealed and reenacted to read as follows:

MINOR ELECTRICAL INSTALLATION — An electrical installation which is single phase, of twenty amperes/one hundred twenty volts AC or less and installed in an existing structure, the installation of decorative outdoor lighting consisting of pre-wired and pre-fabricated factory enclosed transformers without any terminations or splices with a nominal output of twenty-four OPERATING AT A NOMINAL 48 volts DC or less and associated cabling and luminaries that can be plugged into an outdoor electrical outlet previously installed by a licensed electrician, or the installation of individual solar-powered lamps. OR ELECTRICAL WIRING SYSTEMS OPERATING AT A NOMINAL 48 VOLTS DC OR LESS SUCH AS BUT NOT LIMITED TO

**CONTROLS, COMMUNICATIONS, BURGLAR ALARMS, AUDIO, VIDEO AND INFORMATION TECHNOLOGY SYSTEMS WHEN INSTALLED IN ONE- AND TWO-FAMILY DWELLING UNITS.**

Section 4. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that Subsection § BR 2-202 of the Building Regulations Article of the Code of Public Local Laws of Worcester County, Maryland be amended by the addition of a definition of "NONHAZARDOUS LOCATION" to read as follows:

NONHAZARDOUS LOCATION — Any location not determined to be a hazardous (Classified) location pursuant to Article 500 of the National Electrical Code, as from time to time amended, duly adopted pursuant to § BR 2-201(a) hereof.

Section 5. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that Subsection § BR 2-208(b) of the Building Regulations Article of the Code of Public Local Laws of Worcester County, Maryland be repealed and reenacted to read as follows:

- (b) Electrician general. In order to be licensed as an Electrician General, a person must pass the test given by the Worcester County Board of Electrical Examiners for an Electrician General's license. To be eligible to take the Electrician General's test, a person must, for at least four consecutive years preceding the taking of such test, have been actively engaged in those fields of work outlined for an Electrician General under § BR 2-202 of this Subtitle under the supervision of a duly licensed Master Electrician or Electrician General, which may be a licensed Master Electrician or Electrician General of another jurisdiction recognized in Worcester County. One year of training in a technical school or college may be substituted for not more than one year of this requirement. An Electrician General must be at least eighteen years of age. The determination of eligibility to take the Electrician General's test and the determination of passage or failure of such test shall be the province of the Board of Electrical Examiners of Worcester County.

Section 6. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that Subsection § BR 2-208 of the Building Regulations Article of the Code of Public Local Laws of Worcester County, Maryland be amended by the addition of a new Subsection (f) to read as follows:

- (f) Continuing education. Beginning with those licenses which will expire on the last day of December 2015 and henceforth with each subsequent bi-annual application for renewal of a license, in addition to the renewal fee and any other required information, each applicant shall provide proof of continuing education from a course or training based on any article or update of the duly adopted National Electrical Code (NEC) or based on any code of standard of the National Fire Prevention Association (NFPA) that relates to the provision of electrical services totaling not less than the following amounts, at least one half of which must be obtained in a classroom setting:
- (1) One Continuing Education Unit (CEU) of training in accordance with the standards of the American National Standards Institution (ANSI)/International Association for Continuing Education and Training (IACET); or
  - (2) Ten hours of continuing education from a provider approved by the Maryland Department of Labor, Licensing and Regulation (DLLR), Division of Occupational and

Professional Licensing; or

- (3) Any combination of (1) and (2) above that totals ten hours of continuing education.

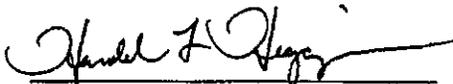
Section 7. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that Subsection § BR 2-214(a) of the Building Regulations Article of the Code of Public Local Laws of Worcester County, Maryland be repealed and reenacted to read as follows:

- (a) Expiration. Licenses shall expire on the thirty-first day of the second December following the license's issuance or renewal.

Section 8. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that this Bill shall take effect on July 1, 2015.

PASSED this 19<sup>th</sup> day of May, 2015.

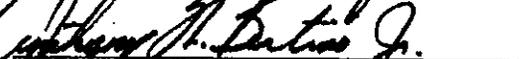
ATTEST:

  
Harold L. Higgins  
Chief Administrative Officer

WORCESTER COUNTY COMMISSIONERS

  
Madison J. Bunting, Jr., President

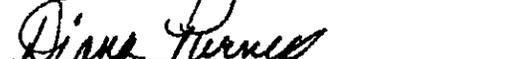
  
Merrill W. Lockfaw, Jr., Vice President

  
Anthony W. Bertino, Jr.

  
James C. Church

Theodore J. Elder

  
Joseph M. Mitrecic

  
Diana Purnell

TEL: 410-632-3110  
FAX: 410-632-3158  
E-MAIL: tourism@co.worcester.md.us

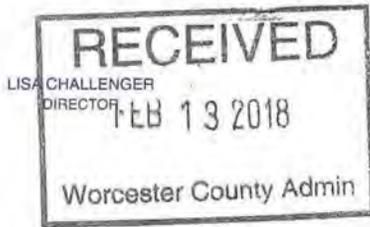


DEPARTMENT OF  
TOURISM

*Worcester County*

104 WEST MARKET STREET  
SNOW HILL, MARYLAND  
21863

22



February 12, 2018

To: Harold Higgins  
Kelly Shannahan

From: Lisa Challenger *lc*

Re: Briddletown Sign

I am requesting to be placed on the County Commissioners meeting agenda on February 20, 2018 to discuss the proposed Briddletown interpretive sign.

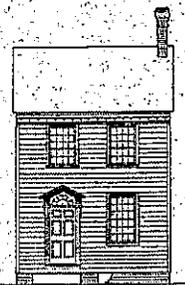
Last summer we received a request from Bridell family descendants to look at erecting a sign in the Berlin vicinity recognizing Briddletown.

Paul Touart was asked to research and define the historic development of this African-American community. Over the course of the last two months, land record research was conducted on thirteen parcels located along Flower Street. It is hoped that this research will be used to plan and develop a historic marker for the community.

I have asked Paul Touart to attend the meeting so he can present his findings before moving forward.

If you have any questions, please let me know.

Thank you.



PAUL BAKER TOUART  
ARCHITECTURAL HISTORIAN

POST OFFICE BOX 5  
WESTOVER, MARYLAND  
21871

410 651-1094

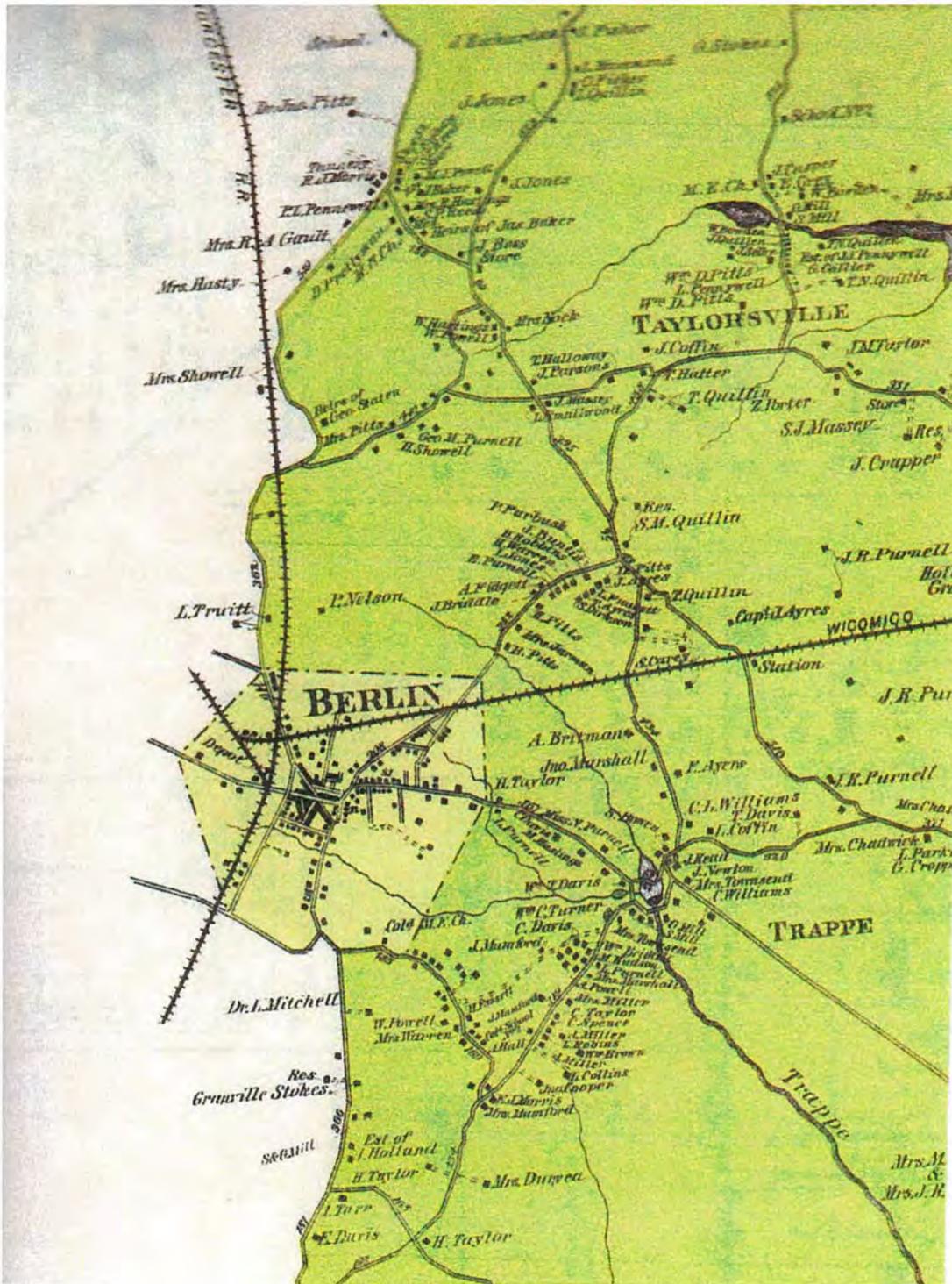
Bridgetown Research Project

January/February 2018

## Introduction

In late November 2017, Worcester County Tourism Director Lisa Challenger initiated a project with architectural historian Paul Baker Touart in an effort to research and define the historic development of the African-American community of Bridgetown, northeast of the town of Berlin. Recognized by the name Bridgetown on the U.S.G.S. map of the Berlin area printed initially in 1967, the exact history of the name and the community had not been researched beyond local oral history. Descendants of residents of Bridgetown have assembled various efforts to research the community. They had the opinion that the name had been in place for centuries.

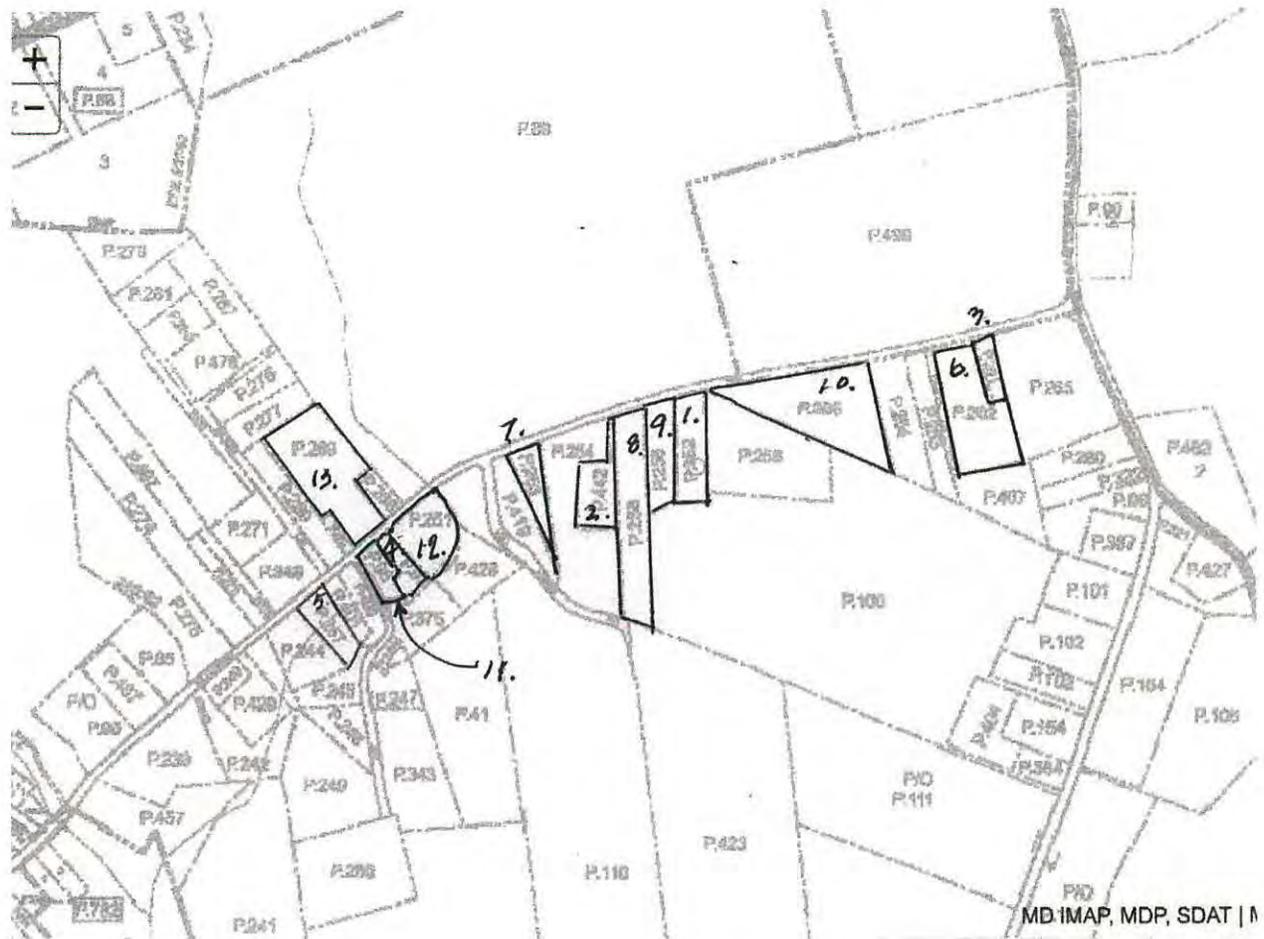
Over the course of early to mid January and early February, land record research was accomplished on thirteen separate parcels located along Flower Street in and around the Kitts Branch tributary of Trappe Creek. A research file has been developed to define the historic development of Bridgetown in a plan to develop a historic marker for the community.



Lake, Griffing and Stevenson Atlas, 1877, Philadelphia. The African-American community, later known as Biddletown, developed along the new county road that connected Berlin with the road that connected the mill communities of Taylorsville and Trappe. By the time the Eastern Shore Atlas of county election districts and town was published in 1877 a sizable grouping of small house lots ranging from an acre to three or four acres lined the main road.



Simon Martenet, *Map of Maryland*, 1866, This is the first map of Worcester County that depicts the road along which Bridletown developed during the second half of the 19<sup>th</sup> century and early 20<sup>th</sup> century. The initials B.S., located on the south side of the road, indicate the location of a blacksmith's shop, however, it is uncertain at this time who operated the shop.



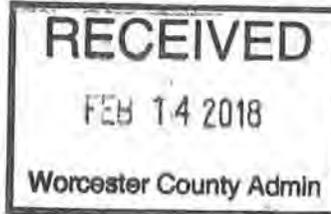
Worcester County Tax Map on property along Flower Street in the historic community of Bridletown



JUDITH STRIBLING, CHAIR

## Wicomico County

NATURAL RESOURCES CONSERVATION ADVISORY COMMITTEE  
125 NORTH DIVISION STREET  
SALISBURY, MARYLAND 21803-4860  
410-548-4860



23

February 9, 2018

Mr. Harold Higgins, Chief Administrative Officer  
Worcester County Commissioners  
Worcester County Government Center  
1 W. Market St. Room 1103  
Snow Hill, MD 21863

RE: New Invasive Species Program for the Lower Shore of Maryland

Dear Mr. Higgins,

As representatives of the Wicomico County Natural Resources Conservation Advisory Committee (NRCAC), we are writing this letter to request the support of Worcester County for a new program addressing invasive species on the lower shore of Maryland. Over the past 10-15 years, the number of invasive plant species that have become established and spread along the lower shore has grown exponentially. These plants often grow and spread rapidly, displacing native species and altering natural landscapes. They can also represent a serious economic burden through costs of removal or containment.

Introduction of invasive species occurs through many means, and often unknowingly. As a result, many lower shore lands and roadways are becoming choked by these species, and maintenance costs for battling them are rising. There are a number of Federal and State invasive species control programs and they can be very effective. However, none of the lower shore counties have systematic efforts to address invasive species. This new invasive species program is designed to fit that need.

The mission of the program is to educate the public to identify invasive species and the harm they do, and to develop and implement a plan to eradicate invasive species in Maryland's four lower shore counties.

The immediate goals are to:

1. Hire a program manager with funds from supporting counties.
2. Use this support as a demonstration of local commitment to addressing this problem, and leverage that support in seeking grants and fundraising.
3. Through the program manager, develop the program on the attached flow chart.
4. Inform other constituents (e.g. Farm Bureaus, county departments of Public Works and Parks, garden clubs, environmental groups, sportsmen groups, etc.) of the effort and solicit their support and input.

The long term goals are to:

1. Achieve measurable and significant progress in eradicating or controlling invasive species in the four lower shore counties.
2. Establish a self-sustaining management program for invasive species, incorporating as many partner resources and grants as possible.

Partners already contacted and willing to assist are the Maryland Department of Natural Resources, Maryland Department of Agriculture, University of Maryland Extension, and Salisbury University. This program is envisioned to be based on the development of an educated public (including representatives of governmental agencies with direct involvement in management of landscapes) to carry forward the day-to-day observation, identification, and eradicating of invasive species.

In order to implement the program and address these goals, we are working with the Tri-County Council, which has agreed to house the program and serve as budget administrator. As stated above, we are requesting financial assistance from each of the four lower shore counties to get the program started so that it can become self-sustainable in the future. The amount requested is \$25,000 per year for five years.

Add to Budget Requests

Please do not hesitate to contact us with questions or concerns. Thank you for your consideration!

Sincerely,



**John Hall**

Wicomico County Council



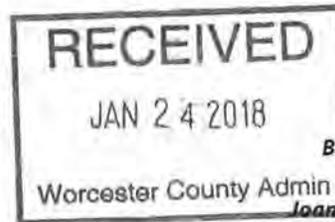
**Matthew Hurd**

Wicomico County Forester



**Judith Stribling**

Chair, NRCAC



Larry Hogan, Governor  
Boyd Rutherford, Lt. Governor  
Mark Belton, Secretary  
Joanne Throwe, Deputy Secretary

January 23, 2018

Worcester County Commissioners President Diana Purnell  
1 West Market Street, Room 1103  
Snow Hill, MD 21863

Copy: Kathy Whitel ✓

RE: New Invasive Species Program for the Lower Shore of Maryland

Dear Commissioner President Purnell:

My name is Matthew Hurd and I am a forester for the Maryland Forest Service. I am writing to you about a new program addressing invasive species on the lower shore of Maryland. Over the past 10-15 years, the number of invasive species that have become established and spread along the lower shore has grown exponentially. The causes for this are varied and often people spread with these species without even knowing it. As a result, many county lands and roadways are becoming choked from these species and maintenance costs for battling them are rising. I have worked on several Federal and State lands that have invasive species control programs and seen how effective they can be. However, none of the lower shore counties have any programs that address invasive species. This new invasive species program is designed to fit that need.

The mission of the program is to educate the public to identify invasive species and the harm they do, and to develop and implement a plan to eradicate invasive species in Maryland's lower shore counties.

The immediate goals are to:

1. Hire a program manager with funds from supporting counties.
2. Use this support as a demonstration of local commitment to addressing this problem, and leverage that support in seeking grants and fundraising.
3. Through the program manager, develop the program on the attached flow chart.
4. Inform other constituents (e.g. Farm Bureaus, county departments of Public Works and Parks, garden clubs, environmental groups, sportsmen groups, etc.) of the effort and solicit their support and input.

The long term goals are to:

1. Achieve measurable and significant progress in eradicating or controlling invasive species in the four lower shore counties.
2. Establish a self-sustaining management program for invasive species, incorporating as many partner resources and grants as possible. Partners already contacted and willing to assist are the Maryland Department of

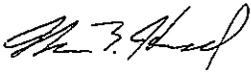
Natural Resources, Maryland Department of Agriculture, University of Maryland Extension, and Salisbury University.

3. This program is envisioned to be based on the development of an educated public (including representatives of governmental agencies with direct involvement in management of landscapes) to carry forward the day-to-day observation, identification, and eradicating of invasive species.

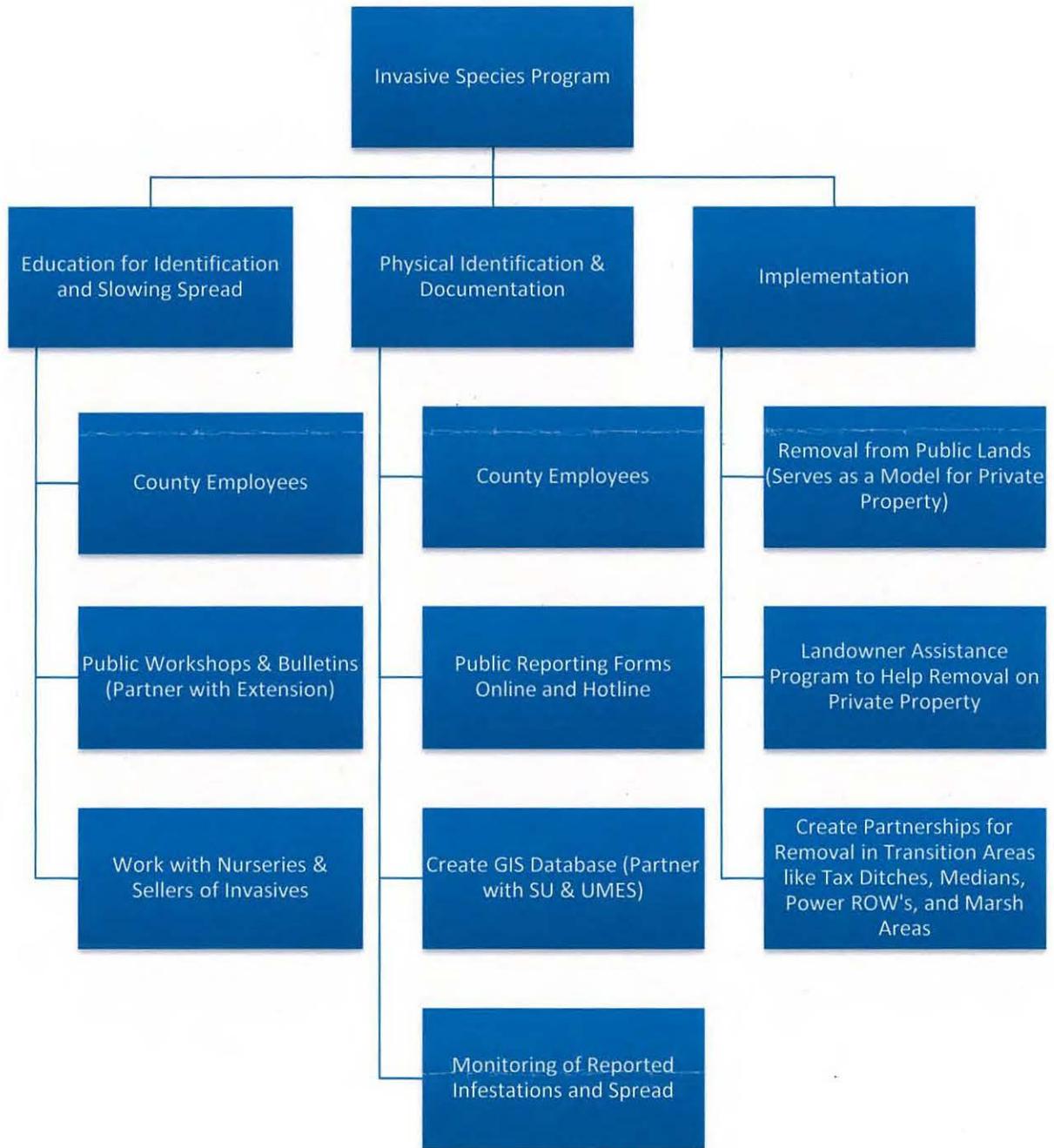
In order to start the program and achieve these goals, we have started working with the Tri-County Council to house the program and be the administrator. As stated above, we are asking for financial funding from each of the four lower shore counties to get the program started so that it can become self-sustainable in the future. The amount requested is \$25,000 per year for five years.

Please do not hesitate to contact me with questions or concerns. I would also like to come and give a 15-20 minute PowerPoint presentation on this program at an upcoming County Commissioners meeting.

Sincerely,



**Matthew Hurd**  
Wicomico County Forester





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)

24

ZONING DIVISION  
BUILDING DIVISION  
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICE DIVISION

MEMORANDUM

If Introduced  
Bill 18-1  
Public Hearing on 3/20/18

TO: Harold L. Higgins, Chief Administrative Officer  
FROM: Edward A. Tudor, Director  
DATE: February 14, 2018  
RE: Text Amendment - Trailer Camp Licenses

\*\*\*\*\*

Pursuant to our discussions last fall, I have been working with Maureen Howarth, County Attorney, to revise and modernize the language in Subtitle V of the Taxation and Revenue Article concerning Trailer Camp Licenses and Excise Tax. In addition to modernizing the language we have included additional language to enhance the provisions dealing with enforcement and penalties.

Attached herewith you will find a copy of the revised language in Bill form should one of the County Commissioners wish to introduce the amendment at their upcoming legislative session. An electronic version has been transmitted to your office for your convenience as well.

As always, I will be available to discuss the matter with you and the County Commissioners at your convenience. In the interim, should you have any questions or need any additional information, please let me know.

Attachment

cc: Maureen Howarth, County Attorney  
Phyllis Wimbrow, Deputy Director  
Jennifer Keener, Zoning Administrator

RECEIVED  
FEB 14 2018  
WOR CO ADMIN  
D. TUDOR

BY:  
INTRODUCED:

A BILL ENTITLED

AN ACT Concerning

Taxation and Revenue - Trailer Camp Licenses

For the purpose of amending the Taxation and Revenue Article to modernize existing language and provide additional language to enhance the provisions dealing with enforcement and penalties of trailer camp, mobile home park and manufactured home park licensing, taxes and fees.

Section 1. BE IT ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that Subtitle V of the Taxation and Revenue Article of the Code of Public Local Laws of Worcester County, Maryland be repealed and reenacted to read as follows:

SUBTITLE V

Mobile and Manufactured Home Park Licenses

§ TR 1-501. License required.

No person shall establish, maintain or operate any mobile or manufactured home park in the County without first having obtained a mobile and manufactured home park license from the County Commissioners.

§ TR 1-502. Definitions.

For the purposes of this Subtitle, the following words and phrases shall have the meanings respectively ascribed to them by this section:

DEPARTMENT — The County department designated by the County Commissioners to administer and enforce this Title.

MANUFACTURED HOME — A factory built structure which is manufactured or constructed after June 15, 1976, under authority of 42 U.S.C. § 5403, Federal Manufactured Home Construction and Safety Standards Act of 1974, as from time to time amended, and designed to be used as a single-family residential dwelling with or without a permanent foundation and which is not constructed with a permanent hitch or other device allowing it to be moved other than for the purpose of moving to a permanent location and which does not have any wheels or axles permanently attached to its body or frame. The placing of a manufactured home on a permanent foundation or the construction of additions, porches and the like shall not change the classification of such manufactured home.

MANUFACTURED OR MOBILE HOME PARK — Any area or tract of land designed or used for the parking or other type of installation of manufactured or mobile homes on spaces or lots offered for lease, rent or use, with or without compensation, including all improvements, buildings, structures, recreation areas, or other facilities for the use of the residents of such development. A manufactured or mobile home park does not include sales lots on which unoccupied manufactured or mobile homes are parked for inspection or sale or to manufactured or mobile homes used as farm dwellings or accessory structures or for seasonal use on a farm as permitted by the terms of the Zoning and Subdivision Control Article.

2

MOBILE HOME — A detached residential or business unit manufactured prior to June 15, 1976, and not required to be constructed in accordance with the Federal Manufactured Home Construction and Safety Standards Act of 1974 and which contains not less than five hundred square feet of gross livable floor area in the original manufactured unit and was designed and intended for repeated or periodic transportation in one or more sections on the highway on a chassis which is permanent or designed to be permanent and arriving at the site where it is to be occupied complete and ready for occupancy except for minor and incidental unpacking and assembly of sections, location on jacks or other foundations, connection to utilities and the like. The placing of a mobile home on a permanent foundation or the construction of additions, porches and the like shall not change the classification of such mobile home.

**§ TR 1-503. Application for license.**

- (a) Form. Applicants for a mobile or manufactured home park license shall make application on forms to be supplied by the Department.
- (b) Content. All applications must contain the following:
  - (1) The proper name and permanent mailing address of each applicant.
    - A. If the applicant is the owner of the premises, each owner must apply, including each spouse if the property is owned by husband and wife; if the applicant is a tenant or lessee, each tenant or lessee must apply, including each spouse.
    - B. If the applicant is a firm or partnership, each member of such firm or partnership must apply, and the trade name and address, if any, of the firm or partnership must be listed.
    - C. If the applicant is a corporation, application must be made in the name of the corporation, signed by the president or vice president thereof, and the name and permanent mailing addresses of the principal officers must be listed.
  - (2) A statement of the number of lots or parcels upon which mobile or manufactured homes may be placed and which are held out for rental use.
- (c) Filing of application. All applications must be filed with the Department, together with a license fee as established by resolution of the County Commissioners and a plat, or drawing of the premises showing the outlines of the property, the streets, and roads, all improvements, if any, and each lot or parcel of land to be occupied by one individual mobile or manufactured home. The lots or parcels designated for use by a mobile or manufactured home shall be numbered. The plat or drawing required hereby shall be to scale and accurately show the location and number of lots and parcels set aside for rental use.
- (d) Renewal. Renewal applications shall be made in the same manner as hereinabove set forth for new applications, with the exception of the necessity of filing a plat or drawing of the premises, unless there have been changes during the previous year with respect to the number or location of lots or in the use of the property, in which case an amended plat or drawing shall be filed with the renewal application.

**DRAFT**

**§ TR 1-504. License year; proration of fees; transfer.**

- (a) Term. Mobile or manufactured home park licenses shall be issued annually by the County Commissioners for the period of one year from January 1 to December 31 in each and every year. Licenses may be issued for a shorter period of time, at the discretion of the Commissioners, for cause shown.
- (b) Prorating fees prohibited. No license fees will be prorated, either upon application or upon cancellation, whether voluntary or otherwise.
- (c) Licenses not transferable. No license issued hereunder shall be transferable, either to another person for the same premises or to other premises by the applicant to whom issued.

**§ TR 1-505. License taxes and provisions for collection.**

- (a) Applicability. Every person or entity licensed to operate a mobile or manufactured home park in the County under existing laws and/or regulations pertaining thereto shall collect from any person paying charges for the rental, leasing or use of any space, facilities or accommodations in or for the providing of any services by such mobile or manufactured home park a tax thereon, computed at a percentage of such charges to be established by resolution of the County Commissioners, provided that no tax shall be levied on individually metered natural or propane or other manufactured gas, electricity or fuel oil, and further provided that the providing of any services shall include, without limitation, the leasing of sites or lots for the placement of a mobile or manufactured home.
- (b) Determination of tax where licensee owns mobile or manufactured home. In those cases where the licensee itself maintains mobile or manufactured homes which themselves are owned, leased, controlled or operated by such licensee upon the premises of a licensed mobile or manufactured home park and leases or rents those mobile or manufactured homes to others, for the purpose of determining the tax created hereby, the gross charges for the rental, leasing or use of the spaces or lots or parcels occupied by such mobile or manufactured homes and the gross charges for providing any services therefor shall be deemed to be equivalent to the gross charges collected for other spaces, lots or parcels rented to other persons for the use of their mobile or manufactured home and the gross charges for providing any services thereof.
- (c) Reporting and accounting. The aforesaid tax shall be accumulated and paid quarterly to the County Commissioners. On or before the 21st day of April, July, October and January of each year, every licensed mobile or manufactured home park operator shall file with the Department a report showing the amount of tax due for each of the three months preceding the filing of such report and shall pay unto the County Commissioners the total tax for the three preceding months as shown thereon. Any person or entity required to collect or remit the tax imposed by this section shall be liable to the County Commissioners in the amount of any such tax or portion thereof required to be collected and remitted by it which it fails either to collect or remit.
- (d) Forms for returns. The quarterly report shall be prepared and filed with the Department on forms to be furnished by the Department.
- (e) Credit for expense in remittance. The owner shall be entitled to apply and credit against the amount of tax collected and payable by him an amount equal to two percent of the gross tax to be remitted by him to cover his expense in the collection and remittance of the tax, provided that nothing contained in this subsection shall apply to any licensee who shall fail or refuse to collect the tax provided hereby or who shall fail or refuse to file his return with the Department within the time prescribed by this section.

- (f) Failure to file reports. If any person or entity required to collect and remit the tax imposed by this section fails to file a statement and a remittance within the time provided herein or if the Department has reason to believe that any report which has been filed is in error or incomplete, the Department may proceed to determine the amount due to the County Commissioners and in connection therewith shall make such investigation and take such testimony and other evidence as may be necessary, provided that notice and opportunity to be heard is given by the County Commissioners to any person who may become liable for an amount determined by it. The Department may refuse to accept an incomplete return. The filing of an incomplete return shall not constitute filing under this section.
- (g) Responsibility of owner. The owner of the premises upon which any mobile or manufactured home park is operated or maintained shall be responsible for the filing of reports and remittance of taxes as provided in this section regardless of who may actually prepare and file the report. If adequate records cannot be found to determine the amount of taxes due the County, they shall be determined in the manner above provided.

**§ TR 1-506. Enforcement; inspections; penalties.**

- (a) Enforcement. The provisions of this Subtitle shall be enforced by the Department, who shall perform such duties as may be assigned to or required of them under this regulation and such other duties as may be assigned to them by the County Commissioners. In the performance of their duties, they shall have all authority, rights, privileges, powers, limitations and immunities reasonably necessary to enable them to carry out such duties and shall be considered to be law enforcement officers and peace officers of the County.
- (b) Right of entry; inspections. The Department shall have the right to enter upon any premises for which a mobile or manufactured home park license has been issued hereunder in order to inspect such premises and, in addition thereto, any books or records kept by the licensee pertaining to the gross monthly charges as defined herein.
- (c) Reports. If the reports by this Subtitle are not filed, the Director of the Department may estimate the tax due based on any information the Director can obtain, including prior years' information. The Director shall make such investigation as may be necessary to estimate this tax, provided, however, that notice and opportunity to be heard shall be given to any person or corporate entity that may become liable for any amount determined by the County to be due.
- (d) Violations and penalties.
  - (1) Any person or entity who (1) establishes, maintains or operates any mobile or manufactured home park in the County without having first obtained a mobile or manufactured home park license, (2) willfully fails to collect, remit or pay the taxes imposed by this Subtitle, (3) willfully fails to file any report required by this Subtitle or (4) willfully makes any false statement or misleading omission in any report filed as required by this Subtitle, shall be guilty of a civil infraction and shall be subject to a fine. The Department is authorized to issue said civil infractions.
  - (2) Any person or entity who fails to file a timely return or pay the appropriate tax in a timely manner pursuant to the terms of this Subtitle shall be liable for penalty in the amount of twenty percent per annum, computed from the date due to the date of payment, based upon the gross tax due as determined by the terms of this Subtitle.
  - (3) In addition to any other penalty for violation, any person or entity who violates any provision of this Subtitle may, at the discretion of the County Commissioners, have the

mobile or manufactured home park license revoked without further action and may, at the discretion of the County Commissioners, be denied any further mobile or manufactured home park licenses.

- (4) The County Commissioners may proceed to collect delinquent and unpaid taxes by suit or distraint.
- (5) The County Commissioners may institute injunctive, mandamus or other appropriate proceedings of law to correct violations of this Subtitle. Any court of competent jurisdiction shall have the right to issue temporary or permanent restraining orders, injunctions or mandamus, or other appropriate forms of relief.
- (6) Delinquent and unpaid taxes shall become a lien upon the real property of the person or entity from whom they are due and shall be collectible in the same manner as real estate taxes assessed against any such property.

Section 2. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that this Bill shall take effect forty-five (45) days from the date of its passage.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

ATTEST:

COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND

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

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

\_\_\_\_\_  
Theodore J. Elder, Vice President

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

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

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

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

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

SUBTITLE IV  
(Reserved)

Current language

SUBTITLE V  
Trailer Camp Licenses**§ TR 1-501. License required.**

No person shall establish, maintain or operate any automobile trailer camp, park or court in the County without first having obtained a trailer camp license from the County Commissioners.

**§ TR 1-502. Definitions.**

For the purposes of this Subtitle, the following words and phrases shall have the meanings respectively ascribed to them by this section:

**AUTOMOBILE TRAILER** — Any vehicle or structure designed and constructed in such manner as to permit occupancy thereof as sleeping quarters for one or more persons, or the conduct of any business, profession, occupation or trade or use as a selling or advertising device for any business, profession, occupation or trade and so designed that it is or may be mounted on wheels and used as a conveyance on highways or city streets, propelled or drawn by its own or other motive power, excepting a device used exclusively upon stationary rails or tracks.

**TRAILER CAMP** — Any park, trailer park, trailer court, court, camp, site, lot, parcel or tract of land designed, maintained or intended for the purpose of supplying a location, facilities or accommodations and services for any automobile trailer, upon which any automobile trailer is parked and as to which charges are made for the use thereof. The term does not include automobile trailer sales lots on which unoccupied trailers are parked for the purposes of inspection and sale.

**§ TR 1-503. Application for license.**

- (a) Form. Applicants for a trailer camp license shall make application on forms to be supplied by the County License Clerk, located in the office of the County Commissioners, Snow Hill, Maryland.
- (b) Content. All applications must contain the following:
- (1) The proper name and permanent mailing address of each applicant.
    - A. If the applicant is the owner of the premises, each owner must apply, including the husband and wife; if the applicant is a tenant or lessee, each tenant or lessee must apply, including husband and wife.

- B. If the applicant is a firm or partnership, each member of such firm or partnership must apply, and the trade name and address, if any, of the firm or partnership must be listed.
- C. If the applicant is a corporation, application must be made in the name of the corporation, signed by the president or vice president thereof, and the name and permanent mailing addresses of the principal officers must be listed.
- (2) If the applicant is not the owner of the premises, in addition to the information required above, the applicant shall provide the name and permanent mailing address of the owner and a statement of how the premises are held by the applicant under such owner, such as tenant, subtenant, trustee, agent, etc.
- (3) A statement of the number of lots or parcels upon which automobile trailers may be parked and which are held out for rental use.
- (c) Filing of application. All applications must be filed with the County License Clerk, Snow Hill, Maryland, together with (1) a license fee as established by resolution of the County Commissioners; (2) to the original application for a trailer camp license, there shall be attached a plat, sketch or drawing of the premises showing the outlines of the property, the streets, avenues and roads, the improvements, if any, and each lot or parcel of land to be occupied by one individual automobile trailer. The lots or parcels designated for use by automobile trailers shall be numbered. The plat, sketch or drawing required hereby need not be to scale but should accurately show the number of lots and parcels set aside for rental use. This requirement is not necessary when applicants file for renewal licenses. If any changes in the use of the property are made during the license year, an amended plat, sketch or drawing shall be filed with the County License Clerk.
- (d) Renewal. Renewal applications shall be made in the same manner as hereinabove set forth, with the exception of the necessity of filing a plat, sketch or drawing of the premises, unless there have been changes during the previous year, in which case an amended plat, sketch or drawing shall be filed with the renewal application.

**§ TR 1-504. License year; proration of fees; transfer.**

- (a) Term. Trailer camp licenses shall be issued annually by the County Commissioners for the period of one year from January 1 to December 31 in each and every year. Licenses may be issued for a shorter period of time, at the discretion of the Commissioners, for cause shown.
- (b) Prorating fees prohibited. No license fees will be prorated, either upon application or upon cancellation, whether voluntary or otherwise.
- (c) Licenses not transferable. No license issued hereunder shall be transferable, either to another person for the same premises or to other premises by the applicant to whom issued.

**§ TR 1-505. License taxes and provisions for collection. <sup>2</sup>**

- (a) Applicability. Every person licensed to operate and conduct an automobile trailer camp in the County under existing laws and/or regulations pertaining thereto shall collect from any person paying charges for the rental, leasing or use of any space, facilities or accommodations in or for the providing of any services by such automobile trailer camp a tax thereon, computed at a percentage of such charges to be established by resolution of the County Commissioners, provided that no tax shall be levied on individually metered natural or propane or other manufactured gas, electricity or fuel oil, and further provided that the providing of any services shall include, without limitation, camping privileges.
- (b) Determination of tax where licensee owns trailers. In those cases where the licensee itself maintains automobile trailers which themselves are owned, leased, controlled or operated by such licensee upon the premises of a licensed trailer camp and leases or rents those automobile trailers to others, for the purpose of determining the tax created hereby, the gross charges for the rental, leasing or use of the spaces or lots or parcels occupied by such automobile trailers and the gross charges for providing any services therefor shall be deemed to be equivalent to the gross charges collected for other spaces, lots or parcels rented to other persons for the use of their automobile trailers and the gross charges for providing any services thereof.
- (c) Reporting and accounting. The aforesaid tax shall be accumulated and paid quarterly to the County Commissioners. On or before the 21st day of April, July, October and January of each year, every licensed trailer camp operator shall file with the County License Clerk a report showing the amount of tax due for each of the three months preceding the filing of such report and shall pay unto the County Commissioners the total tax for the three preceding months as shown thereon. Any person required to collect or remit the tax imposed by this section shall be liable to the County Commissioners in the amount of any such tax or portion thereof required to be collected and remitted by it which it fails either to collect or remit.
- (d) Forms for returns. The quarterly report shall be prepared and filed with the County License Clerk on forms to be furnished by him upon request of the licensee.
- (e) Credit for expense in remittance. The licensee shall be entitled to apply and credit against the amount of tax collected and payable by him an amount equal to two percent of the gross tax to be remitted by him to cover his expense in the collection and remittance of the tax, provided that nothing contained in this subsection shall apply to any licensee who shall fail or refuse to collect the tax provided hereby or who shall fail or refuse to file his return with the County License Clerk within the time prescribed by this section.
- (f) Failure to file reports. If any person required to collect and remit the tax imposed by this section fails to file a statement and a remittance within the time provided herein or if the County License Clerk has reason to believe that any report which has been filed is in error or incomplete, the County License Clerk may proceed to determine the amount due to the County Commissioners and in connection therewith shall make such investigation

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2. Editor's Note: The trailer park excise tax is authorized by Art. 24, § 9-401, of the Annotated Code of Maryland, as from time to time amended.

and take such testimony and other evidence as may be necessary, provided that notice and opportunity to be heard is given by the County Commissioners to any person who may become liable for an amount determined by it. The County License Clerk may refuse to accept an incomplete return. The filing of an incomplete return shall not constitute filing under this section.

- (g) Default of licensee; responsibility of owner. The owner of the premises upon which any automobile trailer court is operated or maintained shall be responsible for the filing of reports and remittance of taxes as provided in this section in case of default by his agent or tenant as licensee. If adequate records cannot be found to determine the amount of taxes due the County, they shall be determined in the manner above provided.

**§ TR 1-506. Enforcement; inspections; penalties.**

- (a) Enforcement. The provisions of this Subtitle shall be enforced by the County License Inspectors, who shall perform such duties as may be assigned to or required of them under this regulation and such other duties as may be assigned to them by the County Commissioners. In the performance of their duties, they shall have all authority, rights, privileges, powers, limitations and immunities reasonably necessary to enable them to carry out such duties and shall be considered to be law enforcement officers and peace officers of the County.
- (b) Right of entry; inspections. The County License Inspectors shall have the right to enter upon any premises for which a trailer camp license has been issued hereunder in order to inspect such permit and such premises and, in addition thereto, any books or records kept by the licensee pertaining to the gross monthly charges as defined herein.
- (c) Violations and penalties.
- (1) Any person who (1) establishes, maintains or operates any automobile trailer camp, park or court in the County without having first obtained a trailer camp license, (2) willfully fails to collect, remit or pay the taxes imposed by this Subtitle, (3) willfully fails to file any report required by this Subtitle or (4) willfully makes any false statement or misleading omission in any report filed as required by this Subtitle, upon conviction thereof, shall be guilty of a civil infraction.
  - (2) Any person who fails to file a timely return or pay the appropriate tax in a timely manner pursuant to the terms of this Subtitle shall be liable for penalty in the amount of twenty percent per annum, computed from the date due to the date of payment, based upon the gross tax due as determined by the terms of this Subtitle.
  - (3) In addition to any other penalty for violation, any person who violates any provision of this Subtitle may, at the discretion of the County Commissioners, have his trailer camp license revoked without further action and may, at the discretion of the County Commissioners, be denied any further trailer camp licenses.  
[Amended 11-10-1987 by Bill No. 87-5]

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OFFICE OF THE  
COUNTY COMMISSIONERS

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

August 16, 2017

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. MITRECIĆ

TO: Edward A. Tudor, Director of Development Review & Permitting  
FROM: Harold L. Higgins, Chief Administrative Officer *H.L.H.*  
RE: Trailer Park Excise Tax

As you are aware, at their meeting of August 15, 2017, the Worcester County Commissioners reviewed your memo with regards to collections of the trailer park excise tax in Worcester County and specifically the delinquent payments from Sunset Lakes and Greenridge Lane Mobile Home Parks. In addition to approving the collections letter which has been sent to Greenridge Lane and Sunset Lakes Mobile Home Parks, the Commissioners have requested that you draft legislation to update Subtitle V - Trailer Camp Licenses of the Taxation Article of the Code of Public Local Laws of Worcester County, Maryland in order to update the Code language and to specify the collections of the excise tax will be the responsibility of the Worcester County Treasurer's Office beginning October 1, 2017.

Thank you for your attention to this matter. We look forward to receiving the draft legislation as soon as possible for introduction at a future legislative session. If you should have any questions or concerns with regard to this matter, please feel free to contact me at this office.

HH/KS/fc

cc: Phil Thompson, Finance Officer  
Maureen Howarth, County Attorney  
Kelly Shannahan, Assistant Chief Administrative Officer

H:\CC108\excise tax memo.et.wpd



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DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING

**Worcester County**

GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1201  
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ZONING DIVISION  
BUILDING DIVISION  
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICE DIVISION

MEMORANDUM

If Introduced  
Bill 18-2  
Public Hearing on 4/17/18

TO: Harold L. Higgins, Chief Administrative Officer  
FROM: Edward A. Tudor, Director  
DATE: February 8, 2018  
RE: Text Amendment Application - Cottage Courts  
in the R-4 General Residential District

\*\*\*\*\*

The Department is in receipt of a text amendment application submitted by Mr. Hugh Cropper, IV on behalf of his client, Mark R. Odachowski, seeking to amend the Zoning and Subdivision Control Article to create a new Section § ZS 1-350 to establish Seasonal Resort Developments (AKA, cottage courts) as a use and to set forth the requirements for such developments. Mr. Cropper also seeks to amend the R-4 General Residential District regulations to allow the new use by Special Exception in the District.

Because of the staff concerns with the application as originally submitted, the staff met with Mr. Cropper and his client and consultants to discuss and refine the request. Mr. Cropper revised his application and appeared before the Planning Commission on two separate occasions before finally modifying his request to align with the staff's recommended version. This final version was ultimately reviewed by the Planning Commission and given a favorable recommendation at its meeting on February 1, 2018.

Attached herewith you will find a copy of the memorandum from Phyllis Wimbrow, Deputy Director, that fully outlines the process described above and the Planning Commission's favorable recommendation as well as the entire file for the request. An electronic version of the draft text amendment language in bill form has been transmitted to your office for your use should one of the County Commissioners wish to introduce the amendment at their upcoming legislative session.

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

Attachment

cc: Phyllis Wimbrow, Deputy Director  
Jennifer Keener, Zoning Administrator



DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING

**Worcester County**

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ZONING DIVISION  
BUILDING DIVISION  
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICE DIVISION

MEMORANDUM

TO: Edward A. Tudor, Director  
FROM: Phyllis H. Wimbrow, Deputy Director *PHW*  
DATE: February 5, 2018  
RE: Planning Commission Recommendation - Text Amendment Application -  
Cottage Courts in the R-4 General Residential District



The purpose of this memo is to forward the Planning Commission's comments and recommendation regarding the above referenced text amendment application. The Planning Commission reviewed this application at its meetings on December 7, 2017 and February 1, 2018. The text amendment application was submitted by Hugh Cropper, IV on behalf of Mark Odachowski and seeks to amend the Zoning and Subdivision Control Article to permit cottage courts in the R-4 General Residential District.

Because of concerns about the text amendment application as originally submitted, the staff met with Mr. Cropper and his client to discuss the matter. The staff subsequently prepared alternative language which would create a new form of development known as a seasonal resort development and be allowed by special exception in the R-4 General Residential Area. We shared the proposed language with Mr. Cropper and Mr. Odachowski. Mr. Cropper then submitted a modified version of the proposed language which mirrored the staff version with certain exceptions. This version was reviewed by the Planning Commission at its meeting on December 7, 2017. At that meeting the staff and the applicant could not come to agreement on several of the items in the applicant's proposed alternative language. The applicant asked to postpone further consideration of the matter until it could be revisited with the staff. Mr. Cropper subsequently submitted an email (attached) outlining their position on these matters and again met with the staff but disagreements about permitted density and sideyard setbacks remained. Both the applicant's version and a memo detailing the staff's comments were submitted to the Planning Commission for its review at its February 1, 2018 meeting. At this meeting Mr. Cropper stated that he now agreed with the staff's version of the proposed language and wished to adopt it as his revised application.

The Planning Commission concurred with the staff's conclusions and felt that seasonal resort developments are an appropriate special exception use in the R-4 General Residential District. The Planning Commission felt that the staff's version included appropriate measures such as limited density, setbacks and buffering requirements to protect neighboring uses and that the special exception review process via a public hearing before the Board of Zoning Appeals would allow for public comment. The Planning Commission subsequently concurred with the revised language prepared by the staff and gave a favorable recommendation to the text amendment application as amended and accepted by the applicant's attorney.

A copy of a draft bill as favorably recommended by the Planning Commission is attached, as is a copy of the staff report which includes the original application. Should you have any questions or require additional information, please do not hesitate to contact me.

COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND

BILL 18-

BY:  
INTRODUCED:

A BILL ENTITLED

AN ACT Concerning

**DRAFT**

Zoning - Seasonal Resort Developments

For the purpose of amending the Zoning and Subdivision Control Article to provide for seasonal resort developments in appropriate zoning districts which are designed in a unified plan of development.

Section 1. BE IT ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that Subsection § ZS 1-208(c)(17) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be renumbered as Subsection § ZS 1-208(c)(18) and a new Subsection § ZS 1-208(c)(17) be enacted to read as follows:

- (17) Seasonal resort developments, subject to the provisions of § ZS 1-350 hereof.

Section 2. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that a new Section § ZS 1-350 of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be enacted to read as follows:

**§ ZS 1-350. Seasonal Resort Developments.**

- (a) Purpose and intent. The purpose and intent of this section is to encourage comprehensively planned seasonal resort developments and associated uses under a unified plan of development that allows for flexibility while also requiring unified design and ensuring compatibility with and minimum impact upon existing and future development in the surrounding area. Although construction of the seasonal resort development may not occur at one time and may instead be phased, it must be accomplished in a manner which will ensure compatible, integrated development with provisions being made for adequate open space, safe internal traffic circulation, sufficient parking, appropriate access to public roadways, and adequate buffering and landscaping as the lands are developed.
- (b) Location and area requirements. The minimum required lot area for a seasonal resort development is five acres which in no case may be reduced by action of the Board of Zoning Appeals notwithstanding the provisions of § ZS 1-116(c)(4) hereof.
- (c) Permitted uses and structures. The following uses and structures may be permitted in a seasonal resort development:
- (1) Cabins, cottages and similar structures which are built on a permanent foundation or attached to a permanent chassis and which meets all of the following criteria:

# DRAFT

- A. Is designed to provide seasonal or temporary living quarters for transients having complete sanitary and kitchen facilities and separate entrances.
  - B. Does not exceed a total of six hundred square feet in gross floor area of enclosed space, with a cumulative maximum of 200 square feet in gross floor area of a deck or porch which may not be enclosed with any material whatsoever other than insect screening.
- (2) Private noncommercial social and recreational areas and facilities which serve only the tenants of the seasonal resort development.
  - (3) Offices, maintenance facilities and other uses associated solely with the operation of the seasonal resort development.
- (d) Limitation on operation. Units in a seasonal resort development shall be occupied only on a seasonal basis and shall not be occupied as a place of primary residence or domicile. The seasonal resort development shall not operate during the months of January, February, November and December of each year nor shall any units be occupied during those months. Utilities, other than those reasonably necessary for security and caretaking purposes and for the seasonal resort development's administrative office, shall be shut off during the period when the seasonal resort development is closed. Water and sewer facilities to all units and amenities shall be among the utilities shut off.
- (e) Area limitations for uses. Within a seasonal resort development a minimum of thirty percent 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 common use open space. Such open space shall not include utility and other service areas, roads and off-street parking, loading areas, except underground utility areas nor shall it include buildings except those specifically intended for recreational use. Where possible, those areas contained in the one-hundred-year floodplain should be dedicated as open space or recreational areas. At least fifty percent of the required common use open space shall be provided for active or passive recreation. No recreational area shall be required to exceed thirty percent of the total area of the development. Such recreational areas shall consist of contiguous lands not containing any wetlands, tidal or nontidal, and be of sufficient configuration as determined by the Planning Commission that they can suitably function for the purpose stated herein. All recreational areas shall be separated from any adjacent vehicular travelway or parking area by a vegetated or man-made barrier. Proposed recreational areas must be specified on the site plan for review and approval by the Planning Commission.
- (f) Permitted density. A seasonal resort development is intended to be designed and function as a unified development and as such may be comprised of multiple parcels or lots. The maximum density is eight units per gross acre of lot area.
- (g) Lot and road frontage requirements. For individual structures, there shall be no minimum lot area, bulk, lot width, area or road frontage requirements. Such standards shall be as approved by the Planning Commission on a site plan prepared in accordance with § ZS 1-325 hereof. Minimum yard setbacks shall be: front yard setback, fifty feet [see § ZS 1-305(b) hereof]; each side yard setback, twenty-five feet; and rear yard setback, fifty feet. Such setback shall be provided with buffering in accordance with § ZS 1-322(e)(2) hereof.

# DRAFT

- (h) Parking requirements. There shall be at least two parking spaces provided for each seasonal resort development unit, at least one of which must be located at the unit's location. If not provided at the site of the unit, the second required parking space shall be located in a common parking area within six hundred feet of the unit. Parking provided shall not exceed a maximum of two and one half parking spaces per each seasonal resort development unit. Parking shall be in accordance with the provisions of § ZS 1-320 hereof. One bike rack shall be provided at each amenity area, bathhouse, store or other facility which is commercial in nature.
- (i) Landscaping, buffering and screening requirements. In addition to the requirements set forth in subsection (f) herein, the seasonal resort development shall comply with all pertinent landscaping, buffering and screening requirements set forth in § ZS 1-322 hereof.
- (j) Height. Except for certain other buildings, structures or parts thereof as provided in § ZS 1-305 hereof, no structure shall exceed either one story or fifteen feet in height as measured from the average grade at the building's foundation or the flood protection elevation for those properties located in a special flood hazard area.
- (k) Review and approval procedure. The seasonal resort development application shall be reviewed by the Technical Review Committee and the Planning Commission pursuant to the provisions of § ZS 1-325 hereof and this section. Construction and development of the seasonal resort development shall be in accordance with the site plan as approved by the Planning Commission pursuant to § ZS 1-325 hereof.
- (l) Planning Commission criteria. The Planning Commission shall not approve a seasonal resort development until it shall find that each of the following criteria have been met:
  - (1) The proposed development will consist of structures of an integrated and harmonious design, provided with adequate vehicular, pedestrian and bicycle circulation, parking, service, utility services, open space, and landscaping.
- (m) Other regulations. In regulating the development of seasonal resort developments, the provisions of this section shall first apply, but when a matter is not specifically regulated by this section, then the other provisions of this Title and of the district in which the development is located shall apply.
- (n) Permits. No permit shall be issued for any work in connection with a seasonal resort development until the Planning Commission shall have reviewed and approved the seasonal resort development.

Section 3. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that this Bill shall take effect forty-five (45) days from the date of its passage.

DRAFT

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

ATTEST:

COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND

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

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

\_\_\_\_\_  
Theodore J. Elder, Vice President

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Anthony W. Bertino, Jr.

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Madison J. Bunting, Jr.

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

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

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

**§ ZS 1-208. R-4 General Residential District.**

- (a) Purpose and intent. This district is intended to protect the existing residential subdivisions throughout the County that are currently developed in accordance with its provisions while also providing for compatible infill development. Additionally, this district is meant to accommodate the most diverse housing types and range of affordability. Projects of greater than twenty dwelling units which are proposed after the effective date of this Title are required to be developed as residential planned communities in order to encourage traditional neighborhood development and utilization of conservation design principles. While this district can serve as the core of a traditional neighborhood development, it is not limited to usage only in areas designated for growth by the Comprehensive Plan.
- (b) Permitted principal uses and structures. The following uses and structures are permitted in the R-4 District:
- (1) Single-family clustered housing. Minimum lot requirements shall be: lot area, five thousand square feet; maximum density, eight units per net acre; lot width, fifty feet; front yard setback, fifteen feet; each side yard setback, five feet; and rear yard setback, twenty feet; and subject to the provisions of § ZS 1-307 hereof.
  - (2) Single-family dwellings. Minimum lot requirements shall be: lot area, five thousand square feet [see § ZS 1-305(l) hereof]; maximum density, eight units per net acre; lot width, sixty feet; front yard setback, twenty-five feet [see § ZS 1-305(b) hereof]; each side yard setback, six feet; and rear yard setback, thirty feet.
  - (3) Two-family and multi-family dwellings. Minimum lot requirements shall be: lot area, twelve thousand square feet [see § ZS 1-305(l) hereof]; maximum density, eight units per net acre; lot width, eighty feet; front yard setback, twenty-five feet [see § ZS 1-305(b) hereof]; each side yard setback, six feet; rear yard setback, twenty feet; and subject to the provisions of § ZS 1-312 hereof.
  - (4) Townhouses. Minimum lot requirements shall be: lot area, two thousand square feet [see § ZS 1-305(l) hereof]; maximum density, eight units per net acre; lot width, eighteen feet for interior units and twenty-four feet for end units; front yard setback, fifteen feet [see § ZS 1-305(b) hereof]; each side yard setback, zero feet if joined by a party wall to another unit and eight feet if not; and rear yard setback, fifteen feet; and subject to the provisions of § ZS 1-313 hereof.
  - (5) Manufactured homes in accordance with § ZS 1-314(a) hereof. Minimum lot requirements shall be: lot area, five thousand square feet [see § ZS 1-305(l) hereof]; maximum density, eight manufactured homes per net acre; lot width, sixty feet; front yard setback, twenty-five feet [see § ZS 1-305(b) hereof]; each side yard setback, six feet; and rear yard setback, thirty feet.
  - (6) Manufactured home parks and cooperative manufactured home park subdivisions in accordance with the provisions of §§ ZS 1-314, ZS 1-322 and ZS 1-325 hereof.
  - (7) Major and minor subdivisions in accordance with the provisions of § ZS 1-311 hereof.

(c) Special exceptions. The following principal uses and structures may be permitted by special exception in the R-4 District in accordance with the provisions of § ZS 1-116(c) hereof:

- (1) Boarding and lodging houses. Minimum lot requirements shall be: lot area, twelve thousand square feet [see § ZS 1-305(l) hereof]; lot area per boarder or lodger, two thousand square feet; lot width, eighty feet; front yard setback, twenty-five feet [see § ZS 1-305(b) hereof]; each side yard setback, six feet; and rear yard setback, thirty feet.
- (2) Nursing facilities and assisted living facilities. Minimum lot requirements shall be: lot area, twenty thousand square feet; lot width, one hundred feet; front yard setback, twenty-five feet [see § ZS 1-305(b) hereof]; each side yard setback, twenty feet; and rear yard setback, twenty feet.
- (3) Planned senior developments, subject to the provisions of § ZS 1-316 hereof.
- (4) Schools, including boarding schools. Minimum lot requirements shall be: lot area, five acres; lot width, four hundred feet; front yard setback, thirty-five feet [see § ZS 1-305(b) hereof]; each side yard setback, fifty feet; and rear yard setback, fifty feet
- (5) Day-care centers. Minimum lot requirements shall be: lot area, twelve thousand square feet [see § ZS 1-305(l) hereof]; lot width, eighty feet; front yard setback, twenty-five feet [see § ZS 1-305(b) hereof]; each side yard setback, six feet; and rear yard setback, thirty feet.
- (6) Churches, temples and mosques. Minimum lot requirements shall be: lot area, forty thousand square feet; lot width, one hundred feet; front yard setback, thirty-five feet [see § ZS 1-305(b) hereof]; each side yard setback, twenty feet; and rear yard setback, twenty feet.
- (7) Cemeteries, including chapels and mausoleums. Minimum lot requirements shall be: lot area, forty thousand square feet; lot width, two hundred feet; front yard setback, thirty-five feet [see § ZS 1-305(b) hereof]; and no side or rear yard setbacks shall apply unless imposed by the Board. No structures, monuments or grave sites shall be located in any required yard setback.
- (8) Private noncommercial marinas designed for the mooring, launching and fueling of pleasure craft, provided that dry storage and boat maintenance facilities do not exceed twenty-five feet in height. Minimum lot requirements shall be: lot area, twenty thousand square feet; lot width, one hundred feet; front yard setback, thirty-five feet [see § ZS 1-305(b) hereof]; each side yard setback, thirty feet; and rear yard setback, thirty feet; provided, however, that any such marina, boat storage, launching or maintenance facility must be incidental to a principal permitted use or structure, group of uses or group of structures and located on the same or on a contiguous lot or tract of land. Such marina, boat storage, launching or maintenance facility may serve a single lot or group of lots, provided that it is contiguous to one or more of such lots or a common area contiguous to and serving the lots. Any marina, boat storage, launching or maintenance facility may

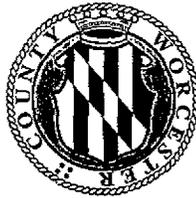
not provide for the docking, storage or maintenance of more than one boat per lot or per dwelling unit. The Board of Zoning Appeals may grant a waiver of the requirements of contiguousness, but in no event shall the marina, boat storage, launching or maintenance facility be permitted more than two hundred feet from the lot or from one of the lots served.

- (9) Public utility structures and properties other than essential services as defined in § ZS 1-121 hereof, including cross-County lines and mains of all kinds, subject to the provisions of § ZS 1-325 hereof. Minimum lot requirements for construction, maintenance or storage buildings or yards shall be: lot area, twenty thousand square feet; lot width, one hundred feet; front yard setback, thirty-five feet [see § ZS 1-305(b) hereof]; each side yard setback, thirty feet; and rear yard setback, thirty feet. See § ZS 1-328 hereof for lot requirements for all other facilities. During its review of any public utility structure or property, the Planning Commission may require screening, buffering or landscaping of said structure or property where deemed necessary to protect adjoining land uses.
- (10) Wastewater and water treatment facilities, with the exception of sewage sludge disposal areas, in accordance with the provisions of § ZS 1-328 hereof.
- (11) Spray irrigation fields and storage lagoons for Class II effluent in accordance with the provisions of § ZS 1-328(g) hereof.
- (12) Dredge spoil disposal sites. Lot requirements for dredge spoil disposal sites, special conditions of operation and conditions regarding reclamation of sites shall be as specified by the Board of Zoning Appeals.
- (13) The addition to existing structures of telecommunications facilities that have the effect of increasing the overall height of the existing structure, subject to the provisions of § ZS 1-343 hereof.
- (14) Monopoles over one hundred feet in height, but not exceeding one hundred ninety-nine feet, and freestanding towers up to one hundred feet in height, subject to the provisions of § ZS 1-343 hereof.
- (15) Heliports for emergency and law enforcement aircraft only, subject to the provisions of § ZS 1-345 hereof.
- (16) Large day-care homes. Minimum lot requirements shall be: lot area, twelve thousand square feet [see § ZS 1-305(1) hereof]; lot width, eighty feet; front yard setback, twenty-five feet [see § ZS 1-305(b) hereof]; each side yard setback, six feet; and rear yard setback, thirty feet. [Added 2-18-2014 by Bill No. 14-1<sup>16</sup> ]

Add Here →

(17) Any use or structure which is determined by the Board of Zoning Appeals to be of the same general character as an above-permitted use, not specifically mentioned in another district and compatible with the general character and intent of the R-4 District.

16. Editor's Note: This bill also renumbered former Subsection (c)(16) as Subsection (c)(17).



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## MEMORANDUM

TO: Worcester County Planning Commission  
FROM: Phyllis H. Wimbrow, Deputy Director *PHW*  
DATE: December 29, 2017  
RE: Draft Legislation and Text Amendment Application - Cottage  
Courts in the R-4 General Residential District

\*\*\*\*\*

As you are aware, at your meeting on December 7, 2017, the Planning Commission considered the above referenced text amendment application. The application was submitted by Hugh Cropper, IV, attorney, on behalf of Mark Odachowski and seeks to amend the Zoning and Subdivision Control Article to permit cottage courts in the R-4 General Residential District. Because of concerns about the text amendment application as originally submitted, the staff had met with Mr. Cropper and his client to discuss the matter. The staff subsequently prepared alternative language which would create a new form of development known as a seasonal resort development and be allowed by special exception in the R-4 General Residential Area. We shared the proposed language with Mr. Cropper and Mr. Odachowski. Mr. Cropper then submitted a modified version of the proposed language which mirrored the staff version with certain exceptions. Please find below the language submitted *at that time* by Mr. Cropper and the staff comments:

- 1) Proposed § ZS 1-349(c)(1)B - The applicant's version states that units cannot exceed a total of 600 square feet in gross floor area, exclusive of any unenclosed porch or deck. The staff version included porches and unenclosed decks in the maximum of 600 square feet in total gross floor area.
- 2) Proposed § ZS 1-349(f) - The applicant's version states that the maximum density is ten units per gross acre of lot area. The staff version set the maximum density at eight units per gross acre of lot area.

- 3) Proposed § ZS 1-349(g) - The applicant's version states that required yard setbacks on the front and rear shall be a minimum of 50 feet while the side yard setbacks shall be a minimum of 15 feet. The staff version provided for a setback of at least 50 feet from all perimeter property lines.
- 4) Proposed § ZS 1-349(h) - The applicant's version states that there shall be at least one and a half parking spaces provided for each seasonal resort development unit. The staff version set this minimum at two spaces for each unit.

During the Planning Commission meeting on December 7, 2017, with the exception of Issue No. 1, the staff and the applicant could not come to agreement on the matters where there was disagreement. The applicant asked to postpone further consideration of the matter until it could be revisited with the staff. Please keep in mind that with regard to Issue No. 1 above, at the meeting the staff and applicant came to an agreement that decks and porches would be limited to a cumulative maximum of 200 square feet in gross floor area beyond the maximum of 600 square feet in gross floor area of enclosed space. With regard to the other issues, Mr. Cropper submitted the attached email outlining their position on the remaining matters. The comments that are shown in highlighting (darker shading) are the response submitted to Mr. Cropper by Ed Tudor. Using the same numbering of issues as shown above, Mr. Cropper's proposal and our comments are shown below.

- 1) Proposed § ZS 1-349(c)(1)B -At the Planning Commission meeting on December 7, 2017, the staff and applicant agreed that decks and porches would be limited to a cumulative maximum 200 square feet in gross floor area beyond the maximum 600 square feet of gross floor area for enclosed space.
- 2) Proposed § ZS 1-349(f) - The applicant is now requesting a maximum density of nine units per gross acre of lot area. The staff continues to believe that a maximum density of eight units per gross acre of lot area is most appropriate, as it is the maximum density for any type of residential use within the R-4 General Residential District. The staff concludes that it is particularly imperative to remember that the proposed uses are transient in nature, within a residential zoning district, albeit that district with the most diverse and greatest density of residential uses.
- 3) Proposed § ZS 1-349(g) - The applicant continues to propose side yard setbacks of a minimum of 15 feet. The staff stands by our belief that a greater side yard setback is necessary, again because of the transient nature of the proposed uses. However, we can accept a side yard setback of at least 25 feet, in that these yard setbacks must be provided with buffering.
- 4) Proposed § ZS 1-349(h) - The applicant and staff are now in agreement that there shall be at least two parking spaces provided for each seasonal resort development unit.
- 5) Proposed § ZS 1-349(g) - As a new issue, the applicant is requesting that the

minimum lot area be reduced from 10 acres to 9 acres. The staff has no objection to this reduction, because the density is dependent on the lot area and thus goes lower as the lot area is reduced, but stylistically prefers that the minimum lot area be established at 5 acres.

Should you have any questions or require additional information, please do not hesitate to contact me.

cc: Edward A. Tudor  
Maureen Howarth  
Jennifer Keener

## Phyllis Wimbrow

---

**From:** Ed Tudor  
**Sent:** Thursday, December 28, 2017 5:26 PM  
**To:** Hugh Cropper  
**Cc:** Phyllis Wimbrow; Jennifer Keener  
**Subject:** Seasonal Resort Housing

Hugh, As I indicated in an earlier email we will have your proposed text amendment back on the Planning Commission agenda for the January 4<sup>th</sup> meeting. Phyllis, Jennifer and I have discussed the 4 unresolved issues from our previous discussion and your email of 12/14/17, a portion of which I have pasted below. Our position is highlighted in yellow on each of the issues. We will prepare a very brief memo to the Planning Commission outlining the issues below and our respective positions.

Ed

I had Bob Hand sketch an informal site plan. With two parking spaces per unit, the property will be yield 85 units, with 170 parking spaces. This will require a side yard setback of 15 feet.

At this rate, the density is 8.8 units per acre.

*Issue No. 4* I would like to amend our application to proceed with your original suggestion of 2 parking spaces per unit. As a trade-off, I would like to retain the side yard setbacks of 15 feet.  
*Issue No. 3* We are appreciative of your concurrence with our position with regard to the required parking however we do not support a side yard setback of 15 feet. It is our opinion that 25 feet would be the minimum side yard setback to address our concerns.

*Issue No. 2* I would like to reduce the density to 9 units per acre. I recognize that you prefer 8 units per acre, but I hope this is a reasonable compromise. We still feel the density at 8 units per acre is the most appropriate.

*New Issue No. 5* Finally, I would like to reduce the total required lot size to 9 acres. There are some ownership issues with respect to the bed of Hastings Lane, the location of the rear ditch, etc. and the property may fall just shy of 10 acres. To be on the safe side, I would like to request a total lot area of 9 acres. We have no objection to a lower required lot area. Stylistically we do not like oddball acreage requirements but would have no objection to going all the way down to a 5 acre minimum lot area requirement.



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## MEMORANDUM

TO: Worcester County Planning Commission  
FROM: Phyllis H. Wimbrow, Deputy Director *PHW*  
DATE: November 28, 2017  
RE: Draft Legislation and Text Amendment Application - Cottage  
Courts in the R-4 General Residential District

\*\*\*\*\*

The attached draft legislation and text amendment application were submitted by Hugh Cropper, IV, attorney, on behalf of Mark Odachowski and seeks to amend the Zoning and Subdivision Control Article to permit cottage courts in the R-4 General Residential District. Because of concerns about the text amendment application as originally submitted, the staff met with Mr. Cropper and his client to discuss the matter. The staff subsequently prepared alternative language which would create a new form of development known as a seasonal resort development and be allowed by special exception in the R-4 General Residential Area. We shared the proposed language with Mr. Cropper and Mr. Odachowski. Mr. Cropper has now submitted a modified version of the proposed language which is attached for your review and comment.

The language now submitted by Mr. Cropper mirrors that contained in the staff version with the following exceptions:

- 1) Proposed § ZS 1-349(c)(1)B - The applicant's version states that units cannot exceed a total of 600 square feet in gross floor area, exclusive of any unenclosed porch or deck. The staff version included porches and unenclosed decks in the maximum of 600 square feet in total gross floor area.
- 2) Proposed § ZS 1-349(f) - The applicant's version states that the maximum density is ten units per gross acre of lot area. The staff version set the maximum density at eight units per gross acre of lot area.

- 3) Proposed § ZS 1-349(g) - The applicant's version states that required yard setbacks on the front and rear shall be a minimum of 50 feet while the side yard setbacks shall be a minimum of 15 feet. The staff version provided for a setback of at least 50 feet from all perimeter property lines.
- 4) Proposed § ZS 1-349(h) - The applicant's version states that there shall be at least one and a half parking spaces provided for each seasonal resort development unit. The staff version set this minimum at two spaces for each unit.

Following our customary practice, once I received the revised text amendment application I forwarded it to Ed Tudor, Director, Jennifer Keener, Zoning Administrator, and Maureen Howarth, County Attorney and Planning Commission Attorney, for their review and comment. The comments of both Mr. Tudor and Ms. Keener are attached. The staff stands by its original version, finding it to be more acceptable than that proposed by the applicant and to contain reasonable limitations to ensure compatibility with adjoining properties and with other provisions of the Zoning and Subdivision Control Article. The staff feels very strongly that limitations on the size of any unenclosed porches or decks must be included or such structures could easily approach the size of the enclosed unit, if not exceed it. Please keep in mind that these units are intended for seasonal occupation. Past experience in other similar developments has demonstrated how very easily an open deck is transformed to a screened porch, then to an enclosed room. This circumvents the seasonal and transient intent of the type of development. We feel the same about the density proposed by Mr. Cropper and his client. Eight units per acre is the maximum allowed for residential uses in the R-4 General Residential District. Mr. Cropper seeks to provide 10 units per acre. He also seeks to reduce the required side yard setbacks from the 50 feet proposed by the staff to 15 feet. The increased density and decreased side yard setbacks greatly increase the intensity of the development, regardless of its intended seasonal and transient nature, in a zoning district which is intended for residential use. In that the proposed units can provide more than one sleeping room, we feel that two parking spaces should be provided for each unit, just as residential uses are required to provide two parking spaces per dwelling unit.

Should you have any questions or require additional information, please do not hesitate to contact me.

cc: Edward A. Tudor  
Maureen Howarth  
Jennifer Keener

A BILL ENTITLED

AN ACT Concerning

Zoning - Seasonal Resort Developments

For the purpose of amending the Zoning and Subdivision Control Article to provide for seasonal resort developments in appropriate zoning districts which are designed in a unified plan of development.

Section 1. BE IT ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that existing Section § ZS 1-208(c)(17) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland renumbered as Section § ZS 1-208(c)(18) and a new Section § ZS 1-208(c)(17) be enacted to read as follows:

(17) Seasonal resort developments, subject to the provisions of § ZS 1-349 hereof.

Section 2. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that a new Section § ZS 1-349 of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be enacted to read as follows:

**§ ZS 1-349. Seasonal Resort Developments.**

- (a) Purpose and intent. The purpose and intent of this section is to encourage comprehensively planned seasonal resort developments and associated uses under a unified plan of development that allows for flexibility while also requiring unified design within the development and ensuring compatibility with and minimum impact upon existing and future development in the surrounding area. Although development of the seasonal resort development may not occur at one time and may instead be phased, its development is intended to be accomplished in a manner which will ensure compatible, integrated development with provisions being made for adequate open space, safe internal traffic circulation, sufficient parking, appropriate access to public roadways, and adequate buffering and landscaping, as the lands are developed.
- (b) Location and area requirements. The minimum required lot area for a seasonal resort development is ten acres which in no case may be reduced by action of the Board of Zoning Appeals notwithstanding the provisions of § ZS 1-116(c)(4) hereof.
- (c) Permitted uses and structures. The following uses and structures may be permitted in a seasonal resort development:
- (1) Cabins, cottages and similar structures which are built on a permanent foundation or attached to a permanent chassis and which meets all of the following criteria:
- A. Is designed to provide seasonal or temporary living quarters for transients having complete sanitary facilities and kitchen facilities and separate

entrances.

- B. Does not exceed a total of six hundred square feet in gross floor area, exclusive of any unenclosed porch or deck.
- (2) Private noncommercial social and recreational areas and facilities which serve only the tenants of the seasonal resort development.
- (3) Offices, maintenance facilities and other uses associated solely with the operation of the project as a seasonal resort development.
- (d) Limitation on operation. Units in a seasonal resort development shall be occupied only on a seasonal basis and shall not be occupied as a place of primary residence or domicile. The seasonal resort development shall not operate during the months of January, February, November and December of each year nor shall any units be occupied during those months. Utilities, other than those reasonably necessary for security and caretaking purposes and for the seasonal resort development's administrative office, shall be shut off during the period when the seasonal resort development is closed. Water and sewer facilities to all units and amenities shall be among the utilities shut off.
- (e) Area limitations for uses. Within a seasonal resort development a minimum of thirty percent 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 common use open space. Such open space shall not include utility and other service areas, roads and off-street parking and loading areas, except underground utility areas nor shall it include buildings except those specifically intended for recreational use. Where possible, those areas contained in the one-hundred-year floodplain should be dedicated as open space or recreational areas. At least fifty percent of the required common use open space shall be provided as recreational areas for games, sports, social gatherings, etc. No recreational area shall be required to exceed thirty percent of the total area of the development. Such recreational areas shall consist of contiguous lands not containing any wetlands, tidal or nontidal, and be of sufficient configuration as determined by the Planning Commission that they can suitably function for the purpose stated herein. All recreational areas shall be separated from any adjacent vehicular travelway or parking area by a vegetated or man-made barrier. Proposed recreational areas must be specified on the site plan for review and approval by the Planning Commission.
- (f) Permitted density. A seasonal resort development is intended to be designed and function as a unified development and as such may be comprised of multiple parcels or lots. The maximum density is ten units per gross acre of lot area.
- (g) Lot and road frontage requirements. For individual structures, there shall be no minimum lot area, bulk, lot width, area or road frontage requirements. Such standards shall be as approved by the Planning Commission on a site plan prepared in accordance with § ZS 1-325 hereof. Minimum yard setbacks shall be: front yard setback, fifty feet [see § ZS 1-305(b) hereof]; each side yard setback, fifteen feet; and rear yard setback, fifty feet. Such setback shall be provided with buffering in accordance with § ZS 1-322(e)(2) hereof.

- (h) Parking requirements. There shall be at least one and a half parking spaces provided for each seasonal resort development unit, at least one of which must be located at the unit's location. If not provided at the site of the unit, any additional required parking shall be required in common parking areas located within six hundred feet of the unit. Parking provided shall not exceed a maximum of two and one half parking spaces per each seasonal resort development unit. Parking shall be in accordance with the provisions of § ZS 1-320 hereof. One bike rack shall be provided at each amenity area, bathhouse, store or other facility which is commercial in nature.
- (I) Landscaping, buffering and screening requirements. In addition to the requirements set forth in subsection (f) herein, the seasonal resort development shall comply with all pertinent landscaping, buffering and screening requirements set forth in § ZS 1-322 hereof.
- (j) Height. Except for certain other buildings, structures or parts thereof as provided in § ZS 1-305 hereof, no structure shall exceed either one story or fifteen feet in height as measured from the average grade at the building's foundation or the flood protection elevation for those properties located in a special flood hazard area.
- (k) Review and approval procedure. The seasonal resort development application shall be reviewed by the Technical Review Committee and the Planning Commission pursuant to the provisions of § ZS 1-325 hereof and this section. Construction and development of the seasonal resort development shall be in accordance with the site plan as approved by the Planning Commission pursuant to § ZS 1-325 hereof.
- (l) Planning Commission criteria. The Planning Commission shall not approve a seasonal resort development until it shall find that each of the following criteria have been met:
  - (1) The proposed development will consist of structures of an integrated and harmonious design, provided with adequate vehicular, pedestrian and bicycle circulation, parking, service, utility services, open space, and landscaping.
- (m) Other regulations. In regulating the development of seasonal resort developments, the provisions of this section shall first apply, but when a matter is not specifically regulated by this section, then the other provisions of this Title and of the district in which the development is located shall apply.
- (n) Permits. No permit shall be issued for any work in connection with a seasonal resort development until the Planning Commission shall have reviewed and approved the seasonal resort development.

Section 3. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that this Bill shall take effect forty-five (45) days from the date of its passage.



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MEMORANDUM

TO: Phyllis H. Wimbrow, Deputy Director  
FROM: Edward A. Tudor, Director *EAT*  
DATE: November 22, 2017  
RE: Text Amendment Application - Cottage Courts in the R-4 General Residential District

\*\*\*\*\*

This memorandum is in response to your request for comments on the revised text amendment language submitted by Mr. Hugh Cropper, IV regarding the proposed text amendment to allow cottage courts in the R-4 General Residential District. As you pointed out in your memorandum, the staff had concerns with Mr. Cropper's original proposed text amendment language. We subsequently met with him and his client to discuss alternative language for the proposal. As a result of that discussion, you prepared a new version that was acceptable to the staff. Mr. Cropper's latest submittal alters the staff's recommendation in four areas, those being maximum unit size, density, setbacks and parking.

It is my opinion that the original staff draft remains acceptable and contains reasonable limitations to ensure compatibility with adjoining properties in the R-4 General Residential District and with other provisions in the Zoning Code. Therefore, I do not agree with the latest amendments proposed by Mr. Cropper and stand by the original staff version.

As always, I will be available to discuss the matter in greater depth if need be when it is reviewed by the Planning Commission.

cc: Maureen Howarth, County Attorney  
Jennifer Keener, Zoning Administrator



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## MEMORANDUM

To: Phyllis Wimbrow, Deputy Director  
From: Jennifer Keener, Zoning Administrator *JKK*  
Date: November 7, 2017  
Re: Text Amendment Application – Seasonal Resort Developments in the R-4  
General Residential District

\*\*\*\*\*

This memorandum is in response to your request for comments on the revised text amendment submitted by Mr. Hugh Cropper, IV on behalf of his client. He seeks to add a Seasonal Resort Development use to the R-4 General Residential District regulations as a special exception, and create a new section (§ZS 1-349) for these types of developments. Given that staff has worked with Mr. Cropper and drafted language that we felt comfortable presenting, I will only comment on the changes that Mr. Cropper has proposed to that language.

First, Mr. Cropper looks to modify the proposed language to allow individual units to be 600 square feet exclusive of unenclosed porches or decks. This means that they could theoretically construct a covered porch or open deck that exceeds the size of the unit itself, as there is no maximum square footage being proposed. The initial language presented by staff included the square footage of these structures within the overall limitation because they are to be seasonally occupied, and limited to the use of transients (30 days or less). The 600 square foot total is consistent with (if not larger than) many of the cottage establishments throughout the West Ocean City area. It is only reasonable that limitations should be placed on the deck/porch allowance. If the Planning Commission and County Commissioners agree to retain the unit size of 600 square feet exclusive of decks and porches, I would recommend that any unenclosed porches or decks be limited to no more than 100 square feet. The applicant could provide at-grade decks or paver patios in lieu of or in addition to these features for the guests if entertaining space is in high demand. To leave this item open ended is not appropriate.

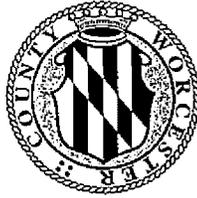
Second, Mr. Cropper wishes to increase the density to 10 units per gross acre of lot area. The staff recommended a density of 8 units per gross acre of lot area, as that is the maximum allowed density for residential uses in the R-4 General Residential District. Even though this is a seasonal use as proposed, I do not agree that the density should be greater than what a developer would be able to obtain with a standard residential development. That places even greater pressure on

existing facilities (roads, police, fire, etc.) during the peak tourist season in residential neighborhoods.

Third, Mr. Cropper would like to reduce the size yard setbacks from 50 feet as proposed by staff to 15 feet. Upon review of the zoning code, many other uses in the R-4 District have either a 20 foot or a 30 foot side yard setback. While the applicant wishes to reduce the setback to accommodate a certain type of design, I think it is appropriate to have an adequately buffered setback given the high density of the proposed use. Not all developers may want to centralize the active open space as the applicant has indicated, and 15 feet may not be adequate depending on the activity. I would recommend a compromise of a 25 or a 30 foot side yard setback.

Fourth, Mr. Cropper has recommended reducing the required parking to 1.5 spaces per unit. This would provide one parking space per unit, and a second space to be shared for every two units or fraction thereof. Typical residential uses require two spaces per dwelling unit. Hotels and motels require one space per sleeping room. With this proposal, there could be up to two or three sleeping rooms per unit. To be consistent with the other uses and parking requirements in the Zoning Code, I would recommend calculating parking at either two spaces per unit as originally recommended, or one space per sleeping room.

As always, I will be available to discuss this further with the applicants or the Planning Commission during their meeting for recommendation.



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

TO: Edward A. Tudor, Director  
Jennifer K. Keener, Zoning Administrator  
Maureen Howarth, County Attorney

FROM: Phyllis H. Wimbrow, Deputy Director *PHW*

DATE: November 6, 2017

RE: Revised Text Amendment Application - Cottage  
Courts in the R-4 General Residential District

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As you remember, a text amendment application was submitted by Hugh Cropper, IV on behalf of Mark R. Odachowski seeking to amend the Zoning and Subdivision Control Article to permit cottage courts in the R-4 General Residential District. Because of concerns about the application as specifically submitted, the staff met with Mr. Cropper and his client to discuss the matter. The staff subsequently prepared alternative language which would create a new form of development known as a seasonal resort development and be allowed by special exception in the R-4 General Residential Area. We shared the proposed language with Mr. Cropper and Mr. Odachowski. Mr. Cropper has now submitted a modified version of the proposed language which is attached for your review and comment.

The language now submitted by Mr. Cropper mirrors that contained in the staff version with the following exceptions:

- 1) Proposed § ZS 1-349(c)(1)B - The applicant's version states that units cannot exceed a total of 600 square feet in gross floor area, exclusive of any unenclosed porch or deck. The staff version included porches and unenclosed decks in the maximum of 600 square feet in total gross floor area.
- 2) Proposed § ZS 1-349(f) - The applicant's version states that the maximum density is ten units per gross acre of lot area. The staff version set the maximum density at eight units per gross acre of lot area.
- 3) Proposed § ZS 1-349(g) - The applicant's version states that required yard setbacks on the front and rear shall be a minimum of 50 feet while the side yard setbacks shall be a minimum of 15 feet. The staff version provided for a setback of at least 50 feet from all perimeter property lines.

- 4) Proposed § ZS 1-349(h) - The applicant's version states that there shall be at least one and a half parking spaces provided for each seasonal resort development unit. The staff version set this minimum at two spaces for each unit.

I anticipate scheduling this text amendment for consideration by the Planning Commission at its December 7, 2017 meeting. So that I may incorporate them into the staff report, please submit your comments to me no later than November 22, 2017.

Should you have any questions or require additional information, please do not hesitate to contact me. Thank you for your attention to this matter.

attachment

**Phyllis Wimbrow**

---

**From:** Hugh Cropper [hcropper@bbcmlaw.com]  
**Sent:** Wednesday, November 01, 2017 11:31 AM  
**To:** Ed Tudor  
**Cc:** Phyllis Wimbrow; Jennifer Keener; bob@rdhand.com; Mark Odachowski  
**Subject:** Cottage Court Text Amendment  
**Attachments:** MX-3550N\_20171101\_113638.pdf

Ed:

I would like to proceed with the Text Amendment (Zoning – Seasonal Resort Developments), as drafted by your office, with a couple of modifications:

- Density of 10 units per acre, instead of 8 units per acre.
- Parking of 1.5 spaces per units, instead of 2 spaces per unit.
- Maximum size of six hundred square feet in gross floor area, exclusive of any unenclosed porch or deck.

Otherwise, everything looks great. Thanks again for all of your help.

Bob Hand is working on a site plan, and he will send a copy to Jennifer for conceptual review. I would like to make sure that it accords with the new text amendment language.

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](mailto:hcropper@bbcmlaw.com) \*\*\*  
[www.bbcmlaw.com](http://www.bbcmlaw.com)

This message may contain privileged or confidential information that is protected from disclosure. If you are not the intended recipient of this message, you may not disseminate, distribute or copy it. If you have received this message in error, please delete it and notify the sender immediately by reply email or by calling 410-213-2681. Thank you.

COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND

BILL 17-

---

BY:  
INTRODUCED:

---

A BILL ENTITLED

AN ACT Concerning

Zoning - Seasonal Resort Developments

For the purpose of amending the Zoning and Subdivision Control Article to provide for seasonal resort developments in appropriate zoning districts which are designed in a unified plan of development.

Section 1. BE IT ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that existing Section § ZS 1-208(c)(17) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland renumbered as Section § ZS 1-208(c)(18) and a new Section § ZS 1-208(c)(17) be enacted to read as follows:

(17) Seasonal resort developments, subject to the provisions of § ZS 1-349 hereof.

Section 2. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that a new Section § ZS 1-349 of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be enacted to read as follows:

**§ ZS 1-349. Seasonal Resort Developments.**

- (a) Purpose and intent. The purpose and intent of this section is to encourage comprehensively planned seasonal resort developments and associated uses under a unified plan of development that allows for flexibility while also requiring unified design within the development and ensuring compatibility with and minimum impact upon existing and future development in the surrounding area. Although development of the seasonal resort development may not occur at one time and may instead be phased, its development is intended to be accomplished in a manner which will ensure compatible, integrated development with provisions being made for adequate open space, safe internal traffic circulation, sufficient parking, appropriate access to public roadways, and adequate buffering and landscaping, as the lands are developed.
- (b) Location and area requirements. The minimum required lot area for a seasonal resort development is ten acres which in no case may be reduced by action of the Board of Zoning Appeals notwithstanding the provisions of § ZS 1-116(c)(4) hereof.
- (c) Permitted uses and structures. The following uses and structures may be permitted in a seasonal resort development:
- (1) Cabins, cottages and similar structures which are built on a permanent foundation or attached to a permanent chassis and which meets all of the following criteria:
- A. Is designed to provide seasonal or temporary living quarters for transients having

complete sanitary facilities and kitchen facilities and separate entrances.

- B. Does not exceed a total of six hundred square feet in gross floor area, including any unenclosed porch or deck.
- (2) Private noncommercial social and recreational areas and facilities which serve only the tenants of the seasonal resort development.
- (3) Offices, maintenance facilities and other uses associated solely with the operation of the project as a seasonal resort development.
- (d) Limitation on operation. Units in a seasonal resort development shall be occupied only on a seasonal basis and shall not be occupied as a place of primary residence or domicile. The seasonal resort development shall not operate during the months of January, February, November and December of each year nor shall any units be occupied during those months. Utilities, other than those reasonably necessary for security and caretaking purposes and for the seasonal resort development's administrative office, shall be shut off during the period when the seasonal resort development is closed. Water and sewer facilities to all units and amenities shall be among the utilities shut off.
- (e) Area limitations for uses. Within a seasonal resort development a minimum of thirty percent 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 common use open space. Such open space shall not include utility and other service areas, roads and off-street parking and loading areas, except underground utility areas nor shall it include buildings except those specifically intended for recreational use. Where possible, those areas contained in the one-hundred-year floodplain should be dedicated as open space or recreational areas. At least fifty percent of the required common use open space shall be provided as recreational areas for games, sports, social gatherings, etc. No recreational area shall be required to exceed thirty percent of the total area of the development. Such recreational areas shall consist of contiguous lands not containing any wetlands, tidal or nontidal, and be of sufficient configuration as determined by the Planning Commission that they can suitably function for the purpose stated herein. All recreational areas shall be separated from any adjacent vehicular travelway or parking area by a vegetated or man-made barrier. Proposed recreational areas must be specified on the site plan for review and approval by the Planning Commission.
- (f) Permitted density. A seasonal resort development is intended to be designed and function as a unified development and as such may be comprised of multiple parcels or lots. The maximum density is eight units per gross acre of lot area.
- (g) Lot and road frontage requirements. For individual structures, there shall be no minimum lot area, bulk, lot width, area or road frontage requirements. Such standards shall be as approved by the Planning Commission on a site plan prepared in accordance with § ZS 1-325 hereof. In no instance may a principal building be constructed closer than fifty feet to the perimeter property line of the seasonal resort development. Such setback shall be provided with buffering in accordance with § ZS 1-322(e)(2) hereof.
- (h) Parking requirements. There shall be at least two parking spaces provided for each seasonal resort development unit, at least one of which must be located at the unit's location. If not provided at the site of the unit, any additional required parking shall be required in common

parking areas located within six hundred feet of the unit. Parking provided shall not exceed a maximum of two and one half parking spaces per each seasonal resort development unit. Parking shall be in accordance with the provisions of § ZS 1-320 hereof. One bike rack shall be provided at each amenity area, bathhouse, store or other facility which is commercial in nature.

- (l) Landscaping, buffering and screening requirements. In addition to the requirements set forth in subsection (f) herein, the seasonal resort development shall comply with all pertinent landscaping, buffering and screening requirements set forth in § ZS 1-322 hereof.
- (j) Height. Except for certain other buildings, structures or parts thereof as provided in § ZS 1-305 hereof, no structure shall exceed either one story or fifteen feet in height as measured from the average grade at the building's foundation or the flood protection elevation for those properties located in a special flood hazard area.
- (k) Review and approval procedure. The seasonal resort development application shall be reviewed by the Technical Review Committee and the Planning Commission pursuant to the provisions of § ZS 1-325 hereof and this section. Construction and development of the seasonal resort development shall be in accordance with the site plan as approved by the Planning Commission pursuant to § ZS 1-325 hereof.
- (i) Planning Commission criteria. The Planning Commission shall not approve a seasonal resort development until it shall find that each of the following criteria have been met:
  - (1) The proposed development will consist of structures of an integrated and harmonious design, provided with adequate vehicular, pedestrian and bicycle circulation, parking, service, utility services, open space, and landscaping.
- (m) Other regulations. In regulating the development of seasonal resort developments, the provisions of this section shall first apply, but when a matter is not specifically regulated by this section, then the other provisions of this Title and of the district in which the development is located shall apply.
- (n) Permits. No permit shall be issued for any work in connection with a seasonal resort development until the Planning Commission shall have reviewed and approved the seasonal resort development.

Section 3. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that this Bill shall take effect forty-five (45) days from the date of its passage.

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

ATTEST:

WORCESTER COUNTY COMMISSIONERS

\_\_\_\_\_  
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

Original Application  
7/17

Worcester County Commissioners  
Government Office Building  
One West Market Street, Room 1103  
Snow Hill, Maryland 21863

Please Type or  
Print in Ink

PETITION FOR AMENDMENT OF OFFICIAL TEXT  
OF THE ZONING AND SUBDIVISION CONTROL ARTICLE

(Office Use Only - Please Do Not Write In This Space)

Date Received by Office of the County Commissioners: \_\_\_\_\_

Date Received by Development Review and Permitting: 7/13/17

Date Reviewed by Planning Commission: \_\_\_\_\_

I. Application - Proposals for amendments to the text of the Zoning and Subdivision Control Article may be made by any interested person who is a resident of Worcester County, a taxpayer therein, or by any governmental agency of the County. Check applicable status below:

A. Resident of Worcester County. XXX

B. Taxpayer of Worcester County. XXX

C. Governmental Agency \_\_\_\_\_

\_\_\_\_\_  
(Name of Agency)

II. Proposed Change to Text of the Zoning and Subdivision Control Article.

A. Section Number: ZS1-208(c)(16)

B. Page Number: Please See Attached

C. Proposed revised text, addition or deletion:

Please See Attached

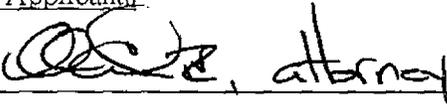
Original  
Application 30  
7/17

III. Reasons for Requesting Text Change:

- A. Please list reasons or other information as to why the proposed text change is necessary and therefore requested:

Please See Attached

IV. Signature of Applicants

Signature: 

Printed Name of Applicant: Mark R. Odachowski

Mailing Address: 9939 Jerry Mack Road, Suite 400, Ocean City, MD 21842

Phone Number: 410-213-2658 E-Mail: marko-elec-co.com

Date: June 13, 2017

Signature of Attorney

Signature: 

Printed Name of Attorney: Hugh Cropper IV

Mailing Address: 9923 Stephen Decatur Hwy., D-2, Ocean City, Maryland 21842

Phone Number: 410-313-2681 E-Mail: hcropper@bbcmlaw.com

Date: June 13, 2017

---

V. General Information Relating to the Text Change Request.

- A. Applications for text amendments shall be addressed to and filed with the Office of the County Commissioners. The required filing fee must accompany the application.
- B. Procedure for Text Amendments - Text amendments shall be passed by the County Commissioners of Worcester County as Public Local Laws according to legally required procedures, with the following additional requirements. Any

proposed amendment shall first be referred to the Planning Commission for recommendation. The Planning Commission shall make a recommendation within a reasonable time after receipt of the proposed amendment. After receipt of the recommendation of the Planning Commission, the County Commissioners shall hold at least one public hearing in relation to the proposed amendment, at which parties and interested citizens shall have any opportunity to be heard. At least fifteen (15) days' notice of the time and place of such hearing and the nature of the proposed amendment shall be published in an official paper or a paper of general circulation in Worcester County. In the event no County Commissioner is willing to introduce the proposed amendment as a bill, it need not be considered.

ATTACHMENT TO PETITION FOR AMENDMENT  
OF OFFICIAL TEXT

SECTION ZS1-208(c)(16) to be renumbered as (17), and a new SECTION ZS1-208(c)(16) be enacted, as follows:

Cottage Courts. Minimum lot requirements shall be: lot area, forty thousand square feet; lot area per unit, one thousand square feet; lot width, sixty feet; front yard setback, twenty-five feet; each side yard setback, six feet; and rear yard setback, twenty feet; and subject to the provisions of Section ZS1-325 hereof.

Add the following definition to SECTION ZS1-103(b):

COTTAGE COURT - - A grouping of small, separate units, intended for transients, clustered around a common area, and developed with a coherent plan for the entire site. Each cottage or unit may contain separate rooms, but shall not exceed eight hundred square feet. Each cottage or unit shall have complete sanitary facilities and separate entrances. Cottage Courts are typically considered infill development, within Existing Developed Areas.

## REASONS IN SUPPORT OF TEXT AMENDMENT

For many years, cottage courts were prevalent throughout West Ocean City, and most of Worcester County. For example, for many years cottages and cottage courts lined both sides of Golf Course Road, south of its intersection with U.S. Route 50. Maryland Route 707 (Old Bridge Road) was the site of several cottage courts. Some of those cottage courts still exist today, such as Timmons Cottages on Golf Course Road, Wyatt's Cottages, and Villa Nova. Unfortunately, most of these cottage courts are non-conformities, existing in residentially zoned areas.

Currently, cottage courts are only permitted in commercial zones. They have been pushed out by the high price of commercial real estate, particularly in West Ocean City.

Although cottage courts have been pushed out by the high cost of commercial real estate, there remains a strong public need. There is a tradition of cottage courts and cottages in this area. Visitors enjoy the atmosphere and lifestyle in a cottage court. They were able to park their small boats and other vehicles, grill in their small use areas, allow children to play and to recreate, etc. Although some of this strong public need has been absorbed by campgrounds, the applicant asserts that the strong public need still exists.

The proposed text amendment would allow cottage courts only (neither hotels nor motels), as a special exception in the R-4 General Residential District. Rental cottages are actually more consistent with the R-4, General Residential District than as is currently permitted in the C-2, General Commercial Zone.

The R-4, General Residential District already permits two-family and multi-family dwellings, townhouses, manufactured homes, manufactured home parks and cooperative manufactured home park subdivisions, assisted living facilities, group homes, among other uses. A cottage court would certainly be consistent with these permitted uses.

The R-4, General Residential District also permits boarding and lodging houses,

nursing facilities and assisted living facilities, and planned senior developments by special exception. Cottage courts as a special exception would certainly be consistent with these uses.

Cottage courts would be available to transients, so the length of stay would be limited to thirty days.

There is limited R-4 General Residential District zoning in Worcester County, so the impact of this text amendment would be very limited.

Respectfully Submitted,



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Hugh Cropper IV, Attorney for  
Mark R. Odachowski



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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ZONING DIVISION  
BUILDING DIVISION  
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICE DIVISION

### MEMORANDUM

TO: Edward A. Tudor, Director  
Jennifer K. Keener, Zoning Administrator  
Maureen Howarth, County Attorney

FROM: Phyllis H. Wimbrow, Deputy Director *PHW*

DATE: July 19, 2017

RE: Text Amendment Application - Cottage  
Courts in the R-4 General Residential District

---

The attached text amendment application has been submitted by Hugh Cropper, IV on behalf of Mark R. Odachowski and seeks to amend the Zoning and Subdivision Control Article to permit cottage courts in the R-4 General Residential District. Specifically, the text amendment as submitted by Mr. Cropper seeks add a definition of "cottage court" to § ZS 1-103 to read as follows:

COTTAGE COURT - A grouping of small, separate units, intended for transients, clustered around a common area, and developed with a coherent plan for the entire site. Each cottage or unit may contain separate rooms, but shall not exceed eight hundred square feet. Each cottage or unit shall have complete sanitary facilities and separate entrances. Cottage Courts are typical considered infill development, within Existing Developed Areas.

Furthermore, Mr. Cropper seeks to renumber existing § ZS 1-208(c)(16) as § ZS 1-208(c)(17) and create a new § ZS 1-208(c)(16) to read as follows:

Cottage courts. Minimum lot requirements shall be: lot area, forty thousand square feet; lot area per unit, one thousand square feet; lot width, sixty feet; front yard setback, twenty-five feet; each side yard setback, six feet; and rear yard setback, twenty feet; and subject to the provisions of § ZS 1-325 hereof.

In actuality, the above section would actually be a renumbering of existing § ZS 1-208(c)(17) as a new § ZS 1-208(c)(18) and the creation of a new § ZS 1-208(c)(17)

I anticipate scheduling this text amendment for consideration by the Planning Commission in the early fall. So that I may incorporate them into the staff report, please submit your comments to me no later than August 23, 2017.

Should you have any questions or require additional information, please do not hesitate to contact me. Thank you for your attention to this matter.

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26

**Worcester County**  
Department of Environmental Programs

**Memorandum**

**To:** Harold L. Higgins, Chief Administrative Officer

**From:** Robert J. Mitchell, Director, Environmental Programs  
William M. Rodriguez, Parks Superintendent, Recreation & Parks

**Subject:** Worcester County Land Preservation, Parks and Recreation Plan

**Date:** December 26, 2017

Attached is a copy of the final draft of the *2017 Worcester County Land Preservation, Parks and Recreation Plan*. The Department of Recreation and Parks and the Department of Environmental Programs collaborated on this document. The State of Maryland, under Natural Resources Article § 5-905(b)(2), requires that every county update and adopt this plan every five years in order to remain eligible for Program Open Space (POS) funding. This draft complies with the guidelines issued by the Maryland Departments of Planning and Natural Resources for the 2017 plan preparation. The updated Plan contains key information, goals, and recommendations to guide the County's management and enhancement of its parks, recreational facilities and open space assets for the next five years.

The Plan includes the same components as in prior plans and includes the following:

- Introduction – Updated with current populations and population trends, and protections lands and county geography overview.
- Recreation, Parks and Open Space – Updated with current parkland inventory data and information on specific parks facilities. This Plan uses the proximity analysis, which applies a service radius around specific amenities to identify gaps in service. The analysis did illustrate a service gap in playing fields in the northeastern portion of the county, an overall adequate supply and distribution of boating access facilities, and a deficiency in trails identified for the northeastern portion of the county. This component also provides a description of priorities for funding to address deficiencies/anticipated needs, and a 5-year capital improvement plan.
- Agricultural Land Preservation – Updated with current information on preservation easement activity and strategies to protect agricultural lands.
- Natural Resource Land Conservation – Provides description of natural resource land and conservation strategies. Provides a focus on land preservation program that are oriented to natural resource protection instead of agricultural preservation.

**Citizens and Government Working Together**

The draft Plan has had extensive state review with multiple drafts submitted and comments reviewed and addressed mid-to late-2017. The final draft Plan was made available in December 2017, and submitted to state agencies for final review and copies made available for local public examination on the County Website with hardcopies placed in all County Libraries. The Planning Commission was given the draft final Plan and a request was made at the January 4, 2018 meeting for the scheduling of a Public Hearing on the draft Plan. That request was granted and the Planning Commission held a Public Hearing on the draft Plan on February 1, 2018. The Planning Commission reviewed the draft document, the approval of the plan from the Department of Parks & Recreation Parks Advisory Board, and considered comments from DNR and the public. They unanimously recommended adoption of the plan with the changes requested by DNR and the citizen comment. Ms. Munson's attached memorandum details these changes and included the minutes from the Planning Commission. As such, the Plan was reviewed by the Planning Commission in a public hearing to satisfy the requirements of Article 66B, and the document was revised under their direction.

Staff is recommending that the County Commissioners concur with the Planning Commission's recommendation at their public hearing and approve the Plan.

Mr. Rodriguez, Ms. Munson, and I will be available to discuss this Plan with you and the County Commissioners.

#### Attachments

1. The draft *2017 Worcester County Land Preservation, Parks and Recreation Plan*.
2. Memo from Ms. Katherine Munson, dated 2-13-18
3. Powerpoint presentation printed slides to accompany the Plan

cc: Katherine Munson  
Maureen Howarth  
David Bradford

**DRAFT**

**RESOLUTION NO. 18 - \_\_\_\_**

**ADOPTING 2018 WORCESTER COUNTY  
LAND PRESERVATION, PARKS AND RECREATION PLAN**

WHEREAS, the County Commissioners of Worcester County, Maryland most recently adopted a Worcester County Parks, Recreation and Land Preservation Plan on May 1, 2012 by Resolution No. 12-07 (the 2012 Plan) which identifies specific actions for improving parks, recreation and open space preservation in Worcester County; and

WHEREAS, Sections 5-9B-04 and 5-905 of the Natural Resources Article of the Annotated Code of Maryland (Program Open Space Law) requires each county and Baltimore City to prepare a land preservation, parks and recreation plan every six years with the over-arching purpose of developing a strategy that will best ensure good return on public investment in the various state and local land preservation and recreation programs in order to remain eligible to receive Maryland Program Open Space (POS) funds, the State's primary grant program for parks, recreation and open space preservation; and

WHEREAS, the County Commissioners authorized the County Planning Commission to prepare a new Parks, Recreation and Land Preservation Plan to replace the 2012 Plan; and

WHEREAS, the Planning Commission, with the assistance of staff from the Worcester County Department of Environmental Programs and the Worcester County Department of Recreation and Parks, prepared and presented to the Commissioners such a Land Preservation, Parks and Recreation Plan; and

WHEREAS, the Department of Environmental Programs and the Department of Recreation and Parks administered a survey outreach through paper and online questionnaires from April to November of 2017 as a means of collecting additional public feedback about what is important to residents regarding public parks, recreation and open spaces in the County; and

WHEREAS, the Worcester County Recreation Advisory Board has reviewed and approved the proposed Land Preservation, Parks and Recreation Plan; and

WHEREAS, the Planning Commission conducted a public hearing on February 1, 2018, and considered public comment on the proposed Worcester County Land Preservation, Parks and Recreation Plan and have complied with all other requirements of law.

NOW, THEREFORE, BE IT RESOLVED that the County Commissioners of Worcester County, Maryland hereby adopt the *2018 Worcester County Land Preservation, Parks and Recreation Plan* as revised February 9, 2018 and incorporated herein by reference which shall replace the 2012 Plan.

# DRAFT

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

PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

ATTEST:

COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND

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

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

\_\_\_\_\_  
Theodore J. Elder, Vice President

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

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

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

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

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



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 COMMISSION

WELL & SEPTIC  
NATURAL RESOURCES  
PLUMBING & GAS  
COMMUNITY HYGIENE

## Memorandum

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**TO:** Robert Mitchell, Director

**FROM:** Katherine Munson, Planner V *KM*

**SUBJECT:** DRAFT 2017 Land Preservation, Parks and Recreation Plan Public Hearing

**DATE:** February 13, 2018

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Attached please find a copy of the Draft *2017 Worcester County Land Preservation, Parks and Recreation Plan*. This document is a collaboration of the Department of Parks & Recreation and Environmental Programs Department.

Natural Resources Article § 5-905 (b)(2) requires that each county and Baltimore City submit a *Land Preservation, Parks, and Recreation Plan* every five years to the Departments of Natural Resources and Planning for joint approval. This is a prerequisite for county participation in Program Open Space.

The plan includes:

- General overview of county geography, current population and population trends, and protected lands
- Updated inventory of current Parks and Recreation amenities and programming
- Use of community survey results and GIS-based proximity analysis to identify deficiencies in county recreational amenities. This Plan uses a proximity analysis, which applies service areas around specific amenities to identify gaps in service (playing fields, water access and trails). The analysis illustrates a service gap in playing fields per capita in the northeastern portion of the county, compared to the central and southern regions. Generally, there exists an adequate supply and distribution of boating access facilities in the county at the present time, though in the future more demand may come from expanding population in the northeastern portion of the county. There was a deficiency in trails identified for the northeastern area of the county, which was also noted in the survey responses.

- Description of priorities for funding to address deficiencies/anticipated needs, and a 5-year capital improvement plan
- Updated inventory of lands conserved for protection of natural resources
- Description of goals and strategies for managing and improving natural resource conservation land networks
- Updated inventory of lands conserved for protection of farmland
- Description of goals and strategies for farmland protection

The draft plan is dated December 21, 2017 as that is the date it was submitted to state agencies for review and made available for public review.

Comments from MD DNR, provided in an e-mail, are attached, with county responses added.

A public hearing was held by the Planning Commission February 1, 2018. The Planning Commission reviewed the draft document, comments from MD DNR and one comment from a citizen at the hearing. The Planning Commission unanimously recommended adoption of the plan (with changes requested by DNR and the citizen comment). The drafted minutes are attached.

The final draft plan presented here incorporates changes made in response to the comments (these changes are highlighted and/or noted in the written responses to the state comments). Please note that the state comments received were minor factual corrections or requested clarifications. The most significant request was for additional mapping/proximity analysis to determine gaps in pedestrian accessibility in population centers.

Please do not hesitate to contact me for any further information.

Attachments

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## MD DNR feedback on the draft LPPRP.

### County responses below are in red text.

From: Ingrid Brofman -DNR- [mailto:ingrid.brofman@maryland.gov]

Sent: Thursday, January 11, 2018 9:12 AM

To: William M. Rodriguez <wrodriguez@co.worcester.md.us>; Katherine Munson <kmunson@co.worcester.md.us>

Cc: John F. Wilson -DNR- <johnf.wilson@maryland.gov>; Carrie Lhotsky -DNR- <carrie.lhotsky@maryland.gov>

Subject: Worcester County 2nd draft revision state comments

Hello Bill and Katherine,

Overall the plan has significantly improved and includes a survey inventory, public input process, and analysis to better understand need and deficiencies for outdoor recreation in Worcester County. We appreciate the detailed comments in addressing our concerns for the first draft LPPRP. We have just a few concerns for this draft that need to be addressed before final submission, explained below.

1. The DNR state acreage is still incorrect. Please use the most current data from the acreage report and revise the inventory tables. Table 3-1 does not match the existing inventory either. For the final LPPRP submission the county needs to make sure all tables including acreage data are correct.

<http://dnr.maryland.gov/land/Documents/Stewardship/CurrentAcreageReport.pdf>

This has been fixed where needed. One problem was that some DNR data was incorrect and that has been clarified.

2. All of the maps in Ch 3/Natural Resources come out all black when printed and are not able to be seen from PDF; something is wrong with the image reader.

This has been addressed now.

3. The 2<sup>nd</sup> bullet on pg. 39 about the Shad Landing Snow Hill trail status is incorrect; this trail is not near complete but it is our understanding that the trail is still in the planning stages.

This was re-written to clarify the status (now on page 36).

4. The last concern is in regards to county priorities, proximity analysis, and the county's acquisition goal status and trails. It is obvious where the county is planning for field sports (as fields were a need found in the survey) but it is not so obvious where the county is planning for trails (as trails were a need both in the survey and proximity analysis).

- Trails came up as a high need from the survey results/public input sessions and the proximity analysis. Showell and Shockton trail projects that the county included on pg. 27 do not seem to be in the CIP (short, med, or long range). Please explain this exclusion from upcoming project lists if these are the trails the county is considering as potential projects and trails have come across as a high need.

The trails at Showell and Stockton will have minimal capital expense so are not included in the CIP.

- When looking at the CIP tables, it is obvious where the field development projects are but it is not so obvious where trails projects are being developed. Does 'passive park' = trails project? Please be more specific about this since trails has been highlighted as the second highest need in the county and it is hard to understand where they are being planned.

- Land acquisition needs are further discussed on pg. 38 in regards to the northern county's deficit of playing fields. Does this mean the county feels there is no need for any additional land or rights of way for trail development projects?

That is correct. Trails are being developed at Ilia Fehrer NP and Grey's Creek NP. Tables 2-8, 9 a, b,c have been revised with more detail to address this. The Berlin Rubble Field, which may become a passive recreation site, is now noted in the plan (page 46 and Table 2-9)

- The 2017 LPPRP Draft has informed the state that Worcester County has not met their acquisition goal. This is mostly due to the information found on pg. 38 and the proximity analysis. Currently, the county is using a 5 mile radius for the whole county, including population centers. If you review the Guidelines you will see that smaller radii are needed for areas of population density, recommending a ½ mile radius around identified population centers. This supports the State's goals of not having to rely on an automobile to access recreational areas. The state has asked other counties that have felt they've met their acquisition goal, but only included a 5 mile radius, to go back and re-run the spatial analysis using a smaller, justified radius/area to analyze. Currently, it seems the county needs ~ 20 acres of land for fields in the northern part of the county to meet their goal, but it is unknown how much more they will need with different radii around population centers for both trails, fields, and water access. Worcester County does not need to provide these analyses for the 2017 Plan to be approved, but should realize that the State will not be able to evaluate the county on their acquisition goal status again until they do so.

Maps have been drafted and text added to the plan to address this request (pages 35-41).

Please let me know if you have any questions. The county is welcome to provide the state with another revision highlighting where our comments have been addressed or just provide a final submission, highlighting separately where comments have been addressed.

Thank you,

Ingrid

 <p>CHANGING Maryland <i>for the Better</i></p>	<p>Ingrid Brofman Natural Resources Planner, Land Acquisition &amp; Planning Unit Department of Natural Resources 580 Taylor Ave., E-4 Annapolis, MD 21401 410.260.8461 (office) 301.832.1837 (cell) <a href="mailto:ingrid.brofman@maryland.gov">ingrid.brofman@maryland.gov</a></p>
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**Worcester County Planning Commission  
Meeting Minutes**

**Meeting Date:** February 1, 2018

**Time:** 1:00 P.M.

**Location:** Worcester County Government Office Building, Room 1102

**Attendance:**

**Planning Commission**

Mike Diffendal, Chair

Jay Knerr, Vice Chair

Marlene Ott

Betty Smith

Jerry Barbierri

Rick Wells

Brooks Clayville

**Staff**

Maureen Howarth, County Attorney

Ed Tudor, Director, DDRP

Jennifer Keener, Zoning Administrator

Robert Mitchell, Director, DEP

Katherine Munson, Planner V, DEP

Bill Rodriguez, Parks Superintendent

**I. Call to Order**

**II. Administrative Matters**

**A. Review and approval of minutes, January 11, 2018** — As the first item of business, the Planning Commission reviewed the minutes of the January 11, 2018 meeting. Following the discussion it was moved by Mr. Barbierri, seconded by Ms. Ott and carried unanimously to approve the minutes as submitted. Mr. Clayville and Mr. Wells abstained.

**B. Board of Zoning Appeals agenda, February 8, 2018** — As the next item of business, the Planning Commission reviewed the agenda for the Board of Zoning Appeals meeting scheduled for February 8, 2018. Mrs. Keener was present for the review to answer questions and address concerns of the Planning Commission. No comments were forwarded to the Board.

**III. Public Hearing on the Draft Land Preservation, Parks and Recreation Plan**

As the next item of business, the Planning Commission held a public hearing on the draft Land Preservation, Parks and Recreation Plan. Mr. Diffendal opened the public hearing at 1:04 PM. Katherine Munson, Planner V, Environmental Programs, and Bill Rodriguez, Acting Director/Parks Superintendent, Department of Recreation and Parks, provided an overview presentation of the draft Land Preservation, Parks and Recreation Plan.

Ms. Munson explained that every county is required to submit a plan every 5 years in order to continue to receive Program Open Space funds. The 2017 draft provides an update on the recommendations made in the 2012 Plan, an updated inventory, a needs analysis, capital improvement program and inventory and update of agricultural and natural lands conservation programs since 2012. Mr. Rodriguez summarized the inventory and improvements made to parks since 2012. He noted that the county owns and manages 13 parks that are situated to serve the population, which is concentrated in the towns and in Ocean Pines and West Ocean City. He stated that there were 188 responses to the community survey which was available to the public from April to November 2017 on-line and on paper in various locations. While 85% stated the parks are in good or better condition, and 47% indicated a weekly use of the parks, some deficits

were noted by survey takers, with the top needs being more fields/improvements to fields (58), more trails (37) and additional/improved parking (29). 17% noted that access to water for passive use is inadequate. A proximity analysis shows that while water access is pretty well distributed across the county, and appears for now to be adequate, the total number of trails is in a deficit in the northern end of the county and playing fields are also in a deficit, compared to the southern portion of the county, on a per capita basis.

The priority projects identified in the plan are:

- Northern County: Multipurpose Field Complex—Land Acquisition: \$1,000,000
- Greys Creek Nature Park: Passive Park/trails development: \$500,000
- Bishopville Waterfront Park: \$125,000
- Stockton Park: Playground replacement: \$100,000
- John Walter Smith Park: Field improvements: \$25,000

Ms. Munson provided an overview of natural resource and agricultural land preservation, which are addressed in Chapters 3 and 4 of the draft plan. She stated that the plan reiterates the policies of the Comprehensive Plan, the 2010 Priority Preservation Element and also the Maryland Coastal Bays Comprehensive Conservation and Management Plan (CCMP) adopted by the county and other partners in 2015. She stated that conservation targets are shorelines, headwaters, and contiguous natural areas. She noted that conservation programs that work with landowners to protect and restore land work along with county policies and regulations (such as zoning) to protect the county's natural resources. She stated that the 2010 Priority Preservation Element set a preservation goal of 1,000 acres of farmland annually. While 7,192 acres are protected with MALPF easements and nearly 10,000 acres with Rural Legacy easements, progress since 2012 has fallen well short of the stated goal, with 519 acres protected with MALPF easements and 1,213 acres protected with Rural Legacy easements. She stated that lack of state funding has been the largest barrier. She also noted that less than 0.1% of the A-1 zone was subdivided for residential use during that same period.

Mr. Barberri asked how the survey was administered. Mr. Rodriguez explained that it was available on the website and a link was sent to all users the department has e-mails for. In addition, it was available in all libraries, and a press release was issued. Mr. Knerr noted that parking was left out of the plan analysis. Mr. Rodriguez stated that the parking issue is mostly associated with the lack of fields in the northern end of the county. He said it is not an afterthought and the department does have ideas for expanding parking. Mr. Knerr stated he feels there is plenty of water access on the analysis yet people don't use these access points. He questioned that so many people feel there is inadequate access. Mr. Rodriguez stated there may need to be more outreach to the public about water access locations.

Ms. Smith asked if the Berlin Park will be developed as part of this plan. Mr. Rodriguez stated that it is accounted for in the plan and that this is a municipal park that the town of Berlin will develop. Mr. Diffendal asked if the comments from DNR could be addressed. Mr. Rodriguez stated yes and elaborated that the capital improvement table will be updated with more detail to answer their concerns about trail development. Mr. Clayville asked if the recreation department has considered asking Delaware to contribute to Grey's Creek Nature Park since it is on the

Delaware boundary. Mr. Rodriguez stated that there have been attempts to reach out to potential Delaware partners. He stated that the landowners of the immediately adjacent land in Delaware are interested in creating amenities that will complement the park. Mr. Clayville also asked for a total acreage of all protected land in the county. Ms. Munson stated that ALL protected land in total is close to 1/3 of the county land area.

Ms. Ott noted that Ocean Pines facilities are included in the plan. Mr. Rodriguez affirmed that Ocean Pines Association manages its own park system. He stated that the plan is required to include Ocean Pines parks as well as municipal parks to give a complete picture of all recreation facilities available to citizens. Mr. Wells asked where parking would be located for the new Bishopville site. Mr. Rodriguez stated that the department is working on that. He stated that the county owns land across the street where parking could be located. Mr. Wells stated that St. Martin's Neck already has a significant traffic problem and this could be a hazard. Ms. Wimbrow noted that businesses are not permitted to locate parking across the street from their places of business.

Following the discussion, Mr. Diffendal asked for public comments on the draft plan. Kate Patton, Lower Shore Land Trust, asked about capital funding for development of the Berlin transfer station. Mr. Rodriguez stated that this opportunity has not disappeared but the Department of Public Works has stated that capping the landfill is still in progress and the timing of completion is unknown. After capping is complete the county can re-visit the idea of trails and a disc golf facility there. Mr. Rodriguez stated this could be noted in the plan. No other public comments were offered.

Mr. Beriberri asked if all Maryland Department of Natural Resources questions have been answered. Ms. Munson and Mr. Rodriguez stated these were mainly minor factual corrections that would be addressed in the document.

Ms. Ott made the motion to recommend approval and adoption of the draft plan, with the minor changes recommended by Maryland Department of Natural Resources, to the Worcester County Commissioners. Mr. Barbierri seconded the motion. Approval was unanimous.

#### **IV. §ZS 1-315 Residential Planned Community**

As the next item of business, the Planning Commission reviewed a Step I Residential Planned Community request for the North Gate at Herring Creek, a proposed multi-family and single-family development consisting of 61 units, located on the south side of MD Route 707 (Old Bridge Road), west of Hastings Lane, Tax Map 26, Parcel 191, Lot C, (formerly Parcel 193), Tax District 10, R-4 General Residential District. Hugh Cropper, IV, Esquire and Bob Hand, land planner, were present for the review. Mr. Cropper explained that the subject property abuts a manufactured home park to the west, various residential dwellings to the east, and Mr. Odachowski's personal residence to the south. Mr. Cropper requested that he be able to incorporate and rely upon the Technical Review Committee Report which comprehensively covers all justifications. He stated that they meet all of the requirements of the RPC standards. Regarding the sewer service, Mr. Cropper noted that the whole property is in the West Ocean City service area, with a portion having an additional overlay in the Mystic Harbour service area.

Mr. Odachowski is in the process of transferring the necessary EDU's to the subject property. Mr. Cropper noted that they need to obtain the Step I approval in order to obtain the requisite EDU's. Mr. Diffendal asked about the requirement for a traffic study, and it was noted that it is required during the Step II review.

Following the discussion, a motion was made by Mr. Wells, seconded by Ms. Ott, and carried unanimously to find that the applicants have addressed the seven standards contained in §ZS 1-315 for the establishment of the floating zone as presented in the Technical Review Committee Report, to find the application consistent with the Worcester County *Comprehensive Plan*, and to provide a favorable recommendation to the Worcester County Commissioners with the following recommended conditions of approval as reflected on Page 8 of the Technical Review Committee Report:

1. As designed, the project does not meet any of the RPC road standards of the Department of Public Works, County Roads Division at this time. Compliance with a road standard shall be obtained during the Step II and Step III reviews.
2. The applicant shall obtain the necessary number of EDUs as stipulated by the Department of Environmental Programs.

#### **V. Text Amendment**

As the next item of business, the Planning Commission reviewed a revised text amendment for the proposed cottage courts in the R-4 General Residential District. The Planning Commission last reviewed this request at their December 7, 2017 meeting. Hugh Cropper, IV, Esquire and Bob Hand, land planner, were present for the review. Mr. Cropper stated that he was adopting the Staff's version of the proposed amendment as revised. He identified what those standards were: a total limitation on the square footage of the individual units at 600 square feet not inclusive of an open deck at 200 square feet; establishing the density at eight units per acre; establish a side yard setback of 25 feet; and providing two parking spaces per unit. Procedurally, Mrs. Wimbrow will prepare a bill that reflects the staff's version and her cover memo would explain that the applicant agreed with that version.

Following the discussion, a motion was made by Mr. Knerr, seconded by Ms. Smith and carried 6 to 1 with Mr. Clayville opposed to forward a favorable recommendation to the County Commissioners addressing the staff's findings.

#### **VI. Map Amendment – Case No. 414**

This request was postponed by the applicant and will be rescheduled for a future meeting date.

#### **VII. Map Amendment – Case No. 416**

As the next item of business, the Planning Commission reviewed a map amendment request to rezone 0.372 acres of land on Tax Map 27, Parcels 309 and 485, Lots 13, 14, & 15 from R-3 Multi-Family Residential District to C-2 General Commercial District. Hugh Cropper, IV, Esquire, Bob Hand, land planner, and Pino Tomasello, property owner, were present for the

request. Mr. Cropper introduced Mr. Tomasello who also owns Sello's restaurant across the street from the subject properties. Mr. Cropper provided photographs of the two existing dwellings on the subject properties (Applicant's Exhibit No. 1). He said that these parcels were a part of the original Ocean City Heights subdivision. He indicated that past property owners further subdivided the lots in half and sold them separately around 1939. He said that these lots are non-conforming; the setbacks are taken from Golf Course Road as a collector highway, and the corner lot also has another front yard setback off of Townsend Road. He alleged that the previous property owner sold the land because the neighborhood wasn't a suitable place to live any longer. Mr. Cropper said that the basis of the rezoning request was a change in the character of the neighborhood. He said that the houses along the harbor area and Golf Course Road are not suitable for housing, and property owners can't rebuild any larger because the lots have such small building envelopes. In 2016, Mr. Cropper and Mr. Hand obtained a rezoning for property along Golf Course Road (Rezoning Case No. 397) from residential to commercial based on an argument for a mistake.

Applicant's Exhibit No. 2 was presented as Tax Map 27 which had the outline defining their neighborhood. Mr. Hand agreed there have been substantial changes in the character of the neighborhood since 2009 as well as since the Land Use Map was adopted in the Comprehensive Plan in 2006. Such notable changes include an expansion of the West Ocean City Harbor and the increase in marine activity it has generated, Sunset Grille restaurant and marina, and Martin's Fish Company added a small restaurant with a liquor license. Mr. Cropper also noted that the Public Service Commission recently issued licenses for off-shore wind energy systems near Ocean City. Mr. Cropper submitted the Findings of Fact from Rezoning Case No. 397 as Applicant's Exhibit No. 3, which modified the 3.5 acres from R-3 Multi-Family Residential District to C-2 General Commercial District. Mr. Hand concurred with Mr. Cropper that the rezoning was an unplanned for change in the character of the neighborhood. Another unplanned change in his opinion included the upgrade of power service by Delmarva Power with very tall power poles, and provided a photograph of the new structures taken from the parking lot of Sellos' restaurant to the east of the subject properties looking north (Applicant's Exhibit No. 4).

Since November 3, 2009, the Worcester County Commissioners have upgraded the Mystic Harbour wastewater treatment plant, and established Resolution 17-19 which provided a method for allocation of those EDUs which were not previously available for purchase. The Water and Sewerage Plan identifies the subject properties as S-1, meaning that they are available for immediate service. Developments that could not have occurred without this expansion include Park Place Plaza and the Hampton Inn hotel which are within the defined neighborhood. Mr. Cropper stated that there are not enough West Ocean City service area EDUs available in such large quantities for uses such as those, therefore they would not have been built without the expansion of the wastewater treatment plant. The subject properties are located in the EDA category (Existing Developed Area) on the Land Use Map in the Comprehensive Plan. Mr. Cropper argued that the County should therefore adopt zoning that is consistent with the uses available in the EDA. He contended that a commercial zoning category is more consistent than residential and is more desirable with respect to the Comprehensive Plan.

Greg Wilkins, surveyor, was also present for the review. He surveyed the southerly half of the three lots (green house with the pavers in front of it on Applicant's Exhibit No. 1). Mr. Wilkins

explained the setbacks for these properties. He noted that the dwelling is almost completely in the setback. The dwelling on the north parcel also reflects the same front yard setback on Golf Course Road, but also is subject to a front yard setback off of Townsend Road. Mr. Wilkins agreed that if either house was torn down, there is not a reasonable use that could be put back in its place without variances. Mr. Cropper said that if it is zoned commercial, Mr. Tomasello could put overflow parking on those sites, acknowledging that those spaces would not count towards the parking for the restaurant. Mr. Wilkins also agreed that there is a substantial change in the character of the neighborhood per Mr. Cropper's previous statements, and the subject properties would be difficult places to live. He also agreed that the commercial zoning is more consistent with the area and the current surrounding uses. Mr. Tomasello said that he is not looking to expand his business, rather his concern is the number of staff he has and the need for parking as he stated he doesn't have enough on site.

Mr. Cropper went through the nine findings of fact that the Planning Commission must find. They were as follows:

1. With respect to the definition of the neighborhood, he referred back to Applicant's Exhibit No. 2 which outlined his neighborhood.
2. With respect to the Planning Commission's concurrence with the definition of the neighborhood, Mr. Cropper stated that while he argued for a mistake in zoning with respect to Case No. 397, he had provided the Planning Commission with the same exhibit, and they accepted his definition of the neighborhood at that time.
3. Relating to population change, he noted that there was moderate growth in the area, however much of it was primarily commercial in nature.
4. Relating to the availability of public facilities, Mr. Cropper referred back to his discussion on the Mystic Harbour wastewater treatment plant expansion, and lack of availability of West Ocean City EDUs.
5. Relating to present and future transportation patterns, Mr. Cropper noted that there would be no significant change in the transportation patterns as a result of this requested rezoning, as the parcels are too small to result in additional traffic impacts.
6. Relating to compatibility with existing and proposed development, and environmental conditions in the area, Mr. Cropper stated that the area is mostly commercial and that there are no environmental conditions that would be impacted as a result of this request.
7. Relating to compatibility with the Comprehensive Plan, Mr. Cropper reiterated that the subject properties were EDA (Existing Developed Area) and that this area is more of a commercial corridor rather than a residential one.
8. Relative to the consideration of whether there has been a substantial change in the character of the neighborhood since the last Comprehensive Rezoning, Mr. Cropper argued that there has as a result of Rezoning Case No. 397, additional or expanded restaurants in the harbor area, expansion of the existing wastewater facilities, and the Delmarva Power transmission line upgrades.
9. Relative to whether the change would be more desirable in terms of the Comprehensive Plan, Mr. Cropper stated that yes, it would, as the properties are EDA and therefore they should reflect the commercial nature of the area.

Before the Planning Commission discussed the findings, Mr. Tudor pointed out a few items that they should consider during their recommendation. First, he wanted to draw attention to the fact that the applicant spoke about constructing a parking lot for the restaurant. Once the property is rezoned, they could permit any commercial use in that zoning district subject to any required variances being granted. Second, he cautioned them with respect to the definition of the neighborhood. He said that the majority of the uses in the vicinity of the subject properties, nearly all the way north to US Route 50 are residential in nature. Rezoning creates a self-fulfilling prophecy, meaning that rezoning one property is then justification for the rezoning of the next, and so on.

The Planning Commission then discussed each one of the findings to determine whether they had a consensus. They were as follows:

1. With respect to the definition of the neighborhood, they acknowledged Applicant's Exhibit No. 2 which outlined the neighborhood as defined.
2. The Planning Commission concurred with the definition of the neighborhood as identified by Applicant's Exhibit No. 2.
3. Relating to population change, they agreed that there was moderate growth in the area.
4. Relating to the availability of public facilities, the Planning Commission agreed that it is very clear that sewer EDUs are available, and water is as well, though these dwellings are currently served by well.
5. Relating to present and future transportation patterns, Mr. Barbierri noted that Townsend Road couldn't handle any additional traffic, so any improvements would have to be done by the owner at the time of redevelopment.
6. Relating to compatibility with existing and proposed development, and environmental conditions in the area, the Planning Commission agreed that commercial zoning would be compatible and that there are no environmental conditions that would be impacted as a result of this request.
7. Relating to compatibility with the Comprehensive Plan, the Planning Commission agreed that the subject properties were compatible based on the EDA (Existing Developed Area) designation, though Mr. Clayville disagreed.
8. Relative to the consideration of whether there has been a substantial change in the character of the neighborhood since the last Comprehensive Rezoning, Mr. Clayville disagreed, stating that in his opinion, the changes were planned for growth. Mr. Barbierri stated that he had issue with the word "substantial" and whether there was enough change to warrant it. Ms. Smith believed that there was substantial change, as Mr. Cropper had reiterated.
9. Relative to whether the change would be more desirable in terms of the Comprehensive Plan, the Planning Commission agreed that it would, with Mr. Clayville opposed.

Mr. Clayville said that the area becoming busier along Golf Course Road which then makes it difficult for people to sleep in houses located along the roadway does not justify a rezoning in his opinion. Without plans to upgrade Golf Course Road, he is concerned that the rezoning will only make the transportation issues worse.

Regarding the requirement for “substantial” change, Mrs. Howarth said that the Planning Commission has to find that the change is “substantial”, not just that there is change, or that a certain number of items have changed. There must be an overall impact to the area that warrants a rezoning. This made many members vacillate. Mr. Cropper argued that there has been no area that has had more change than the West Ocean City Harbor. Procedurally, Mr. Diffendal asked if everyone was in agreement with eight out of nine standards, how would that affect the motion? In order to meet the criteria for a rezoning, they must find that the applicant meets all nine standards. After further discussion between the members, enough members agreed that there was a substantial change.

Therefore, following the discussion, a motion was made by Mr. Knerr, seconded by Ms. Smith and carried 6 to 1 with Mr. Clayville opposed to find the map amendment consistent with the Comprehensive Plan and forward provide a favorable recommendation to the Worcester County Commissioners based on the findings as previously outlined.

### **VIII. Map Amendment – Case No. 417**

As the next item of business, the Planning Commission reviewed a map amendment request to rezone 7.517 acres of land on Tax Map 26, part of Parcel 274, Lots 1A and 1B from C-1 Neighborhood Commercial District to C-2 General Commercial District. Hugh Cropper, IV, Esquire, Greg Wilkins, surveyor, and Lou Bush, property owner, were present for the request. Mr. Cropper said that the basis for the rezoning request was on a mistake only. For historical perspective, he said that the property was originally developed as a large tennis court. In 1999/2000, the owner wanted to convert the building to a large warehouse. It wasn't allowed in the B-1 District (former C-1 District), so they obtained a text amendment for the use as a special exception. A copy of 1992 Zoning Code excerpt from the B-1 District regulations was submitted as Applicant's Exhibit No. 1. In 2000, they obtained the special exception approval. A copy of the Board of Zoning Appeals opinion was submitted as Applicant's Exhibit No. 2. In 2009, Worcester County retained the C-1 District designation for the subject property, but eliminated the particular use from the zoning ordinance. Therefore, the use is legally existing but non-conforming. Mr. Cropper alleged that the decision to remove the provision from the code was the mistake, therefore the property should have been zoned C-2 General Commercial District.

Mr. Cropper stated that the area is currently within the EDA (Existing Developed Area) on the Land Use Map of the Comprehensive Plan. He said that the zoning should have been consistent with the land use designation, which would be C-2 General Commercial District. Mr. Cropper noted that the existing building has three times as much square footage as is allowed by the C-1 District regulations. Mr. Wilkins reiterated that the rezoning in 2009 created a legal non-conformity, and that the Comprehensive Plan encourages zoning to avoid creating non-conformities. Mr. Wilkins noted the location of the property with respect to the surrounding development and zoning districts. He noted that C-2 District zoning can be found to the immediate north of the subject property, and that there is C-1 District to the south.

Mr. Cropper went through the nine findings of fact that the Planning Commission must find. They were as follows:

1. With respect to the definition of the neighborhood, he noted that this was not applicable since the argument is based on a mistake.
2. Again, this item is not applicable.
3. Relating to population change, he noted that there was a neutral or a mild increase in population, but not significant.
4. Relating to the availability of public facilities, Mr. Cropper stated that the property was connected to Mystic Harbor water and sewer facilities. There was some debate on that, as Mr. Mitchell's comments (Department of Environmental Programs) reflect that sewer is available, but that it is not tied in at this time. Mr. Cropper stated that regardless, the sewer is available to purchase and the interconnection point is on the property.
5. Relating to present and future transportation patterns, Mr. Cropper stated that the warehouse currently generates some traffic, but that the two commercial entrances are sufficient for the use. Given the size of the property at nearly seven acres, he argued that the C-2 District was more compatible. State Highway Administration would have to approve any modifications based on a new proposal.
6. Relating to compatibility with existing and proposed development, and environmental conditions in the area, Mr. Cropper stated that there is C-2 District zoning all the way from the parcel immediately to the north of the subject property to Route 50, and that C-2 District would be consistent for the subject property. There would be no adverse impacts on any environmental concerns.
7. Relating to compatibility with the Comprehensive Plan, Mr. Cropper noted that the proposed change is consistent with the Comprehensive Plan that encourages the avoidance of creating non-conformities.
8. Relative to the consideration of whether there has been a substantial change in the character of the neighborhood since the last Comprehensive Rezoning, Mr. Cropper noted that his argument is based on mistake, so this item is not applicable.
9. Relative to whether the change would be more desirable in terms of the Comprehensive Plan, Mr. Cropper stated that yes, it would, as the properties are EDA and the C-1 District to the south creates the transition zone between the C-2 District and the agricultural zoning further south.

The Planning Commission then discussed each one of the findings to determine whether they had a consensus. They were as follows:

1. Not applicable.
2. Again, this item is not applicable.
3. Relating to population change, they agreed that there was a mild increase in population.
4. Relating to the availability of public facilities, they agreed that there is water and sewer services available via Mystic Harbor.
5. Relating to present and future transportation patterns, they found the existing State Highway Administration entrances satisfactory at this time, acknowledging that modifications may be made based on a new proposal.
6. Relating to compatibility with existing and proposed development, and environmental conditions in the area, they found that there was adjacent C-2 District and that there would be no adverse impacts on any environmental concerns.

7. Relating to compatibility with the Comprehensive Plan, the Planning Commission found that the property was in the EDA designation on the Land Use Map of the Comprehensive Plan, and that the proposed change is consistent with the Comprehensive Plan that encourages the avoidance of creating non-conformities.
8. Not applicable.
9. Relative to whether the change would be more desirable in terms of the Comprehensive Plan, they agreed that it was.

Following the discussion, a motion was made by Mr. Barbierri, seconded by Ms. Ott and carried unanimously to find the map amendment consistent with the Comprehensive Plan and forward a favorable recommendation to the Worcester County Commissioners based on the findings as previously outlined.

#### **IX. Miscellaneous**

Mr. Diffendal asked Mrs. Howarth about Resolution 17–19 relative to the Mystic Harbour EDU allocations, and at what point projects were being assigned EDUs. She provided some background on the history of the expansion of the Mystic Harbour plant. When Maryland Department of the Environment approved the amendments to the Water and Sewerage Plan that allowed for the expansion of the plant, they required that the County incorporate the environmental report into the Water and Sewerage Plan that has a table showing the areas that the County Commissioners would be designating certain amounts of EDUs. Mrs. Howarth offered to send the Planning Commission a copy of the resolution and table for their information. She noted that the resolution identified the points at which a project must obtain EDUs. She noted that claims made by applicants that EDUs are available aren't always a guarantee that they will be allocated by the County Commissioners to a given project.

**X. Adjourn** – The Planning Commission adjourned at 3:30 P.M.

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Betty Smith, Secretary

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Jennifer K. Keener

# DRAFT LAND PRESERVATION, PARKS, AND RECREATION PLAN

County Commissioners of Worcester County

Snow Hill

February 20, 2018



## PURPOSE OF THE 2017 LPPRP

Natural Resources Article § 5-905 (b)(2) requires that each county and Baltimore City submit a *Land Preservation, Parks, and Recreation Plan* every five years. This is a prerequisite for county participation in Program Open Space.

The 2017 draft:

- Provides an update on the recommendations made in the State's 2015 *Land Preservation and Recreation Plan*
- Updates parks and recreation inventory, provides a recreation needs analysis and capital improvement program
- Provides inventory and update of agricultural and natural lands conservation programs since 2012.



## PLAN COMPONENTS

Recreation & Parks



Natural Resource Land Preservation



Agricultural Land Preservation



## CHAPTER 2: RECREATION, PARKS AND OPEN SPACE

- Statement of state and county goals
- Description of progress since 2012 plan adoption
- Inventory of county parks and programs
- Inventory of all existing park and recreation facilities countywide
- Community Survey and Proximity—to Assess Needs
- Funding priorities and capital improvement plan



## POPULATION DISTRIBUTION

- Population grew 11% from 2000 to present: 51,444
- 25% of population is 65 + (compared to 11% statewide)
- 50% of population is 50+
- Ocean City population swells to 300,000 on summer weekends
- 52% of population is in Berlin, WOC, Ocean Pines and OC
- 67% of population in towns, OP and WOC



## PROJECT PROGRESS SINCE 2012 - PARKS, IN-HOUSE

### Highlights:

- Renovations of all baseball/softball fields throughout major county complexes completed.
- Creation of sustainable elements; disc golf at JWS, walking trails and wildflower meadows throughout park system.



## PROJECT PROGRESS SINCE 2012 – POS FUNDS

### Highlights:

Girdletree Park Built in 2013 - JWS Playground Replacement - NWAC Football Field Renovation - Newtown & JWS Pavilion Renovations - Showell Park Tennis Court Renovations - Recreation Center Addition



## PROGRESS SINCE 2012 - RECREATIONAL PROGRAMS

### Highlights:

- Since 2012 participation up by 23%
- 30 programs added or expanded
- Nature Education—cooperation w schools; gardening program



## LOOKING FORWARD – 2017 LPPRP – PROJECT DETERMINATION

### 2017 LPPRP Methodology – Simplified:

- Pursue citizen feedback – conducted survey.
- Evaluate results – identify top needs.
- Substantiate needs – Proximity Analysis used to demonstrate deficits. Use of GIS to determine gaps in service by analyzing demographics and location of infrastructure
- Establish Priorities – Consider available opportunities with respect to projected funding.



## COMMUNITY – SURVEY COMMENTS

- 188 responses
- Available to public from April to November 2017
- 47% indicated they use a county park weekly
- Top reasons: playing sports, walking, watching sports
- 17% stated access to water for passive use is not adequate
- 85% -parks in good or better condition



# COMMUNITY – SURVEY RESULTS

## Top needs identified:

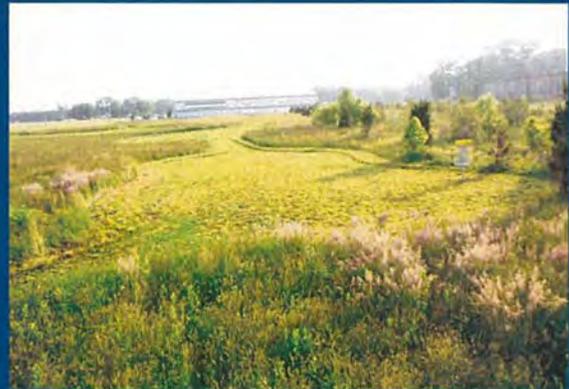
- More Fields/Improvements to Fields (58)
- More trails (37)
- Additional/Improved Parking (29)

Our Focus : Fields ,Trails, Water Access.



# PROXIMITY ANALYSIS - FINDINGS

- Need for **additional multipurpose fields** in the northern region of the county
- Need for **additional trails** in the northern region of the county
- Water access appears to be sufficient, but with increasing population additional sites in the northern region may be needed



## PRIORITY PROJECTS - STATED IN 2017 LPPRP

- Northern County: Multipurpose Field Development - Land Acquisition: \$1,000,000
- Greys Creek Nature Park: Passive Park/trails development: \$500,000
- Bishopville Waterfront Park: \$125,000
- Stockton Park: Playground replacement: \$100,000
- John Walter Smith Park: Field improvements: \$25,000



## CHAPTER 3. NATURAL RESOURCE LAND CONSERVATION



- Natural Resource Features/Conservation targets
- Strategies for natural resource land conservation
- Protected natural resource land conservation

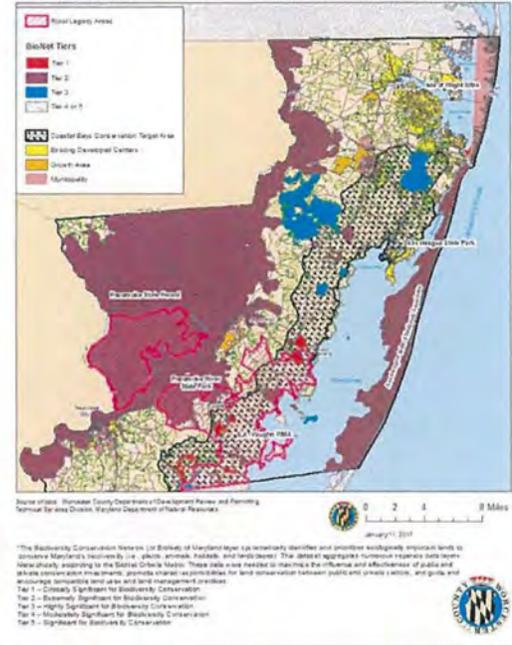


# GROWTH AREAS AND CONSERVATION

- Conservation targets: shorelines, headwaters; areas of contiguous natural lands
- Bionet—tool for prioritizing conservation
- Growth areas: 2006 Comp Plan/Land Use Map; municipality boundaries

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Figure 3-1. Local and State Targeted Conservation Areas (Growth Areas, Worcester County, Maryland

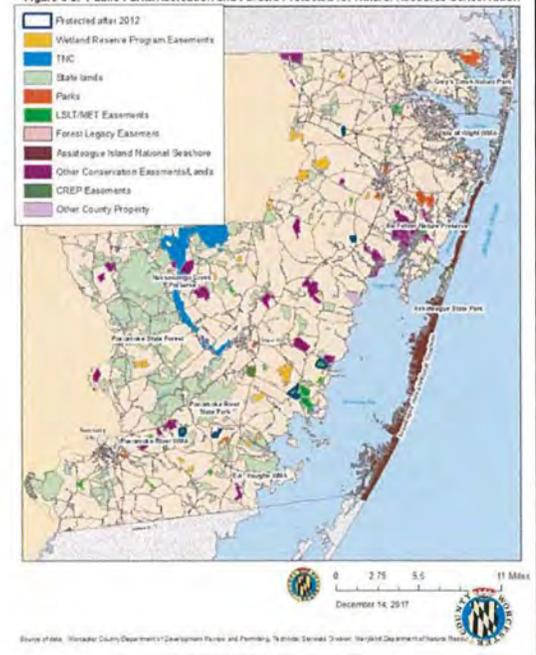


# LAND PROTECTED FOR CONSERVATION

- Assateague Island
- Pocomoke River State Park/Forest
- Chesapeake Forest Lands
- State WMAs
- Nassawango Creek Preserve
- County Parks: IFNP and Grey's Creek

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Figure 3-2. Public Parks/Recreation and Parcels Protected for Natural Resource Conservation



## LAND PROTECTION PROGRESS SINCE 2012

- Rural Legacy: 1,316 acres protected (combination of natural resource and farm land)
- CREP Permanent Easement Program: 252 acres protected
- Pocomoke River Conservation Partnership: 6,500 acres protected (including Wicomico Co)
- Lower Shore Land Trust: 400 acres protected

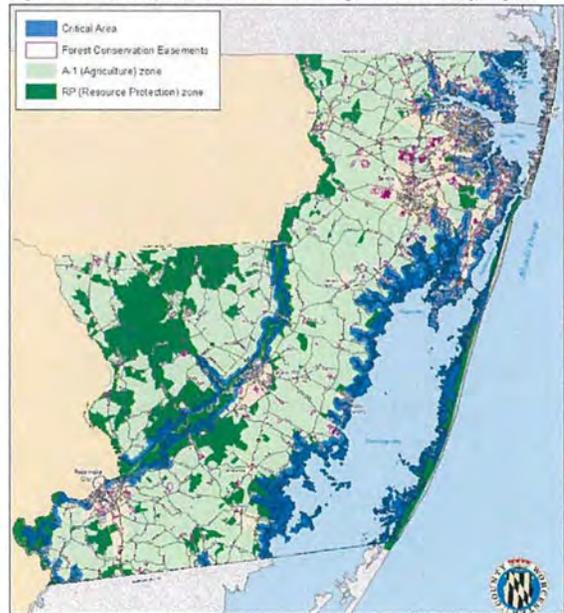


## IMPLEMENTING PROGRAMS

- Rural Legacy Program
- Donated Conservation Easements (LSLT)
- MALPF
- CREP Permanent Easements
- CELCP (NOAA) and Coastal Wetlands Program (USFWS)
- MCBP—CCMP (updated 2015)
- Critical Area Programs
- Forest Conservation Programs
- Sediment and Erosion Control and SWM programs
- Groundwater Protection /Water and Sewer Plan
- Comprehensive Plan
- Zoning

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Figure 3-4. Critical Area, Forest Conservation and Zoning in Worcester County, Maryland



## CHAPTER 4: AGRICULTURAL PRESERVATION

- Agricultural Preservation Goals
- Progress Since 2012
- Land Use Management

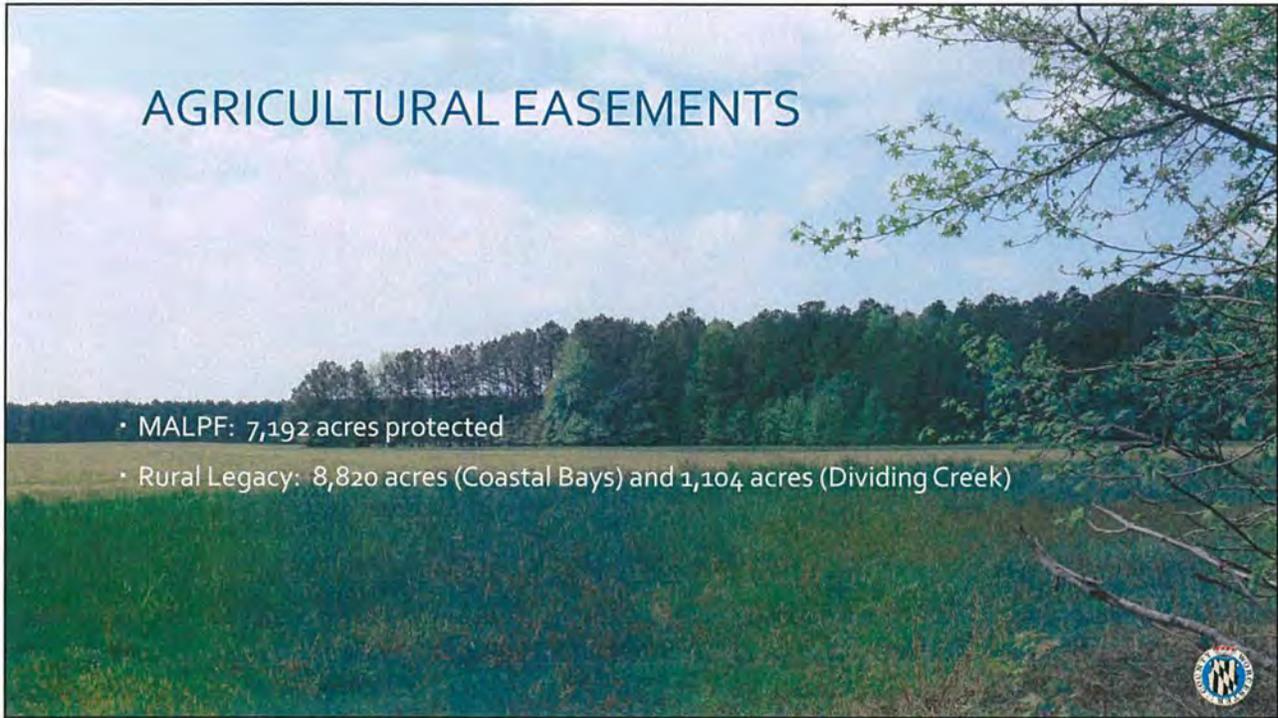


## AGRICULTURAL PRESERVATION GOALS

From Comprehensive Plan (2006/2010):

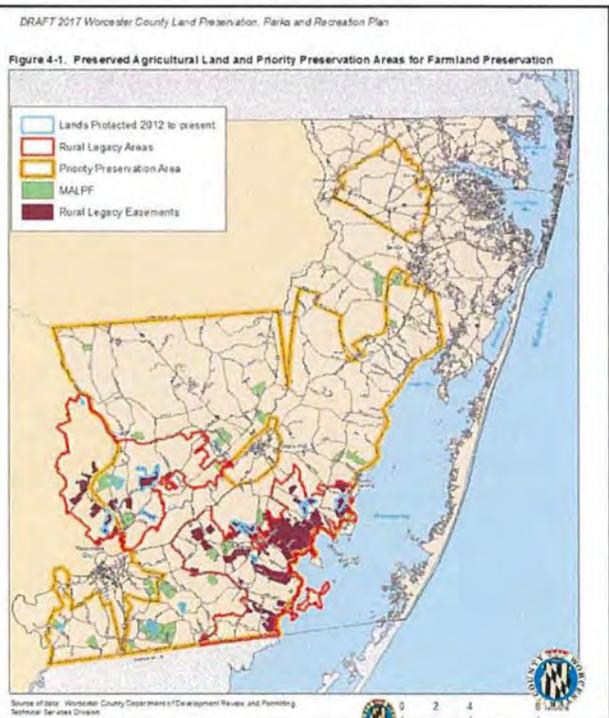
- Permanently preserve 1,000 acres of agricultural land annually (long term goal is to protect 100,000 acres of farmland)
- Protect rural character of landscape associated with farmland
- Concentrate preservation in large, contiguous blocks





## PROGRESS SINCE 2012

- 519 acres protected with MALPF
- 1,312 acres protected with Rural Legacy
- Limited funding has resulted in progress falling well below stated acreage goals



## LAND USE MANAGEMENT

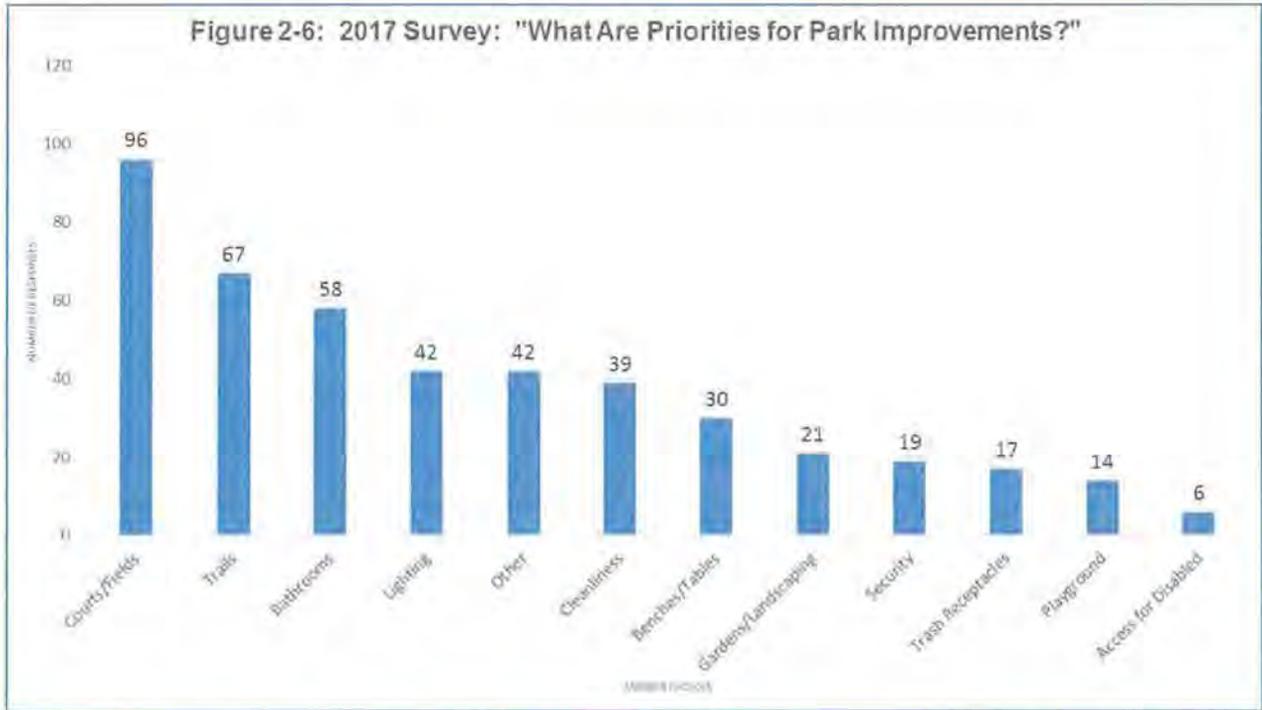
- Between 2006 and 2014 less than .1% of the A-1 zone (1,623 acres) was subdivided for residential use
- Agro-tourism and value added retail permitted in the A-1 zone to support economic development in the A-1 zone



## CONCLUSION

- Worcester County's primary land use is agricultural
- Agriculture is bedrock of economy; requires large blocks of contiguous farmland
- Agricultural (and natural resource) land use keeps cost of community services low/taxes low
- Land conservation supports tourism industry
- Planned development can be compatible with conservation
- Land protection programs must remain well-funded for the county's conservation goals to be met





to October 2017. The opportunity to respond to the surveys was provided electronically to the entire e-mail data base of participants in county recreation programs. In addition, the surveys were linked on the county website and in social media. A press release describing the surveys was sent to local newspapers. Paper copies of the surveys were placed in all county libraries and at the Recreation Center for citizens to complete and submit; and handed out at fitness classes, swim lessons and summer camps.

The survey was answered by 188 people. The age breakdown of responses was as follows: age under 20: 1 response; age 21-40: 39 responses; Age 41-60: 93 responses; Age 60+: 36 responses (19 did not share age). 47% indicated a weekly use of a park. 8% indicated they use a county park daily. Respondents indicated their top reasons for using the county park or parks they visit are

playing sports (52%), walking (44%) watching sports (39%).

Most respondents (160; 88%) indicated they live in Worcester County: 66% with a Berlin, West Ocean City, Ocean Pines or Ocean City zip code; 14% from Snow Hill; 8% from Pocomoke City area. 4% indicated they reside in Delaware; the rest indicated residency elsewhere in Maryland or Pennsylvania, or did not indicate a zip code.

The survey asked if citizens feel there is sufficient access to water for passive recreation (kayaking, fishing, etc.) in Worcester County. Of the 106 who responded to the question, 32 (30%) indicated that access is not adequate in the county. Comments included “lack bay access for swimming and crabbing”, “would like to see lessons offered or rentals for paddle-boarding/ canoe/kayak”, “we need more places to launch kayaks”, “more access to Pocomoke River”. Four mentioned a

need for a public indoor pool. 52% indicated they had adequate access to water for passive recreation, and 18% indicated they had no opinion or did not have an interest in water access.

Respondents generally feel that fields, play equipment and courts are in good or better condition (85%). 21% responded that County parks, overall, are “excellent”; 28% indicated “very good”; 36% “good”. The rest indicated a “fair” opinion, except for 1 who indicated a “poor” opinion of the county parks.

Survey takers were invited to write in specific recommendations for improvements or additions to county parks: 58 (31%) commented on the need for more turf playing fields and/or improvements to playing fields, especially improved drainage. 37 (20%) remarked on a need for more trails, mostly for walking, but some mentioned cycling and horseback riding. Improved and additional parking was noted by 29 (15%) responders. All recommendations written in response to this question are listed, by category, in Table 2-6 and the responses are also available in their entirety in Appendix A.

inventory and population and other spatial data to generally determine where the public can easily access amenities and where they cannot.

**Table 2-6. 2017 Survey: "Describe Additions or Improvements Needed to County Park System"**

Recommended Improvement	Number of responses	Percentage
Bathrooms	7	4%
Bike Paths	4	2%
Concession Stands	2	1%
Dog Control	2	1%
Dog-Friendly Facilities	3	2%
Drinking Water Access	2	1%
<b>Field Improvement/More Fields</b>	<b>58</b>	<b>31%</b>
Indoor Facility (Berlin area)	9	5%
Indoor Fans	1	1%
Indoor: More Hours	2	1%
Interpretive Signage	1	1%
Lighting-fields	2	1%
Maintenance of Facilities	3	2%
Programs -- Pocomoke	3	2%
Natural Play Space	2	1%
Nature Center	2	1%
<b>Parking Improvement/More Parking</b>	<b>29</b>	<b>15%</b>
Passive Parks	7	4%
Passive Water Access	1	1%
Pickle Ball Courts	1	1%
Shooting Range	1	1%
Swimming Pool	1	1%
<b>Trails</b>	<b>37</b>	<b>20%</b>
Playground--updated	1	1%
Unsure/No Needed Improvements	7	4%
<b>Total Responses</b>	<b>188</b>	

**Proximity Analysis**

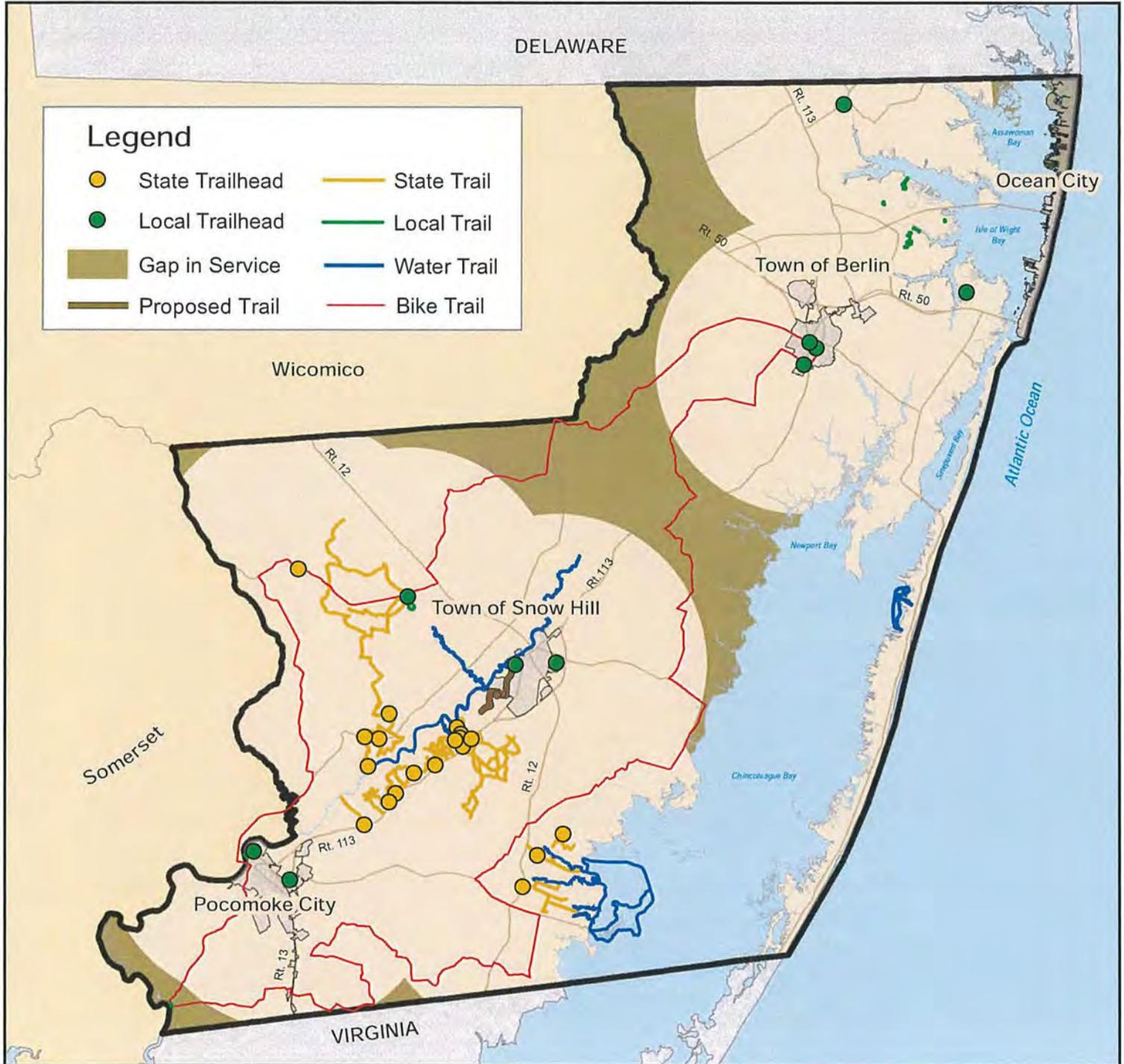
In seeking to improve understanding of the level of service provided by recreational facilities in Worcester County, a “proximity analysis” was conducted to evaluate accessibility of trails, water access and multi-purpose fields. A proximity analysis uses facility

**Trails Access**

Figure 2-7 shows all areas of the county within five miles of any trail available to the public (water trails are included on the map but not the analysis since the emphasis in this analysis is access to walking trails). The analysis shows much of the central and northern area of the county has limited or no walking

Figure 2-7 Trail Access - Proximity Analysis

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Worcester County Total Population (2016) : 51,444  
 Estimated Population within Gap: 6,472

Estimated 13% of population within Gap in Service.

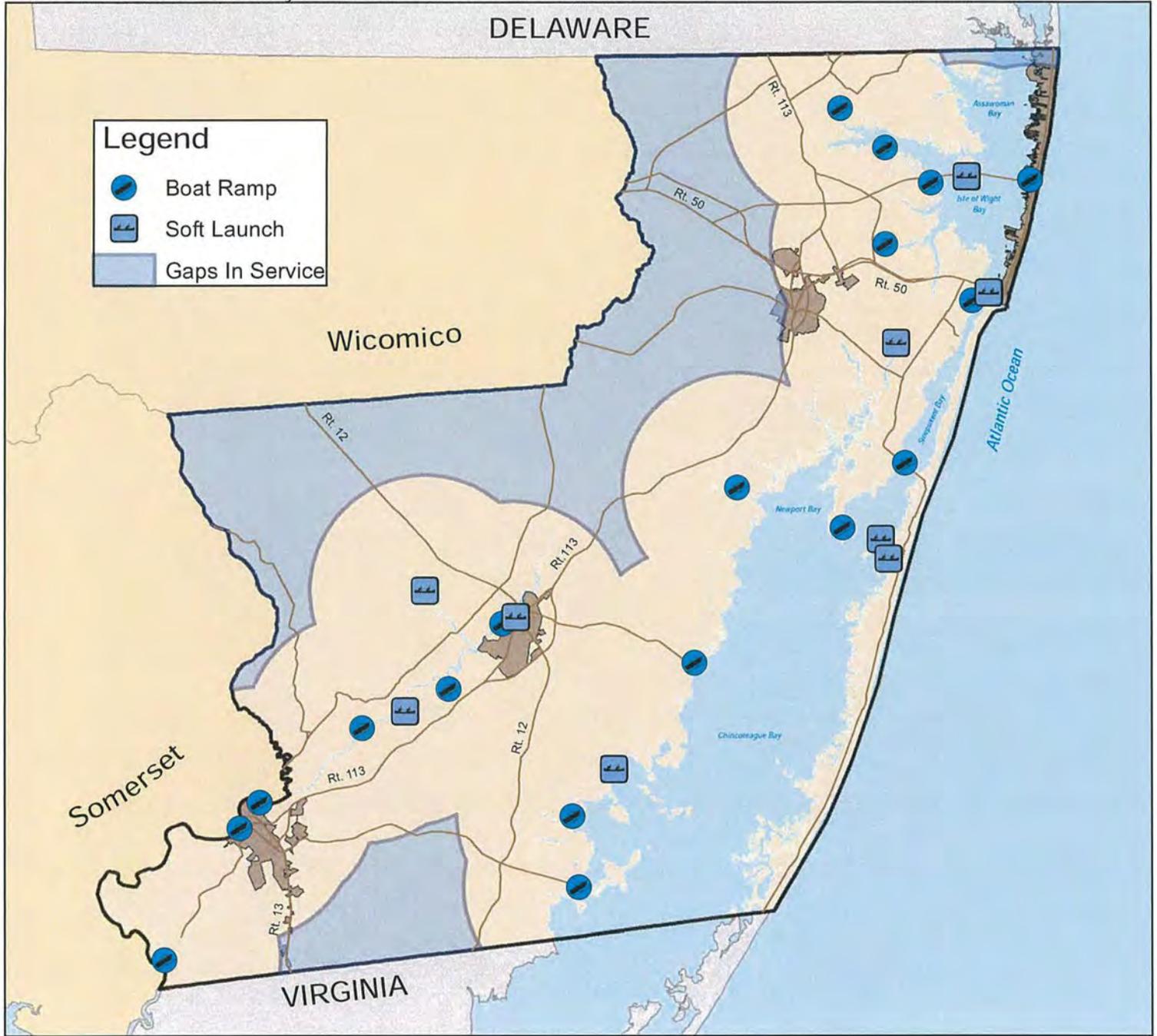


Note: A "Gap in Service" is any area within Worcester County greater than 5 miles away from a trail head. Bike trails, water trails and small local trails were not included in the analysis.

December 4, 2017  
 Source: Worcester County Dept. of Environmental Programs  
 Maryland Dept. of Natural Resources

Figure 2-8 Water Access - Proximity Analysis

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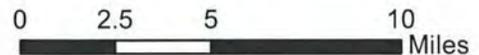


Worcester County Total Population (2016) : 51,444

Estimated Population within Gap: 6,553

Estimated 13% of population within Gap in Service.

Note: A "Gap in Service" is any area within Worcester County greater than 5 miles away from a water access facility.

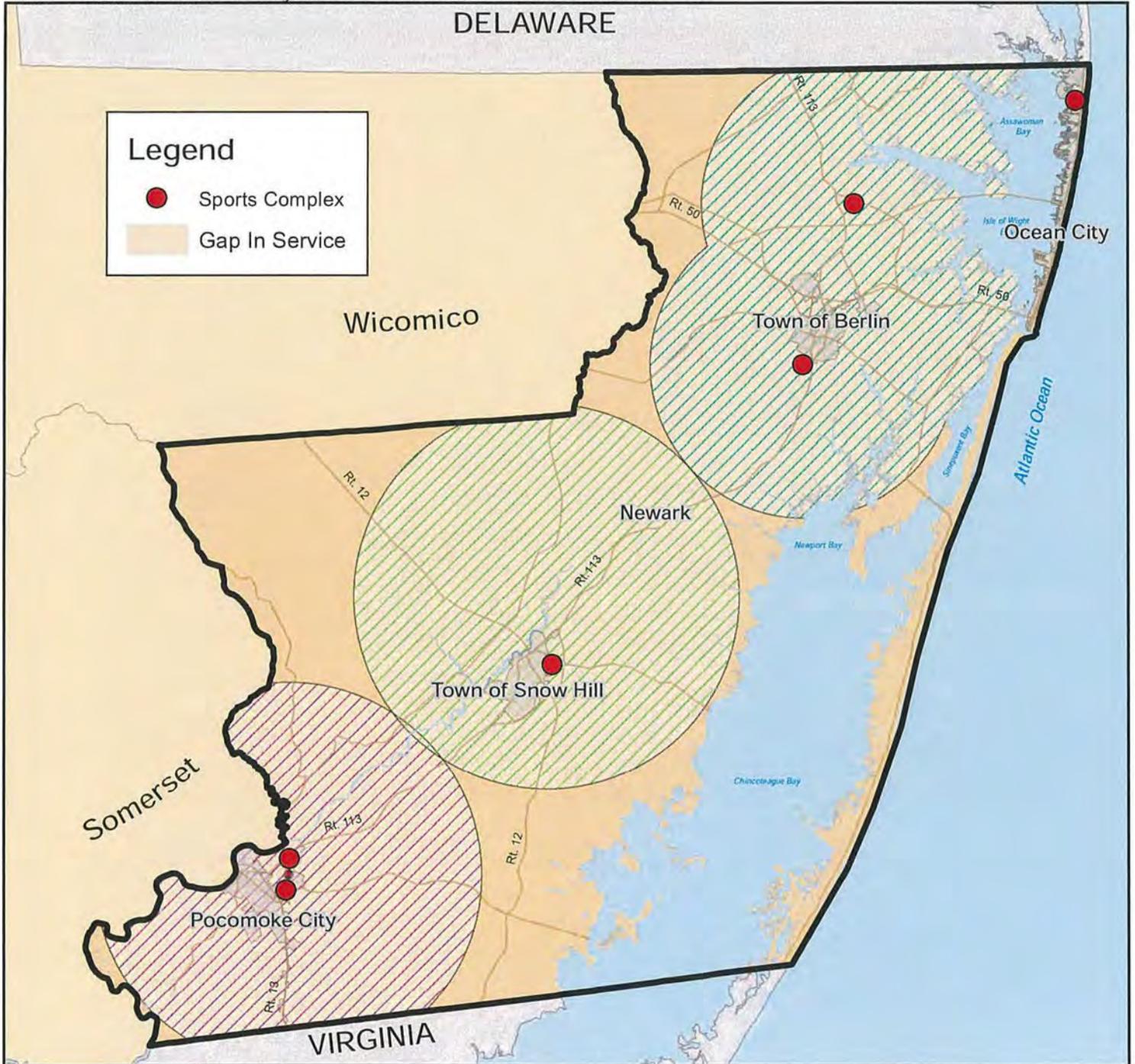


December 4, 2017

Source: Maryland Dept. of Natural Resources, Maryland iMAP Mapping & GIS Portal  
Worcester County Department of Environmental Programs

Figure 2-9 Playing Field Access - Proximity Analysis

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Recreation Region	Baseball Field	Multipurpose Field
	Northern 1 field : 2,900 people	1 acre : 4,800 people
	Central 1 field : 800 people	1 acre : 1,500 people*
	Southern 1 field : 1,100 people	1 acre : 1,800 people

\* Calculation accounts for approved planned 1.98 acre expansion to John Walter Smith Park.

Worcester County Total Population (2016): 51,444  
 Estimated Population within Gap: 5,099  
 Estimated 10% of population within Gap in Service.



Note: A "Gap in Service" is any area within Worcester County up to 8.5 miles away from a Sports Complex.

trails within a 5 mile distance of their residence. This is where the majority of the county's population resides. This deficiency may be reflected in the large number of citizen survey responses noting a need for more walking trails.

### **Water Access**

Figure 2-8 shows all areas of the county within 5 miles of a boat ramp or soft launch. These amenities are spread

across the county and the gaps that exist are in areas with limited population and in most cases more than five miles from any water body. This suggests that there is generally adequate supply and distribution of water access in the county, although there may be increasing demand, as the population continues to grow in the northeastern portion of the county, in particular.

### **Playing Field Access**

Figure 2-9 shows an analysis of the ratio of population to playing field in three service areas: southern, central and northern. This analysis reflects a deficit of playing fields per capita in the northeastern portion of the county compared to the central and southern areas of the county. The 2017 citizen survey seems to reflect this: playing fields (and associated parking) were noted by many responders to be a deficit.

As organized sporting activities have grown in popularity over the last decade, so too have user expectations of what a playing surface should be. At present, the Worcester County Department of Recreation & Parks recognizes that a degree of variation in multi-purpose playing field dimension and level of development exist and as a result, adjustments have been made to our inventories. The best example is John

Walter Smith Park where the fields identified as multi-purpose in past plans, do not meet the criteria associated with multipurpose use. As a result the Worcester County Department of Recreation & Parks feels the need to more accurately define "multipurpose field" in terms of both size and playability. Doing so will clarify our offerings with respect to user expectations and to avoid any distortion in the playing field proximity analysis. At John Walter Smith Park, the 2012 LPPRP inventory identified the number of multipurpose fields as seven (7). The area associated with each field is 35,000 square feet, where specifications for regulation setup would call for 86,000 square feet. Of the seven fields only two of these fields are irrigated in order to promote turf quality/playability to the level expected.

Other past distortions include Newtown Parks and Northern Worcester Athletic Complex multipurpose fields. In past plans Newtown Park has been inventoried as two fields, but is actually one field dimensioned to proper regulation specifications. At Northern Worcester Athletic Complex, four fields have been identified in the past, all dimensioned to regulation specifications however, only three are equipped with irrigation.

With respect to multipurpose fields, the Worcester County Department of Recreation & Parks will use the next 5 years to transition to a more accurate definition, defined as follow:

*Dimensioned in a way which accommodates regulation setup for two or more sports, and built in a way that can provide for a high-quality playing surface.*

Table 2-7. Half Mile Service Area - Summary Chart

Location	Total Population	Parks Serviced (%)	Parks Gap (%)	Trails Serviced (%)	Trails Gap (%)	Water Access Serviced (%)	Water Access Gap (%)
Town of Berlin	4,608	70%	30%	60%	40%	NA	NA
West Ocean City	4,375	20%	80%	15%	85%	14%	86%
Town of Ocean City	6,999	87%	13%	59%	41%	30%	70%
Ocean Pines	11,710	89%	11%	40%	60%	12%	88%
Town of Snow Hill	2,071	80%	20%	40%	60%	43%	57%
City of Pocomoke	4,101	60%	40%	14%	86%	33%	67%

High, Greater Than 68% in Gap

Medium, 34%-67% in Gap

Low, less than 33% in Gap

For the purpose of the current analysis, Worcester County Department of Recreation & Parks used the above definition in the preparation of inventory provided in Table 2-10A and the Playing Field Access - Proximity Analysis, depicted in Figure 2-9. In order to establish a fair basis for comparison, field access analysis was based on acreage of acceptable playing surface throughout the county, as opposed to a simple field count.

The notable exception is at John Walter Smith Park, where the Worcester County Department of Recreation & Parks will attempt to work through definitional inconsistency through the modification of an already approved multipurpose field lighting project and the reconfiguration of existing field space in order to accommodate two fields consistent with our definition going forward.

### Proximity Analysis – Half Mile Service Area

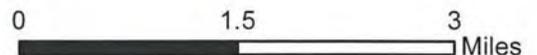
A second ‘proximity analysis’ was conducted using a 0.5 mile radius to evaluate pedestrian access to recreational facilities in population centers (Figures 2-10 through 2-15).

The purpose of this ‘closer look’ is to identify ‘Gaps’ in pedestrian accessibility in population centers, which could be used to evaluate locations for future parks, trails and water access. Table 2-7 summarizes the analysis and uses a color code to categorize the gap percentage as high, medium and low. The county will consider, and urge any recipients of POS funding to consider the feasibility of placing amenities to close pedestrian access “Gaps” as a first priority when evaluating potential new amenity locations.

Figure 2-10 Ocean City Facilities - Large Scale Proximity Analysis  
 DRAFT 2017 Worcester County Land Preservation, Parks and Recreation Plan



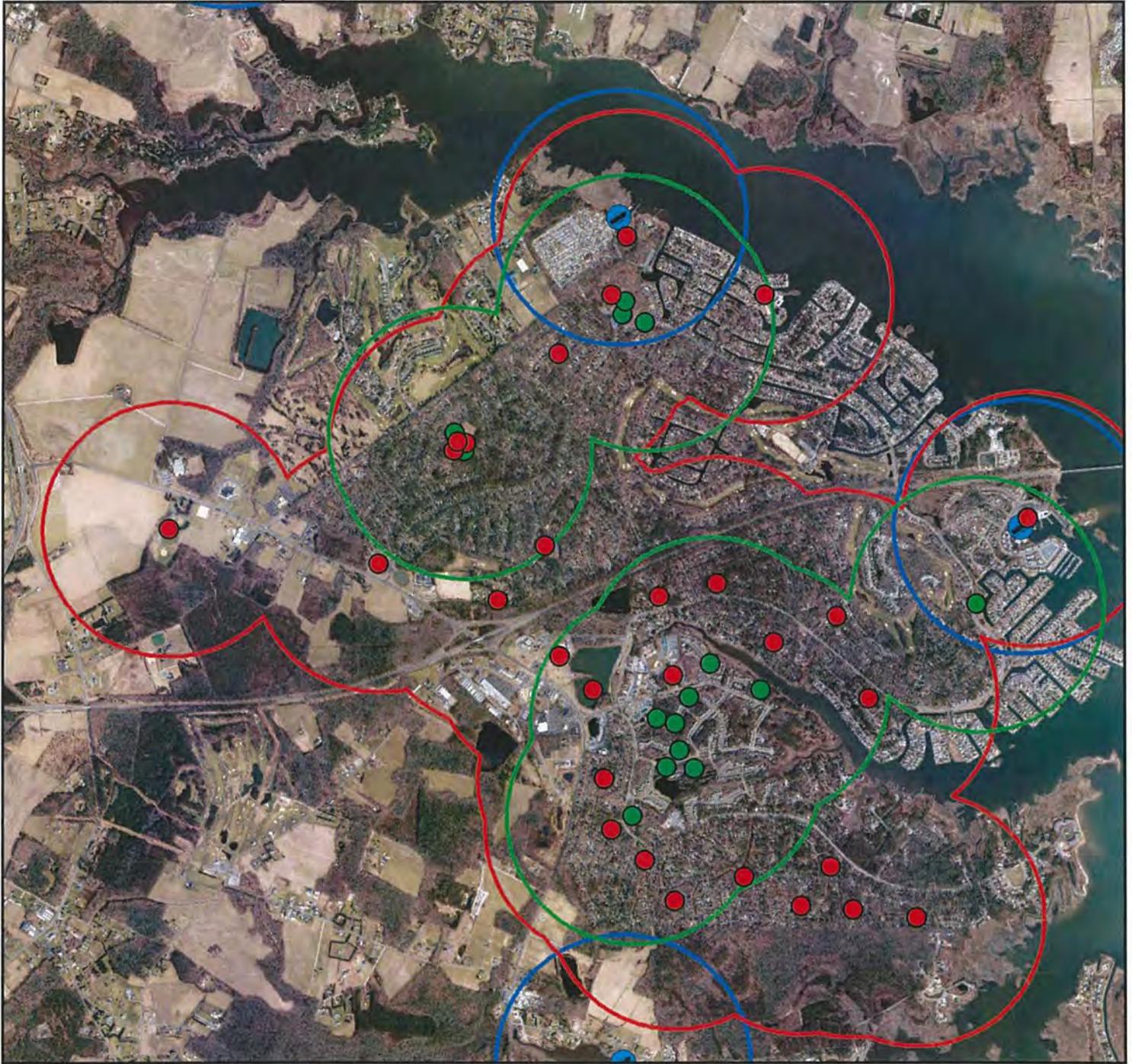
- Half Mile Service Areas**
- Park
  - Water Access
  - Trail
  - Ocean City Town Limits
  - Boat Ramp
  - County Trailhead
  - Park
  - Soft Launch



**Total Ocean City Population: 6,999**

Parks: Estimated 13% of population within Gap in Service.  
 Water Access: Estimated 70% of population within Gap in Service.  
 Trails: Estimated 41% of population within Gap in Service.

Figure 2-11 Ocean Pines Facilities - Large Scale Proximity Analysis  
 DRAFT 2017 Worcester County Land Preservation, Parks and Recreation Plan



- Half Mile Service Areas**
- Park
  - Water Access
  - Trail
  - Boat Ramp
  - County Trailhead
  - Park
  - County Trail



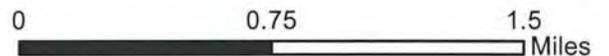
**Total Ocean Pines Population: 11,710**

Parks: Estimated 11% of population within Gap in Service.  
 Water Access: Estimated 88% of population within Gap in Service.  
 Trails: Estimated 60% of population within Gap in Service.

Figure 2-12 West Ocean City Facilities - Large Scale Proximity Analysis  
 DRAFT 2017 Worcester County Land Preservation, Parks and Recreation Plan



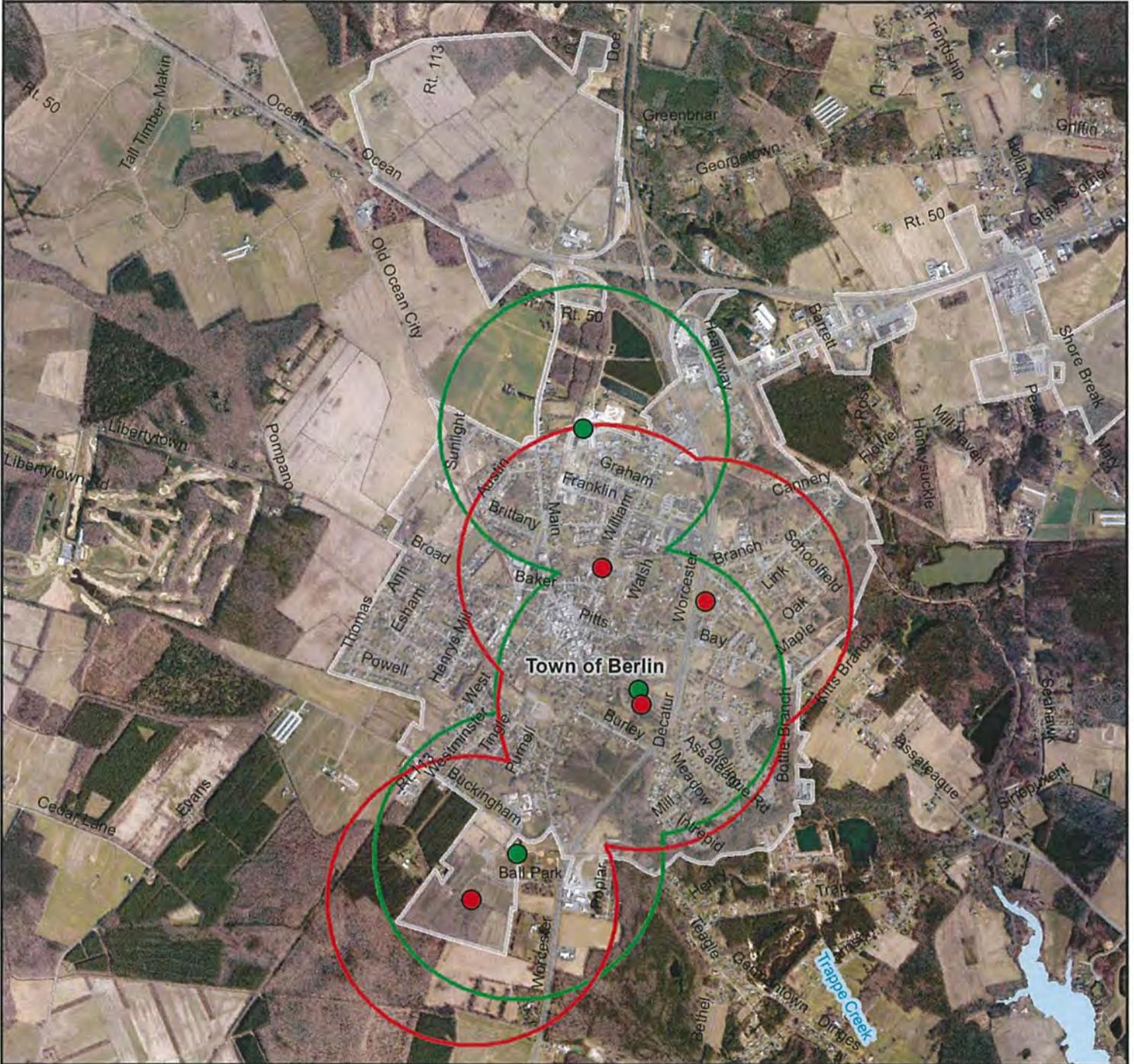
- Half Mile Service Areas**
- Park
  - Water Access
  - County Trail
  - Boat Ramp
  - County Trailhead
  - Park
  - Soft Launch
  - County Trail



**Total West Ocean City Population: 4,375**

Parks: Estimated 80% of population within Gap in Service.  
 Water Access: Estimated 86% of population within Gap in Service.  
 Trails: Estimated 85% of population within Gap in Service.

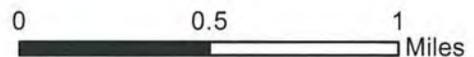
Figure 2-13 Berlin Facilities - Large Scale Proximity Analysis  
 DRAFT 2017 Worcester County Land Preservation, Parks and Recreation Plan



- Half Mile Service Areas**
- Park
  - Trailhead
  - Trailhead
  - Park
  - Berlin Town Limits

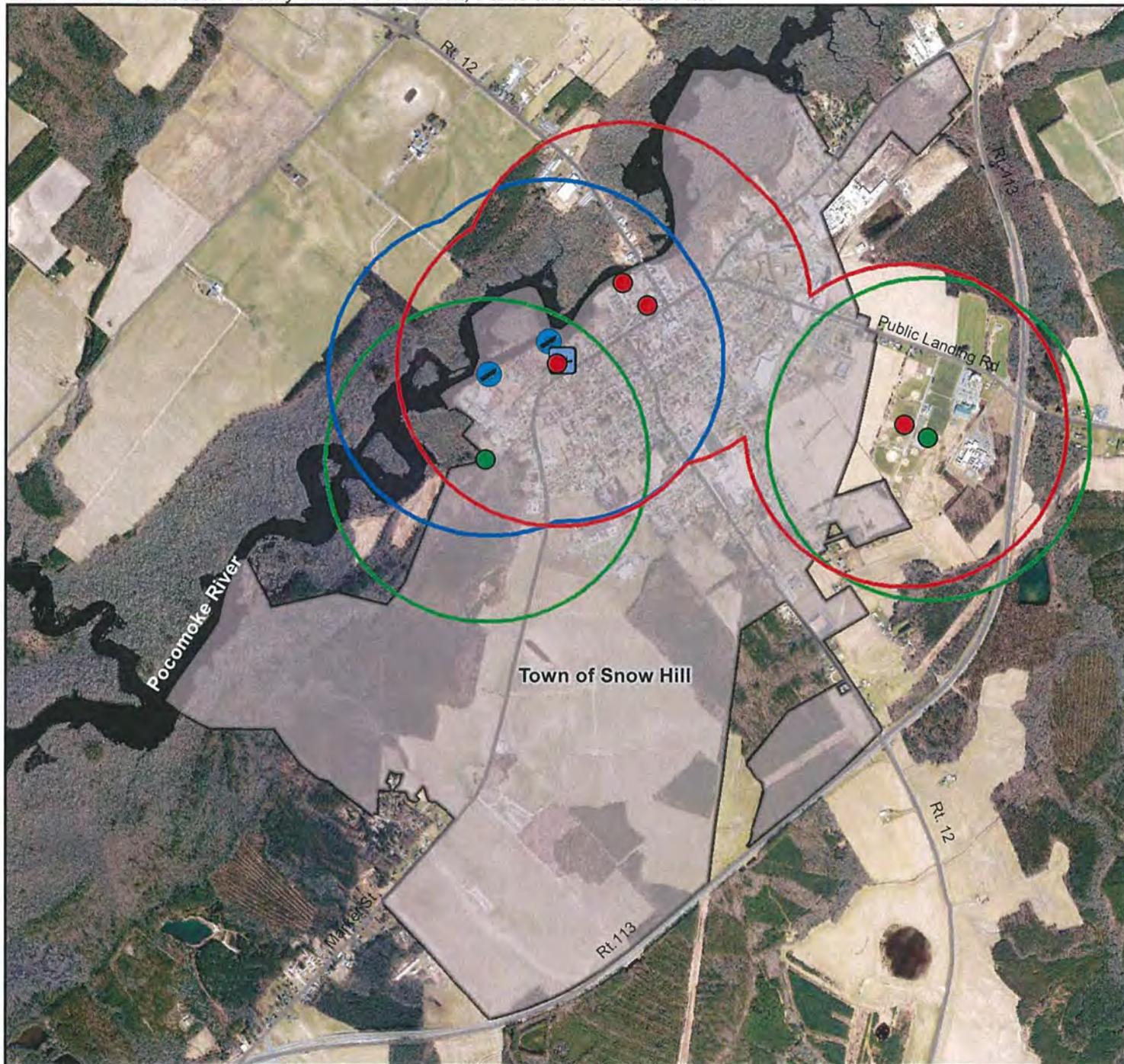


**Total Berlin Population: 4,608**



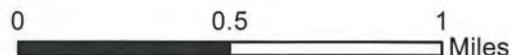
Parks: Estimated 30% of population within Gap in Service.  
 Trails: Estimated 40% of population within Gap in Service.  
 Water Access: There are no water access facilities within Berlin.

Figure 2-14 Snow Hill Facilities - Large Scale Proximity Analysis  
 DRAFT 2017 Worcester County Land Preservation, Parks and Recreation Plan



**Half Mile Service Areas**

- |                                                                                    |              |                                                                                     |                  |
|------------------------------------------------------------------------------------|--------------|-------------------------------------------------------------------------------------|------------------|
|  | Park         |  | Boat Ramp        |
|  | Water Access |  | County Trailhead |
|  | Trail        |  | Park             |
|  | Town Limits  |  | Soft Launch      |



**Total Snow Hill Population: 2,071**

Parks: Estimated 20% of population within Gap in Service.  
 Water Access: Estimated 57% of population within Gap in Service.  
 Trails: Estimated 60% of population within Gap in Service.

Figure 2-15 Pocomoke City Facilities - Large Scale Proximity Analysis

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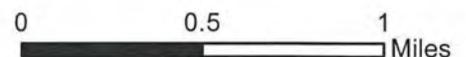


**Half Mile Service Areas**

-  Park
-  Water Access
-  Trail
-  Boat Ramp
-  County Trailhead
-  Park
-  Town Limits



**Total Pocomoke City Population: 4,101**



Parks: Estimated 40% of population within Gap in Service.  
 Water Access: Estimated 67% of population within Gap in Service.  
 Trails: Estimated 86% of population within Gap in Service.

Table 2-8. Priority Projects by Individual Facility

Park Name (Project Description)	Element Cost	Projected Cost	Development Type
<b>Bishopville Waterfront Park - Park Development</b>			New
Site Development- Design, Earthwork, Hardscape, Construction	\$85,000		
Site Amenities -Pavilion, Furnishings, Signage, Soft Launch	\$40,000		
Total Bishopville Waterfront Park Total Projected Cost =		\$125,000	
<b>Greys Creek Nature Park - Park Development</b>			New
Restoration of Existing Structures (Existing Home & Boat House)	\$150,000		
Trail Head and Trail System Creation	\$200,000		
Water Access Creation	\$150,000		
Total Greys Creek Nature Park Total Projected Cost =		\$500,000	
<b>John Walter Smith Park - Sports Field Development</b>			New
Regulation Multipurpose Field Development - Irrigation	\$18,000		
Regulation Multipurpose Field Development - Grassing	\$7,000		
Total John Walter Smith Park Multipurpose Field Development Cost =		\$25,000	
<b>Northern County Field Complex - Sports Field Development</b>			New
Multipurpose Field Complex-Land Acquisition	\$1,000,000		
Total Northern County Field Complex Projected Land Acquisition Cost =		\$1,000,000	
<b>Stockton Park - Playground Replacement</b>			Rehabilitation
Site Preparation	\$5,000		
Composite Playground Installation	\$95,000		
Total Stockton Park Projected Composite Playground Installation =		\$100,000	
<b>Total =</b>		<b>\$1,750,000</b>	

### County Priorities in Land Acquisition, Facility Development, and Rehabilitation

Supported by citizen feedback combined with spatial and demographic analysis previously described, Worcester County’s funding priorities over the next five years will be the acquisition and development of active recreational land in northern Worcester County, the creation of passive recreational amenities and modernizing and updating existing facilities.

The county’s five highest priorities for the next five years are:

1. Comprehensive development of

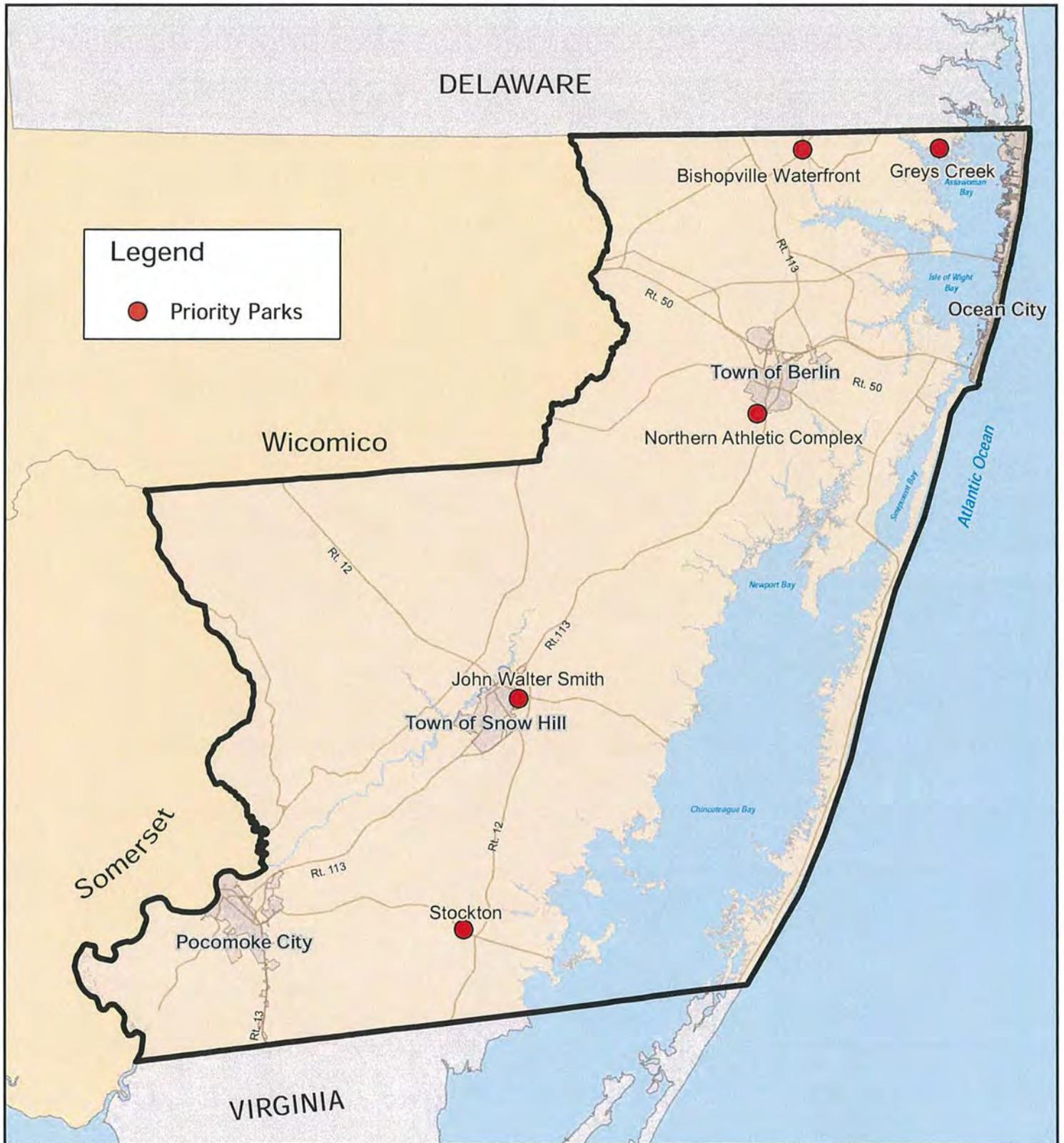
Grey’s Creek Nature Park for passive use.

2. Acquisition of land for development of additional field space in northern Worcester County.
3. Additional passive recreational space in Bishopville (Bishopville Waterfront Park).
4. To augment an approved multipurpose field lighting project at John Walter Smith Park to include irrigation and bermuda-grass installation.
5. Playground replacement at Stockton Park.

Table 2-7 presents priority project costs. These are listed in alphabetical order by facility name, not in order of priority.

Figure 2-10 Priority Renovation Projects

DRAFT 2017 Worcester County Land Preservation, Parks and Recreation Plan



**Legend**

- Priority Parks



Figure 2-10 shows the locations of each of these projects in the county.

A 15-year capital improvement program for park land acquisition and recreational facility development are illustrated in **Tables 2 – 9a, 2-9b, 2-9c.**

### **Funds Needed to Sustain Recreational Lands and Facilities**

The Worcester County Commissioners have a strong commitment to Worcester County parks and facilities. In 2012, the County allocated approximately \$375,000 for the daily maintenance of its park system. As of the 2017 fiscal year budget, the commitment was \$461,000, an \$86,000 increase. These increases are required due to rising cost associated with materials and personnel, and partly due to the County's recognition that over time sufficient resources are necessary to maintain/sustain the County's existing park facilities and infrastructure.

Program Open Space funds are critical and without this important source of funding, addressing larger acquisition, capital development, and rehabilitation needs are just not possible. Within this plan \$4,640,000 has been identified as the funding amount associated with short and mid-range objectives through 2027. As of July 1, 2017, the Worcester County Department of Recreation & Parks has \$992,572 in POS funding available. In order to meet our stated objectives over the next 10 years, our POS allocations will need to average \$364,742 annually.

### **Land Acquisition**

As the proximity analysis and survey results indicate, there is a need for additional, active, public recreational

land in the northern part of the county, as this is where population is concentrated, growth is expected to continue, and the population swells seasonally.

To address the northern county's deficit of playing fields, the Worcester County Department of Recreation & Parks will explore additional land acquisition in the northern end of the county. It is estimated that up to 20 acres will be necessary for the development of additional field space and corresponding infrastructure. Any newly acquired land would serve to accommodate four additional multipurpose fields **and if feasible, a perimeter walking trail will be installed.** Existing space at Northern Worcester Athletic Complex will be evaluated for the creation of two additional baseball fields. Doing so would increase the present playing field access in the northern region to 1 acre per 2,500 people for multipurpose fields, and 1 field per 2,500 people for baseball. The additional field space would provide Worcester County's northern residents more recreational programming opportunities.

### **Capital Development**

Since the 2012 *Worcester County Land Preservation, Parks and Recreation Plan* was approved, two large parcels of land, which are located in the northern end of the county have undergone continued planning which both having tremendous capacity to provide passive recreational options.

Greys Creek Nature Park, described in detail earlier in the chapter, will serve to promote environmental education and offer passive recreational opportunities. At present a Forest Stewardship Plan (FSP) is being developed and the

feasibility of water access and water trails, considered. Potential parking access and upland trails have been identified. The county and MCBP are in the process of developing a proposal for land usage, including cost and the best application for a house located on the

property. The proposal will embody a solution consistent with both the concerns of the local community and the requirement that the property provide public, passive access. The proposal should go before the Worcester County Commissioners in the first half of 2018.

Ilia Fehrer Nature Preserve is a 400+-acre coastal plain forest in proximity to Berlin and West Ocean City. The planning thus far, has focused on the creation of access points and trails developed in a way which promote public education including exposure to the significant protection and restoration efforts associated with the property.

Showell Park, located near Ocean Pines with convenient access from Ocean City is a very busy park. The two highly maintained softball fields are equipped with state of the art lighting. The site hosts a Cal Ripken baseball camp, recreational programming, multiple local tournaments, and is a satellite site for the USSSA Softball World Series. At the time of the parks development, no potential for water or sewer existed. Since 2012, the capacity for these has been created. Concessions and restrooms will better service the needs of those who use the facility.

Northern Worcester Athletic Complex (NWAC) is the county's most highly utilized facility. In the spring, when

baseball and lacrosse seasons occur, it accommodates over 1,000 visitors per day on the weekends. During the summer months, NWAC is a host site to a number of large sports events. There currently exist 85,000 square feet of parking, offering 130 parking spaces. Since 2012, a relatively flat, 53,000 square foot grassed area, designated for overflow parking, has been defined which accommodates 81 additional spaces, however it cannot be used during or immediately after rain events. Stabilizing the overflow area with a plastic mesh designed for the specific use would expand all weather parking capacity by 62 % at the site.

Worcester County recently acquired a small parcel of land bordering the Bishopville Prong. A concept and cost estimate to develop the parcel, which overlooks the 'Old Mill Pond' has been generated and recently approved. The waterway is a beautiful, recently restored area spearheaded by Maryland Coastal Bays Program. The acquisition provides opportunities as a passive space, to provide interpretation of the rich history of the prongs' past usage and as a point where a soft kayak/canoe launch can be developed. This new public space will serve the immediate citizens of Bishopville and county residents and visitors too.

It's important to note there are several trail initiatives at various stages of planning or completion throughout the county:

- Assateague Water Trails Project is a cooperative project with Worcester County Tourism Department, Maryland Department of Natural Resources and the National Park Service.

This would map canoe/kayak trails that connect Assateague to various destinations in the Coastal Bays watershed

- The Snow Hill to Shad Landing trail is a collaborative effort between Worcester County Tourism Department and Maryland Department of Natural Resources. The aim of the proposed trail, presently in the planning stages, is to connect the town to the State Park which is situated along the banks of the Pocomoke River.
- Berlin to Assateague bike and walking trail has been proposed by the Lower Shore Land Trust in cooperation with the Town of Berlin and other partners.
- The 'Berlin Rubble Field', a landfill which has approached the end of its usefulness, is also being considered for passive recreational use. The Lower Shore Land Trust in cooperation with the Town of Berlin and other partners will consider the site as a possible 'greenbelt' feature when the property becomes available.

### Rehabilitation

There is a significant need to provide higher quality playing fields throughout our major park complexes. Since 2012, a major initiative in improving baseball fields has occurred and will be completed in 2017. Improvements to multi-purpose field quality are planned. Approved in 2016 was a field lighting project for a multipurpose field at our centrally located John Walter Smith Park. The cost of the field lighting project has been estimated to be \$200,000. A change of scope to include

field irrigation and the installation of bermuda grass is currently being considered. Finally, in an effort to promote the highest quality playing fields, an attempt to transition all existing, irrigated multi-purpose fields throughout the park system to a warm season grass option will be initiated.

Attention towards aging composite playground systems is another primary focus. At present the county provides ten such play systems throughout its parks. Three are relatively new, the remaining are mid-life, with Stockton Parks' at the end of its useful life cycle. The Stockton Park equipment is planned for replacement in FY2019. The county will continue to inspect and replace failing playground components as long as the general overall condition of each warrants.

Finally, the county has a large and growing population over the age of 50, and their recreational needs are different from the needs of younger citizens, specifically, less physically strenuous options need to be offered across the park system. Since 2008, the parks division has added trails at various existing parks to accommodate the needs of more users. In addition, disc golf and water access points have been added. These enhancements, which serve all age groups as well, will continue to be a focus in the coming years, specifically with the addition of amenities, including walking trails, at Grey's Creek Nature Park, Ilia Fehrer Nature Preserve.

**Table 2-9a.**

Short-Range					Estimated Short-Range (2017) Cost		
Project	Location	Description of Land Preservation and Recreation Recommendation	Estimated Total Cost	Acres to be Acquired	Acquisition	Capital Development	Rehabilitation
Bishopville Waterfront Park	Bishopville, MD	Passive Park with Soft Launch	\$125,000			\$125,000	
Greys Creek Nature Park	Bishopville, MD	Educational Center and Passive Park with Trail Head, Trail System, and Water Access	\$500,000			\$250,000	
John Walter Smith Park	Snow Hill, MD	Regulation Multipurpose Field Development	\$200,000			\$200,000	
Northern County Field Complex	Berlin, MD	Land Acquisition for Field Development.	\$3,300,000	20	\$1,000,000		
Stockton Park	Stockton, MD	Composite Playground Replacement	\$100,000				\$100,000
					\$1,000,000	\$575,000	\$100,000
					<b>Short- Range Total =</b>		<b>\$1,675,000</b>

**Table 2-9b.**

Mid-Range					Estimated Mid-Range (2022) Cost		
Project	Location	Description of Land Preservation and Recreation Recommendation	Estimated Total Cost	Acres to be Acquired	Acquisition	Capital Development	Rehabilitation
Greys Creek Nature Park	Bishopville, MD	Educational Center and Passive Park with Trail Head, Trail System, and Water Access	\$500,000			\$250,000	
Ilia Fehrer Nature Preserve	Berlin, MD	Trail System Development	\$50,000			\$50,000	
Northern County Field Complex	Berlin, MD	Sports Field Development Perimeter Walking Trail Component.	\$3,300,000			\$2,300,000	
Northern Worcester Athletic Complex	Berlin, MD	Parking	\$75,000			\$75,000	
Berlin Rubble Field	Berlin, MD	Passive Recreation, Nature Trail System	\$100,000			\$100,000	
Showell Park	Showell, MD	Concession/Bathroom Construction	\$140,000			\$140,000	
Neighborhood Parks	Worcester	Composite Playground Replacement	\$200,000				\$200,000
						\$2,915,000	\$200,000
					<b>Mid- Range Total =</b>		<b>\$3,115,000</b>

**Table 2-9c.**

Long-Range					Estimated Long-Range (2027) Cost		
Project	Location	Description of Land Preservation and Recreation Recommendation	Estimated Total Cost	Acres to be Acquired	Acquisition	Capital Development	Rehabilitation
Large Parks	Worcester	Composite Playground Replacement	\$300,000				\$300,000
					<b>Long- Range Total =</b>		<b>\$300,000</b>

## Public Participation

There were several opportunities for public participation in the *Worcester County 2017 Land Preservation, Parks and Recreation Plan*. Opportunities for the public to review and respond to the draft were provided by:

### Public Meetings

- The draft was provided to the Worcester County Recreation & Parks Advisory Board for review, response and recommendations. The advisory board members represent the constituents from the seven districts in Worcester County.
- The Worcester County Planning Commission conducted a public hearing in which the *2017 Land Preservation, Parks and Recreation Plan* was reviewed. The Commission took feedback from the public and provided feedback to the Worcester County Commissioners.
- The draft plan was reviewed by the Worcester County Commissioners.

### Public Access to the Draft

- The plan was provided on the county website for public review. Citizens were provided the opportunity to electronically respond with feedback concerning the plan.

### Meetings with Municipalities

- A draft was sent to all county municipalities for review and feedback. These municipalities have benefitted from Program Open Space allocations that have been awarded to them from

Worcester County in the past.

### Recreation Program Surveys

Since the *2012 Land Preservation, Parks and Recreation Plan* was completed, the recreation and parks staff have solicited input through the use of program surveys. This public feedback has guided program direction.

The staff of the Worcester County Department of Recreation & Parks conducts programmatic surveys at the conclusion of each recreation program. The survey includes demographic information, marketing, registration, program organization and administration, facilities based on playing space, cleanliness, spectator comfort, staff member preparation and professional behavior, and overall evaluation for participant satisfaction/reception. There is also a survey section included for additional comments and suggestions.

A citizen survey was conducted—available via website, as well as on paper in various locations, from April to November 2017.

Since the opening of the Worcester County Recreation Center on July 11, 2005, the staff has used a sign-in procedure for all visitors to the recreation center. This procedure affords every visitor the opportunity to provide comments and suggestions regarding the recreation center, programs, and parks. It provides a count of participants for each activity.

The information solicited from the citizens and collected from these surveys is used as a tool to provide direction for future recreational programs, facilities, and parks.

Table 2-10a. County-owned Recreation Sites, Worcester County

Id #	Site Name	City/Town	Site Class	Boat Ramps	Boat Slips	Group Campsites	Tent/RV Campsites	Canoeing/kayaking	Basketball Courts	Skateboard Courts	Tennis Courts	Volleyball Courts	Ball Fields, Diamond	Lighted Ball Fields, Diamond	Multipurpose Fields	Lighted Multipurpose Fields	Picnic Pavilion	Picnic Tables	Indoor Recreational Areas	Swimming Pools	Tot Lots	Trails, Mileage
1	Bering Road Boat Ramp	Ocean City	Boat Ramp	1																		
2	Berlin Intermediate School	Berlin	School							2					2				1		1	
3	Bird Hill Road Site	Girdletree	Special Use Area																			0.1
4	Bishopville Park	Bishopville	Community Park									1	1				1	8			1	0.25
5	Buckingham Elementary School	Berlin	School												1		1	4	1		2	
6	Cedar Chapel Special School	Snow Hill	School					1												1	1	
7	Cedar Hall Wharf	Pocomoke City	Boat Ramp	2																		
8	Downtown Recreation Complex	Ocean City	Neighborhood Park						2	1			1	1							1	
9	George Island Landing	Stockton	Boat Ramp	1													1					
10	Girdletree Park	Girdletree	Community Park															4			1	
11	Greys Creek Nature Park	Bishopville	Community Park																			TBD
12	Gum Point Landing	Berlin	Boat Ramp	1			1															
13	Herring Creek Nature Park	Ocean City	Community Park														1	2				0.75
14	Homer Gudelsky Park	Ocean City	Community Park																			
15	Ilia Fehrer Nature Preserve	Berlin	Community Park																			TBD
16	Isle of Wight Park	Bishopville	Other Public Land					1										5				
17	John Walter Smith Park	Snow Hill	Sports Complex						2		2	1	7		2	2	1	11	1		1	1.2
18	Mason Landing	Newark	Boat Ramp	1																		
19	Newark Park	Newark	Community Park									1	1				1	4			1	
20	Newtown Park	Pocomoke City	Sports Complex									1	6	2	1	1	1	10			1	1.5
21	Northern Worcester Athletic Complex	Berlin	Sports Complex										6	1	3	1	1	11			1	0.5
22	Ocean City Elementary School	Ocean City	School																1		2	
23	Pocomoke Elementary School	Pocomoke City	School					1				1							1		1	
24	Pocomoke High School	Pocomoke City	School						1		4		1	1	2	1			1		1	
25	Pocomoke Middle School	Pocomoke City	School								2				1				1		2	
26	Public Landing	Snow Hill	Boat Ramp	1			1															
27	Shell Mill Landing	Bishopville	Boat Ramp	2																		
28	Showell Elementary School	Showell	School						2						1		1		1		1	
29	Showell Park	Showell	Sports Complex							2	1	3	2				1	11			2	
30	Snow Hill Elementary School	Snow Hill	School												1				1		2	
31	Snow Hill High School	Snow Hill	School							4		2	1	2					1			
32	Snow Hill Middle School	Snow Hill	School						1						1				1		1	
33	South Point Landing	Berlin	Boat Ramp	1																		
34	Stephen Decatur Middle School	Berlin	School																1			
35	Stephen Decatur High School	Berlin	School							2	1	1	1	1					1			
36	Stockton Neighborhood Park	Stockton	Community Park										1				1	4			1	
37	Taylor Landing	Girdletree	Boat Ramp	1																		
38	Whaleyville Park	Whaleyville	Mini-Park															2			1	
<b>Total</b>				<b>11</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>10</b>	<b>1</b>	<b>18</b>	<b>7</b>	<b>30</b>	<b>9</b>	<b>18</b>	<b>5</b>	<b>11</b>	<b>76</b>	<b>13</b>	<b>1</b>	<b>25</b>	<b>4.3</b>

Table 2-10b. Municipality-owned Recreation Sites, Worcester County

Id #	Site Name	City/Town	Site Class	Boat Ramps	Boat Slips	Group Campsites	Tent/RV Campsites	Canoeing/Kayaking	Basketball Courts	Skateboard Courts	Tennis Courts	Volleyball Courts	Ball Fields, Diamond	Lighted Ball Field, Diamond	Multipurpose Field	Lighted Multipurpose Field	Picnic Pavilion	Picnic Tables	Indoor Recreational Areas	Swimming Pools	Tot Lots	Trails, Mileage	
39	Berlin Falls Park	Berlin	Community Park																			0.8	
40	Byrd Park	Snow Hill	Community Park	3	8				1								2	20			1		
41	Cypress Park	Pocomoke City	Community Park	1	25					1	3				1		2	15				1	
42	Dorchester Beach Volley ball Park	Ocean City	Mini Park									8											
43	Downtown Mini-Park	Pocomoke City	Mini Park																				
44	Dr. William E. Henry Park	Berlin	Community Park						3								1	5			1		
45	Eagle's Landing Golf Course	Ocean City	Golf Course only																				
46	Fiesta Park	Ocean City	Neighborhood Park														1	8					
47	Fisher Park	Snow Hill	Mini Park															2					
48	Gorman Ave Park	Ocean City	Neighborhood Park								1						1	1			1		
49	James T. Sturgis Memorial Park	Snow Hill	Mini Park		10												1	10					
50	Jamestown Park	Ocean City	Mini Park																				
51	John Howard Burbage Park	Berlin	Mini Park																				
52	Laurel Street Park	Pocomoke City	Community Park	1	25													3					
53	Little Salisbury Park	Ocean City	Neighborhood Park						1	2												1	
54	Market Street Dock - Discovery Center	Pocomoke City	Special Use Area		12													1					
55	North Surf Park	Ocean City	Mini Park																			1	
56	Northside Park	Ocean City	Sports Complex											3	1	1	1	185	1			1	1
57	Ocean City Beach	Ocean City	Special Use Area																				
58	Ocean City Boardwalk	Ocean City	Special Use Area																			3.0	
59	Ocean City Convention Center	Ocean City	Special Use Area																	1			
60	Ocean City Entry Park	Ocean City	Mini Park																				
61	Ocean City Inlet Park	Ocean City	Mini Park																				
62	Ocean City Tennis Center	Ocean City	Community Park								9							1					
63	Robin Park	Ocean City	Mini Park																				
64	Stephen Decatur Memorial Park	Berlin	Community Park								4	1					1	20				1	
65	Sunset Park	Ocean City	Community Park																				
66	Winter Quarters Golf Club	Pocomoke City	Special Use Area	1														1				1	
<b>Total</b>				<b>5</b>	<b>80</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>1</b>	<b>19</b>	<b>9</b>	<b>0</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>10</b>	<b>272</b>	<b>2</b>	<b>0</b>	<b>8</b>	<b>6.9</b>	

Table2-10c. Federal and State-owned Recreation Sites, Worcester County

Id	Site Name	Acres	Site Class	Boat Ramps	Boat Slips	Group Campsites	RV/Tent Campsites	Canoeing/Kayaking	Basketball Courts	Skateboard Courts	Tennis Courts	Volleyball Courts	Ball Fields, Diamond	Lighted Ball Fields, Diamond	Multi-Purpose Fields	Lighted Multi-Purpose Fields	Picnic Pavilions	Picnic Tables	Indoor Recreational Areas	Swimming Pools	Tot Lots	Trails, mileage
79	Assateague Island National Seashore	8,200	National Seashore			1	354	22										6				5
80	Assateague Island State Park	855	State Park																			
81	E.A. Vaughn Wildlife Management Area	2,769	State Wildlife Management Area																			
82	Isle of Wight Wildlife Management Area	224	State Wildlife Management Area																			
83	Lankford's Discovery Natural Heritage Area	283	State Natural Resource Management Area																			
84	Milburn Landing	370	State Park	1		2	32						1				2				1	13
85	Pocomoke River State Forest	13,639	State Natural Resource Management Area																			
86	Pocomoke River Wildlife Management Area	1,008	State Natural Resource Management Area																			
87	Pocomoke River State Park	915	State Park	2	25	2	175					2			1		2				1	
88	Sinepuxent Bay Wildlife Management Area	93	State Natural Resource Management Area																			
	<b>Total</b>	<b>28,356</b>		<b>3</b>	<b>25</b>	<b>5</b>	<b>561</b>	<b>22</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>4</b>	<b>6</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>18</b>

Table 2-10D. Private Recreation Sites, Worcester County

Id #	Site Name	City/Town/Comn	Site Class	Boat Ramps	Boat Slips	Group Campsites	Tent/RV Campsites	Canoeing/kayaking	Basketball Courts	Skateboard Courts	Tennis Courts	Volleyball Courts	Ball Fields, Diamond	Lighted Ball Fields, Diamond	Multipurpose Fields	Lighted Multipurpose Fields	Picnic Pavilion	Picnic Tables	Indoor Recreational Areas	Swimming Pools	Tot Lots	Bike Trails, Mileage	
67	Bainbridge Park	Ocean Pines	Community Park												1							1	
68	Huntington Park	Ocean Pines	Community Park										1					1					
69	Manklin Meadows Tennis Complex	Berlin	Neighborhood Park						1		12			1				4					
70	Nassawango Creek Preserve	Snow Hill	Other Public Land					3															
71	Ocean Pines Swim and Racquet Club	Ocean Pines	Special Use Area		22				1		4						1	12		1			
72	Ocean Pines—"Pocket" Parks (18 total)	Ocean Pines	Mini-Park																				
73	Robin Hood Park	Ocean Pines	Mini-Park															3				1	
74	South Gate Pond	Ocean Pines	Community Park																				
75	Sports Core Pool	Ocean Pines	Special Use Area																	1			
76	Somerset Park	Ocean Pines	Special Use Area												1		1					1	
77	White Horse Park	Ocean Pines	Neighborhood Park	1					1			2					1					1	
78	Worcester Preparatory School	Berlin	School								4				3							1	
<b>Total</b>				<b>1</b>	<b>22</b>	<b>0</b>	<b>929</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>20</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>5</b>	<b>0</b>	<b>2</b>	<b>21</b>	<b>0</b>	<b>2</b>	<b>5</b>	<b>0</b>	

## Chapter III: Natural Resource Land Conservation

### Overview

This chapter documents the county's goals for preserving natural resource lands and resources and the extent to which progress has been made toward achievement of the program development strategy identified in the County's 2012 *Land Preservation, Parks and Recreation Plan*.

### **Natural Resource and Outdoor Recreational Land in Worcester County**

Worcester County government and citizens are in a unique position of being stewards to a breathtaking array of unique natural resources, from the beaches and marshland of the coast to inland non-tidal river, creeks and wetlands. These resources enrich the county economically, by providing a basis for the tourism and natural resource based industries, which is a bedrock of the county's economy. The

county's natural resources also provide ecosystem services, such as storm protection, flood control, clean air and water, open space and other benefits that make the county a unique, attractive and pleasant place to live and do business. Finally these resources, if well-protected, are an irreplaceable legacy to pass to the next generations. Unlike many coastal communities on the east coast, Worcester County is in the enviable position of having many natural resources still intact, and faces the challenge not of costly restoration but of protection of what remains.

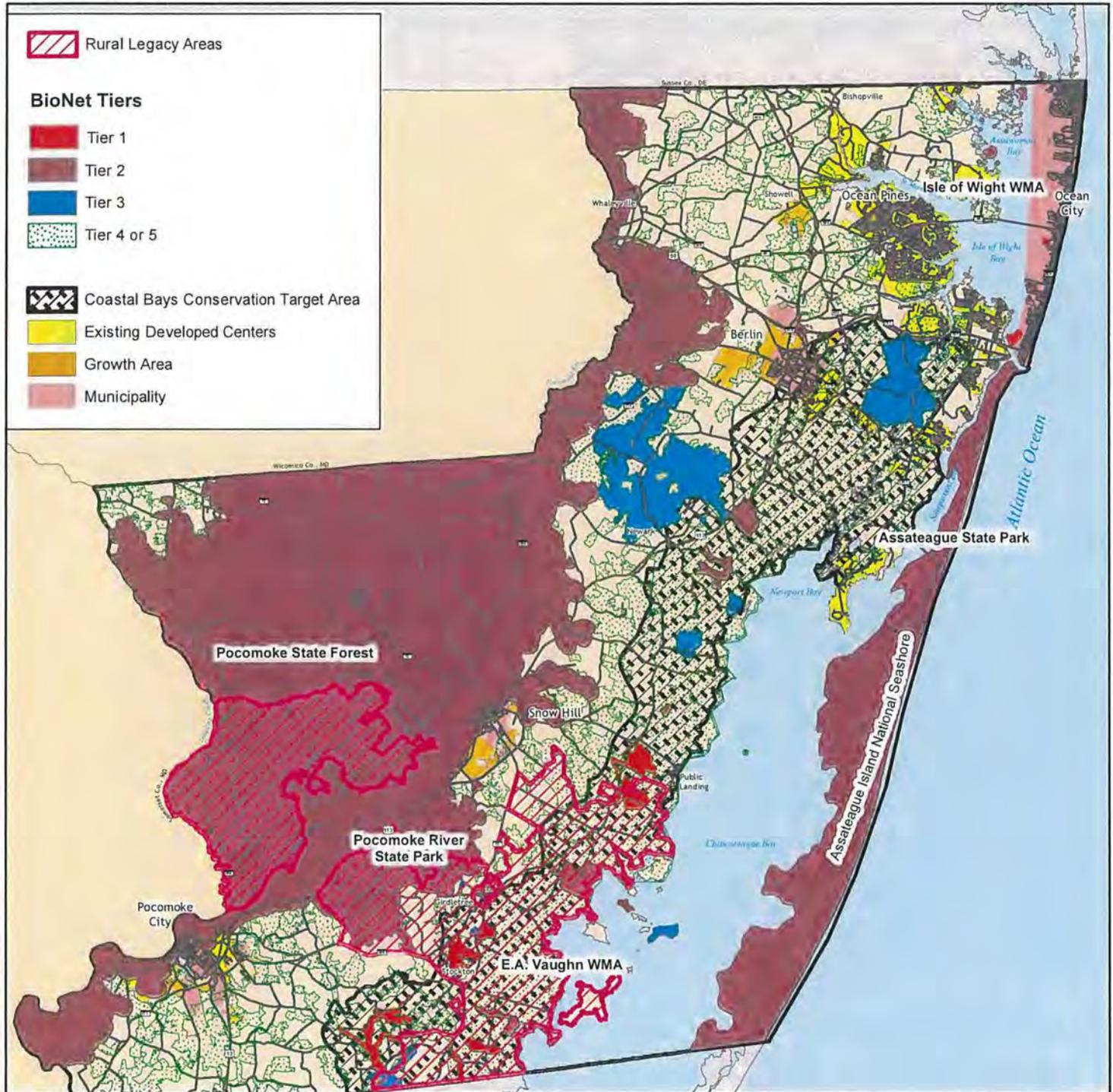
Figure 3-1 indicates the general areas of the county targeted for natural resources conservation and for growth. In general the areas targeted for conservation are the shorelines and headwaters of both the Pocomoke and the Coastal Bays watersheds, and areas that still contain contiguous natural lands, such as the lower Chincoteague Bay watershed and the Dividing Creek watershed (where the

county's Rural Legacy Areas are located). Figure 3-1 also shows BioNet, Biodiversity Conservation Network data. BioNet is a digital map (GIS shapefile) that prioritizes areas for terrestrial and freshwater biodiversity conservation. It was developed as a tool for proactive land conservation activities. These areas are prioritized into a five-tiered system:

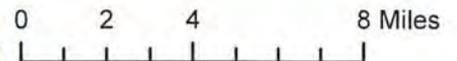


Truitt's Landing Road

**Figure 3-1. Local and State Targeted Conservation Areas /Growth Areas, Worcester County, Maryland**



Source of data: Worcester County Department of Development Review and Permitting, Technical Services Division; Maryland Department of Natural Resources.



January 11, 2017

\*The Biodiversity Conservation Network (or BioNet) of Maryland layer systematically identifies and prioritizes ecologically important lands to conserve Maryland's biodiversity (i.e., plants, animals, habitats, and landscapes). This dataset aggregates numerous separate data layers hierarchically according to the BioNet Criteria Matrix. These data were needed to maximize the influence and effectiveness of public and private conservation investments; promote shared responsibilities for land conservation between public and private sectors; and guide and encourage compatible land uses and land management practices.

- Tier 1 – Critically Significant for Biodiversity Conservation
- Tier 2 – Extremely Significant for Biodiversity Conservation
- Tier 3 – Highly Significant for Biodiversity Conservation
- Tier 4 – Moderately Significant for Biodiversity Conservation
- Tier 5 – Significant for Biodiversity Conservation

**Tier 1** – Critically Significant for Biodiversity Conservation

**Tier 2** – Extremely Significant for Biodiversity Conservation

**Tier 3** – Highly Significant for Biodiversity Conservation

**Tier 4** – Moderately Significant for Biodiversity Conservation

**Tier 5** – Significant for Biodiversity Conservation

Growth areas as determined by the 2006 Worcester County Comprehensive Plan (2006 Land Use Plan map), and municipality boundaries are also shown on Figure 3-1 as well.

Figure 3-2 depicts natural resource land conservation in Worcester County. Protected land includes federal, state and local parks, Wildlife Management Areas, State Forest, land protected by The Nature Conservancy, and other land protected with conservation easements primarily for protection of natural resources. Table 3-1 provides acreage data<sup>6</sup>.

Assateague Island National Seashore, managed by the National Park Service, is 8,200+ acres of a 37-mile long barrier island that stretches into Virginia. The barrier island not only provides protection to the mainland from storms and flooding, it provides a outdoor recreation destination available not just to county citizens but that provides economic benefits to Worcester County. A 2015 National Park Service report showed that over 2 million visitors in

2014 spent over \$90 million in communities near Assateague Island National Seashore, supporting over 1,000 jobs, and providing a cumulative benefit of over \$100 million<sup>7</sup>.

State Parks in Worcester County include Assateague Island State Park (519 acres) and Pocomoke River State Park (located within the Pocomoke State Forest), which are also important visitor destinations for camping and day use, as well as provide environmental services to the county. E.A. Vaughn, Isle of Wight, Pocomoke River, Sinepuxent Bay Wildlife Management Areas preserve important wildlife habitat while also offering some access for day use and/or hunting.

The State of Maryland owns 43,000 acres of land in Worcester County, much of it forested. The Pocomoke State Forest consists of 17,676 acres of land, mostly in Worcester County (a few small parcels in Somerset and Wicomico Counties are included)<sup>8</sup>. Chesapeake Forest Lands are spread across eight (8) counties, including Worcester County (17,674 acres<sup>9</sup>). Both forests are managed now for sustainable forestry. Passive access and hunting use is allowed on certain tracts.

The Nassawango Creek Preserve, 10,200 acres and The Nature Conservancy's largest preserve in Maryland, is located mainly in Worcester County and is one of the last pieces of true wilderness on Delmarva.

<sup>6</sup> Data for state land acreage was obtained from "Maryland DNR Fiscal Year 2016 DNR Owned Lands Acreage", July 29, 2016.

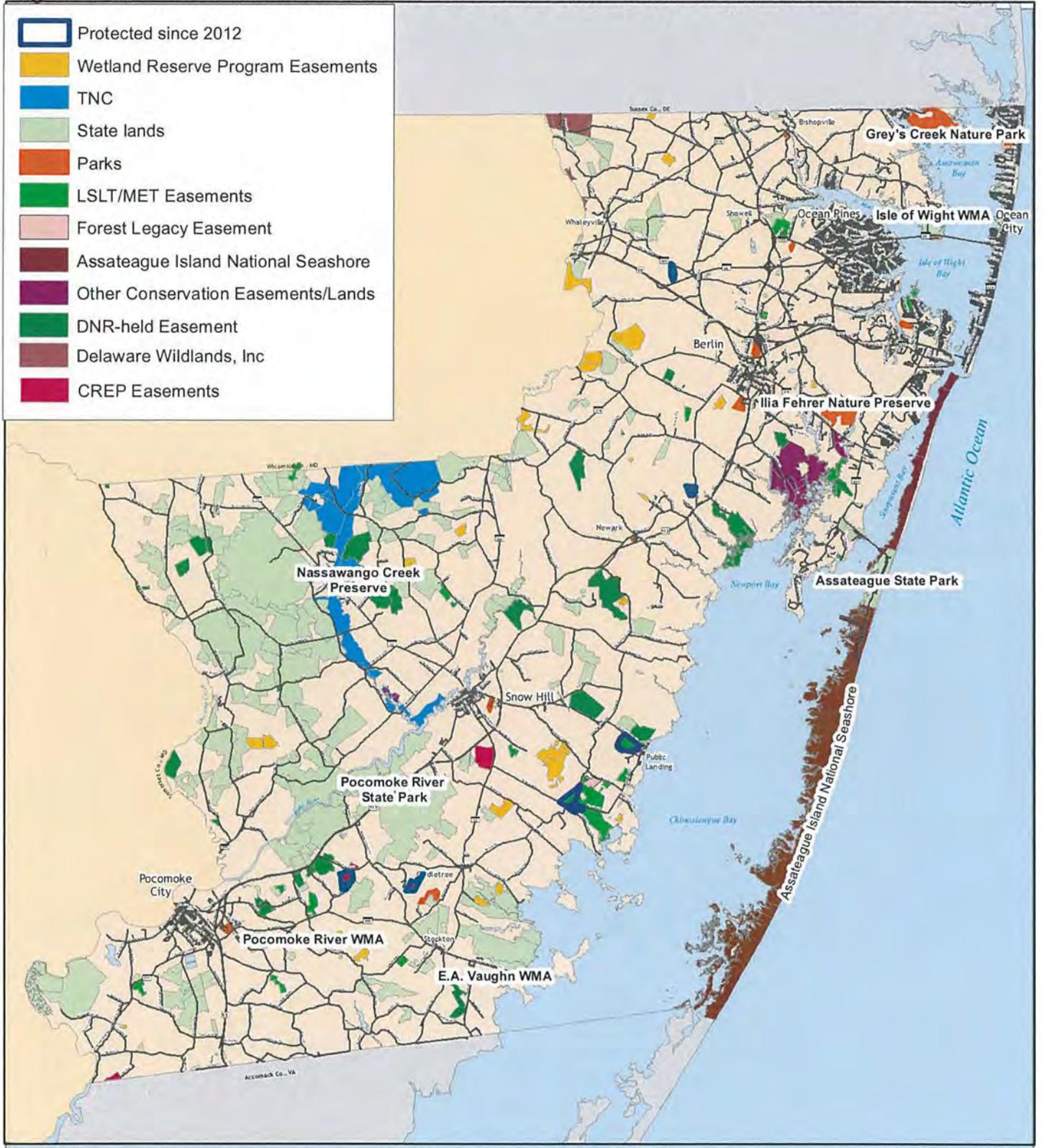
<sup>7</sup>

<http://www.nature.nps.gov/socialscience/economics.cfm>

<sup>8</sup> Maryland Department of Natural Resources, website.

<sup>9</sup> *Ibid.*

**Figure 3-2. Public Parks/Recreation and Parcels Protected for Natural Resource Conservation**



0 2.75 5.5 11 Miles

December 14, 2017

**Natural Resource Lands Inventory, Worcester County, Maryland**

Site Name:	Property Size (Acres)	Outdoor Recreation Amenities (if any):	Trails/Interpretive Trails	Water Access	Fishing	Hunting	Other
Nature Park (Worcester Co.)	575		yes	yes	n/a	n/a	not currently open to public
Harve (Worcester Co.)	442		yes	no	n/a	n/a	not currently open to public
Nature Park (Worcester Co.)	44	gazebo	yes	no	no	no	
Y Park (Worcester Co.)	2	beach		yes	yes	no	
rk (Worcester Co.)	12	pier, kayak/canoe launch	yes	yes	yes	no	
nd National Seashore	8,200	beach, camping, canoe/kayak rentals	yes	yes	yes	yes	
nd State Park (State)	855	beach, camping, nature center		yes	yes	no	
ldlife Management Area (State)	2,769		yes	no	no	yes	
ldlife Management Area (State)	224			yes	yes	yes	
Wildlife Management Area (State)	93		no	yes	yes	no	accessible only by boat, most islands are closed during nesting season
r Wildlife Management Area (State)	1,008		yes	yes	yes	yes	
e Forest (State)	17,547		yes	no	no	yes	
r State Park (State)	916	boat slips, pier, canoe/kayak rental, camping, picnicking, pool, nature center, marina	yes	yes	yes	no	
urnaceTown) (State)	2						museum
rest Lands (State)	19,391		yes	no			some tracts allow public access
reek Preserve (TNC)	10,200		yes	no	no	no	
nservation easement held by DNR	5,790	n/a	n/a	n/a	n/a	n/a	no public access
e Program easement (USDA)	2,620	n/a	n/a	n/a	n/a	n/a	no public access
nds (non-profit)	623	n/a	n/a	n/a	n/a	n/a	no public access
nd Trust/MD Environmental Trust sement (non-profit)	2,074	n/a	n/a	n/a	n/a	n/a	no public access
nt conservation easements nty)	600	n/a	n/a	n/a	n/a	n/a	no public access
lands (County/State/Non-profit)	1,696	n/a	n/a	n/a	n/a	n/a	no public access
	75,683						

Does not include land protected with MALPF or easements. Although some of the land in these categories has natural resource values, these programs are not included in this report.

It is also one of the northernmost remaining examples of bald cypress swamp. 90 rare plants and animals including dozens of orchids and warblers are found in the preserve. Thousands of visitors annually use the preserve to bird watch and to enjoy the unique beauty of this gem of Maryland.

Various local, state and federal programs protect and restore land using conservation easements. Details of the county-based programs are described in the “Implementing Programs” section later in this chapter. Program Open Space purchases conservation easements on land with natural resource value, sometimes with matching federal funds (see Table 3-1 for a list of land preserved for protection of natural resources). An important federal program for natural resource protection and enhancement is the Wetland Reserve Enhancement Program (formerly the Wetland Reserve Program), which restores wetlands and protects the land with a permanent conservation easement (see Table 3-1). These programs generally do not include public access as the properties remain in private ownership and management, however the public reaps the benefits that come from open space, clear air and water.

### **Outdoor Recreation: County Amenities**

The county maintains natural areas at nearly every county park to encourage citizen connections with nature.

In 2004 Worcester County acquired the Grey’s Creek Nature Park, a nearly 600-acre site containing woodland and extensive marsh, to preserve natural habitat and protect the water quality of

Assawoman Bay. The 430-acre wooded Iliia Fehrer Nature Preserve was acquired in 2012 as an on-going effort to preserve and enhance the Holly Grove Swamp Area, key to the water quality of Newport Bay. With leadership from the Maryland Coastal Bays Program, wetlands and woodland are being restored on the site. Eventually these parks will be open for public passive use (walking and riding trails) in cooperation with the Maryland Coastal Bays Program.



Dividing Creek (photo by the Nature Conservancy)

The county also manages several smaller parks that have a natural resource emphasis. Herring Creek Nature Park, in West Ocean City, offers an oasis for picnicking and walking/jogging. Homer Gudelsky Park is directly across from the Ocean City inlet and offers waterfront access for passive enjoyment and fishing. Isle of Wight Park (formerly part of the Isle of Wight Wildlife Management Area) is a passive nature park offering a canoe/kayak launch site, piers and picnic tables. The county continues to seek ways to offer additional opportunities at existing county parks for people to connect with nature, including a new 1.2 mile nature trail loop at John Walter Smith Park in Snow Hill. Trails have also been added or are being added at Northern

Worcester Athletic Complex and Newtown Park. Finally, the county is working with the town of Snow Hill and the State on Maryland on a new trail linking the town to Pocomoke River State Park. The county includes both the Maryland Coastal Bays and watershed as well as the Pocomoke River and creeks and other tributaries (Chesapeake Bay). Water access and recreation are especially key amenities in the county. Currently there is an established water trail on the Pocomoke River/Nassawango Creek as well as in Sinepuxent Bay (Assateague). A more extensive water trail plan is being developed by Worcester County Tourism, Maryland Department of Natural Resources, and the National Park Service, that would connect Assateague to the mainland tributaries.

## **Natural Resource Lands Conservation Goals**

### **General Context**

Natural resource conservation land provides environmental and social benefits for Worcester County citizens and also for people visiting the county. These include:

- Natural filtration of air and water
- Supporting a better quality of life
- Maintaining low costs of community services (undeveloped land does not demand government services)
- Resiliency (protection from flooding and wind damage)
- Outdoor recreational opportunities

- Economic benefits from tourism and increased property values for adjacent residential lots and communities
- Protection or restoration of wildlife habitat and biodiversity
- Protection of Worcester County's unique cultural and historical landscape

### **County Goals**

Situated on the lower eastern shore of Maryland, Worcester County is the only seaside county, with 40 miles of ocean beach. One third of the county is within the Maryland Coastal Bays watershed, a unique estuarine ecosystem. In addition, unlike many Maryland counties, Worcester County includes intensely developed areas and areas that are mainly characterized by forested land, wetland and agricultural land. The ocean beaches and the balance between development and conservation is what creates a high quality of life in the county, what draws businesses to locate in the county, and what is able to support a viable tourism industry and agricultural/natural resources industry, both bedrocks of the County's economy.

Worcester County's natural resource protection objectives, identified in the 2006 comprehensive plan, are to:

1. Use a systems approach to environmental planning addressing pollution at or close to its source and use sustainable development techniques
2. Instill environmental stewardship as an universal ethic
3. Identify and protect environmentally sensitive areas

4. Restore and/or enhance natural resource functions where possible
5. Reduce imperviousness of existing and new development
6. Improve water bodies on the “Impaired Water Bodies (303d) List” to the point of their removal from this list
7. Meet the Total Maximum Daily Load (TMDL) standards
8. Conserve resources by reducing unnecessary consumption
9. Channel development within a particular site to any existing disturbed areas if possible
10. Establish sufficient buffers for sensitive areas

The 2006 comprehensive plan also identifies specific actions for protection/preservation of groundwater, forests, threatened and endangered species, floodplains, mineral resources. Environmentally sensitive design, green building and green infrastructure are also addressed.

The county’s goals and objectives, stated in the comprehensive plan, encompass or accommodate all of the state’s goals for conservation of natural resource lands, which are:

- Identify, protect, and restore lands and waterways in Maryland that support important aquatic and terrestrial natural resources and ecological functions, through combined use of the following techniques:
  - Public land acquisition and stewardship;
  - Private land conservation easements and stewardship practices through purchased or donated easement programs;
- Local land use management plans and procedures that conserve natural resources and environmentally sensitive areas and minimize impacts to resource lands when development occurs;
- Support and incentives for resource-based economies that increase retention of forests, wetlands, or agricultural lands;
- Avoid and minimize impacts of publicly funded infrastructure development projects on natural resources; and
- Appropriate mitigation response, commensurate with the value of resource impacted.
- Focus conservation and restoration activities on priority areas, according to a strategic framework such as Targeted Ecological Areas (TEAs) in GreenPrint.
- Conserve and restore species of concern and important habitat types that fall outside of designated green infrastructure
- Develop a more comprehensive inventory of natural resource lands and environmentally sensitive areas to assist State and local implementation programs.
- Establish measurable objectives for natural resource conservation and an integrated State/local strategy to achieve them through State and local implementation programs.

- Assess the combined ability of State and local programs to:
  - Expand and connect forests, farmlands, and other natural lands as a network of contiguous green infrastructure.
  - Protect critical terrestrial and aquatic habitats, biological communities, and populations;
  - Manage watersheds in ways that protect, conserve, and restore stream corridors, riparian forest buffers, wetlands, floodplains, and aquifer recharge areas and their associated hydrologic and water quality functions;
  - Adopt coordinated land and watershed management strategies that recognize the critical links between growth management and aquatic biodiversity and fisheries production; and
  - Support a productive forestland base and forest-resource industry, emphasizing the economic viability of privately owned forestland.



CREP Permanent Easement

that abut the tributaries to the Coastal Bays. The latter two areas, although protected to some degree by restrictive zoning and the Critical Area regulations, have been subject to greatest development pressure or other alteration, and their preservation is key to preserving the water quality of the Coastal Bays. The county also recognizes the importance of headwaters in the protection of waterway/watershed health. Forested lands in headwater areas are considered important for long-term protection. An example of this kind of area is Holly Grove Swamp in the Ayres Creek watershed, which has been targeted for conservation in cooperation with the Maryland Coastal Bays Program and the Trust for Public Land. In 2009 Worcester County and the Maryland Coastal Bays Program identified a Coastal Bays Target Area for resource land protection and set a goal of protection of 500 acres annually in this area<sup>10</sup>.

A map showing the areas targeted for land protection is provided as Figure 3-1. Land protected for natural resource

### Update on Status since 2012 LPPRP

The areas of highest priority for natural resource land conservation in Worcester County has been the Coastal Bays and Dividing Creek Rural Legacy Areas, the entire Coastal Bays shoreline, and lands

<sup>10</sup> Maryland Coastal Bays Program, Comprehensive Conservation and Management

Plan, Ocean City, Maryland (revised 2015), first published in 1999.

conservation with conservation easements after 2012 are highlighted in Figure 3-2.

The Coastal Bays and Dividing Creek Rural Legacy Area (RLA) programs not only protect key agricultural lands, but along with it, buffers, wetlands, forestlands and other sensitive natural resources. The county goal is to protect 3,000 to 5,000 acres in these areas, by 2022, creating a permanent “greenway” connecting E.A.Vaughn Wildlife Management Area to Pocomoke State Forest. Since 2012, 943 acres have been protected in the Coastal Bays RLA and 373 acres in the Worcester County portion of the Dividing Creek RLA. For the mapping and inventory purposes of this plan these properties are shown in maps and tables in the following chapter. However, the natural resource benefits of many of these properties should still be noted here.

The permanent Conservation Reserve Enhancement Program (CREP) Easement program which purchases permanent easements on property partly or completely in a CREP contract, became available in 2010 and again in 2014 and 2017 (in Maryland, to selected counties/areas). 600 acres have been protected with this program, 252 acres since 2012 (see Figure 3-2). The federal Conservation Reserve Program removes environmentally sensitive land from agricultural production and plants vegetation (usually trees) to improve water quality and reduce loss of wildlife habitat. The landowner enters a contract during which time this practice must stay in place. The CREP easement program places property that includes land in this program into permanent easement, including a requirement that the CREP

conservation practices remain in effect in perpetuity.

Since 2012, Worcester County continued to work with the Maryland Coastal Bays Program to protect and restore the headwaters of Ayres Creek (Holly Grove Swamp). It is the largest contiguous forest remaining in the northern coastal bays watershed and is a key stop-over in the migratory bird “Atlantic Flyway”. Specifically, since the Adkins property on Ayres Creek was purchased in 2011 (now Ilia Fehrer Nature Reserve), MCBP and Worcester County are working together to restore the property and offer passive public access. Since 2012, Worcester County and MCBP signed an agreement to allow MCBP to oversee management and restoration of Grey’s Creek Nature Park.

The U.S. Fish and Wildlife Service, Chesapeake Bay Field Office initiated the Pocomoke River Conservation



Tizzard Island

Partnership in 2006, which includes the Maryland Department of Natural Resources, the Nature Conservancy, and Worcester County as a non-matching partner. This project is a long-term

effort to protect and restore migratory bird habitat in the Pocomoke River watershed. Since 2011, 6,500 acres in the mainstem of the Pocomoke River including properties in both Wicomico and Worcester counties along the county line, north of Snow Hill have been protected with conservation easements held by the State of Maryland (Department of Natural Resources).

### Coastal Resiliency

Worcester County has approximately 361 miles of bay shoreline<sup>11</sup>; 41,059 acres in Atlantic Coastal Bays Critical Area and 10,030 acres in Chesapeake Bay Critical Area (land within 1,000 feet of tidal waters). The Scientific and Technical Working Group of the Maryland Climate Change Commission concluded that by 2050 sea level is projected to rise between 0.9 and 2.1 feet<sup>12</sup>. Figure 3-3 shows areas expected to experience inundation should there be a 2 foot sea level rise.

As sea level rises, salt marsh and other important low lying habitats will be at risk for change or disappearing altogether. Currently the county's mainland is protected by barrier island as well as smaller islands found throughout the coastal bays. These islands are experiencing accelerated erosion, and significant loss of island could result in impacts to the mainland. Between 1989 and 2007 islands in the Maryland Coastal Bays (not including the barrier islands) lost 295 acres, a 26% loss of acreage and 30% reduction in the

number of islands<sup>13</sup>. This loss is expected to continue. As well, Assateague Island continues to migrate westward and to experience erosion. A plan that identifies wetlands and islands at risk and strategies for reducing instability would be important to ensure key habitats are not diminished and also that the water quality and storm protection capacity of tidal wetlands are preserved.

It's also important that the county consider preservation of upland areas adjacent to salt marsh and other low lying habitats, so that marsh "migration" is possible as sea level rises. The focus of conservation on Coastal Bays shoreline properties, and minimization of further shoreline development, is compatible with this. Finally it is also important that the county consider the potential impact of inundation on public access points and any infrastructure placed there, as repeated loss and replacement can be an economic cost to the county. A plan that includes evaluating existing parks and identifying new inland properties for public access to replace lands that may be inundated in the future may need to be considered in the future.

### Implementing Programs

Worcester County employs the following principal programs and ordinances to work towards achieving its goals for natural resource conservation:

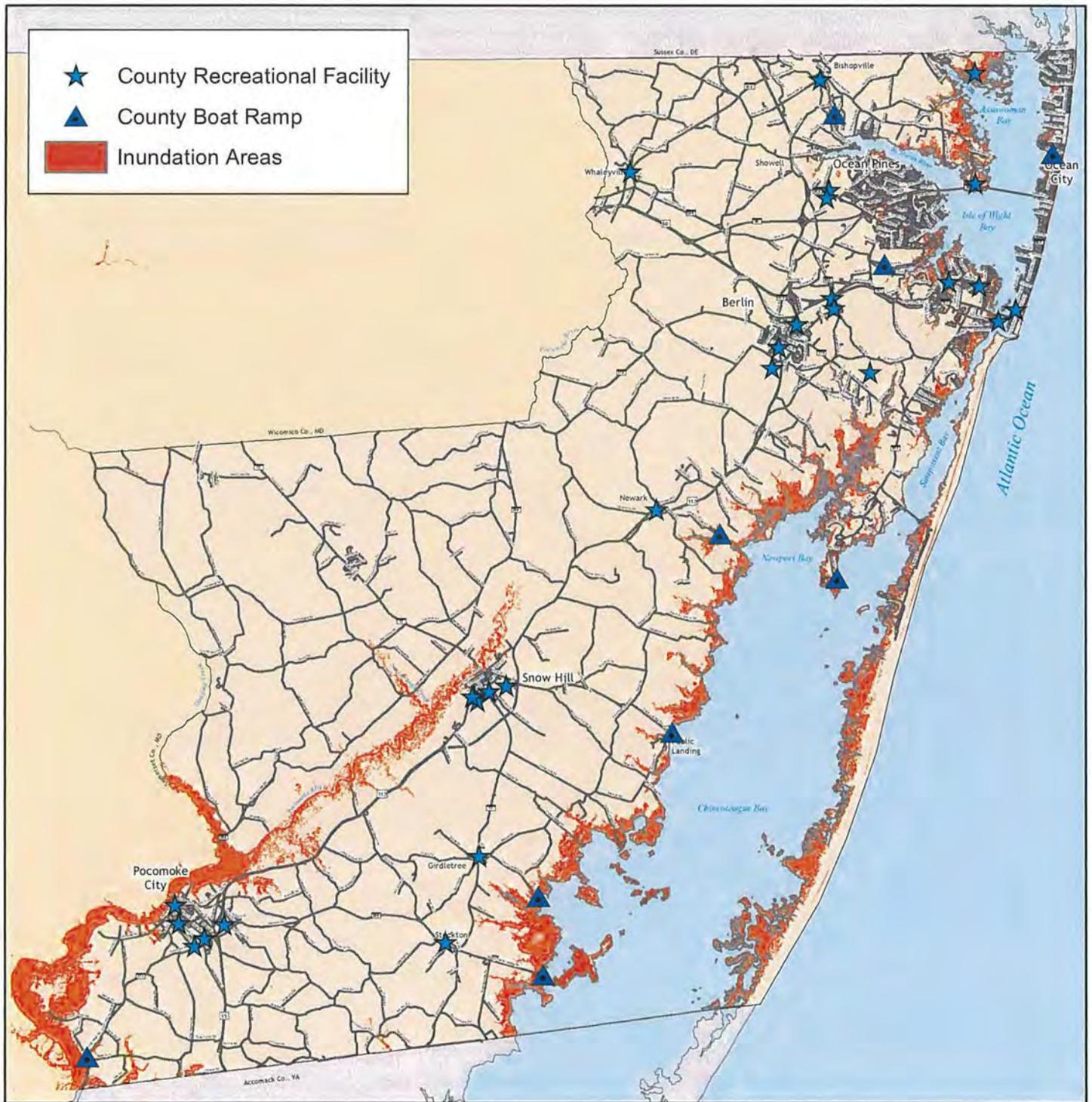
<sup>11</sup> Maryland Geological Survey, 2000. Digital wetlands delineation based on 1989 and 1998 imagery.

<sup>12</sup> Boesch, D.F., et al. 2013. *Updating Maryland's Sea-level Rise Projections. Special Report of the Scientific and Technical Working*

*Group to the Maryland Climate Change Commission.* University of Maryland Center for Environmental Science, Cambridge, MD.

<sup>13</sup> Roman Jesien, Maryland Coastal Bays Program. Personal Communication via e-mail, December 29, 2016.

Figure 3-3. Areas of Inundation with Two Feet of Sea Level Rise, Worcester County, Maryland



\*The 2 Foot Sea Level Rise Inundation dataset is a derivative of high-resolution topographic data (LiDAR) that the State of Maryland in cooperation with local and federal agencies has acquired to identify areas vulnerable to inundation and flooding. The dataset represents inundation areas of Maryland coastal counties in the event of a two foot sea level rise.

## Voluntary or Non-Regulatory Programs

- **Rural Legacy Program.** The Rural Legacy Program, enacted by the General Assembly in 1997, provides funding to preserve large, contiguous tracts of land and to enhance natural resource, agricultural, forestry and environmental protection while supporting a sustainable land base for natural resource based industries. The Coastal Bays Rural Legacy Area was established in 1998. The long term goal is protection of contiguous shoreline and a greenway connecting the E.A. Vaughn Wildlife Management Area and the Pocomoke State Forest. The Dividing Creek Rural Legacy Area includes land in Worcester and Somerset Counties that is within the lower Dividing Creek watershed, an area with important, contiguous farmland, and rich biodiversity. The 23,000-acre Area connects to The Nature Conservancy's Nassawango Creek and includes and links with large blocks of woodland within the Pocomoke State Forest system. More details are provided in the Agricultural Land Preservation chapter, which follows.
- **Donated Conservation Easements.** Worcester County is served by the Lower Shore Land Trust, a non-profit organization that works in cooperation with the Maryland Environmental Trust to obtain donated permanent conservation easements in rural areas. Approximately 1,000 acres in Worcester County are protected by a donated conservation easement, held by the Lower Shore Land Trust and Maryland Environmental Trust. Landowners who donate have access to certain tax benefits (see Figure 3-2).
- **Maryland Agricultural Land Preservation Foundation (MALPF).** More detail on this program is provided in the Agricultural Land Preservation (Chapter Four), however, the MALPF program protects natural resources as well as active farmland. Over 6,000 acres of farmland and forest are permanently protected with this program.
- **CREP Permanent Easement Program.** This state-funded program protects forest resources (land in CREP contracts) with permanent easements. Nearly 600 acres have been protected with this program.
- **CELCP and Coastal Wetlands Programs.** Worcester County has partnered with, and plans to continue to work with, the state and the Coastal and Estuarine Land Conservation Program (CELCP) (NOAA) and the Coastal Wetlands Program (USFWS), two federal programs that protect coastal resources through purchase of conservation easements or fee simple purchase for passive parks. The Greys Creek Nature Park and Ilia Fehrer Nature Preserve were both purchased with CELCP funding.
- **Maryland Coastal Bays Program.** Part of the National

Estuary Program, the Maryland Coastal Bays Program cooperates with the towns of Ocean City and Berlin, National Park Service, Worcester County, U.S. Environmental Protection Agency, and the Maryland Departments of Natural Resources, Agriculture, Environment, and Planning, which came together to produce the first ever comprehensive management plan for the coastal bays, completed in 1999. The plan was updated in 2015 following three years of development through a similar process. 222 actions items for government and non-government entities are identified in the 2015 plan to address water quality, habitat and living resource challenges in the watershed. Established in 1987 under the Clean Water Act, the National Estuary Program was developed to protect economically and environmentally sensitive estuaries across the United States by engaging all user groups. Implementation of many of these actions are underway. An Implementation Committee made up of partner staff meets regularly to review progress. A policy committee meets annually as well.

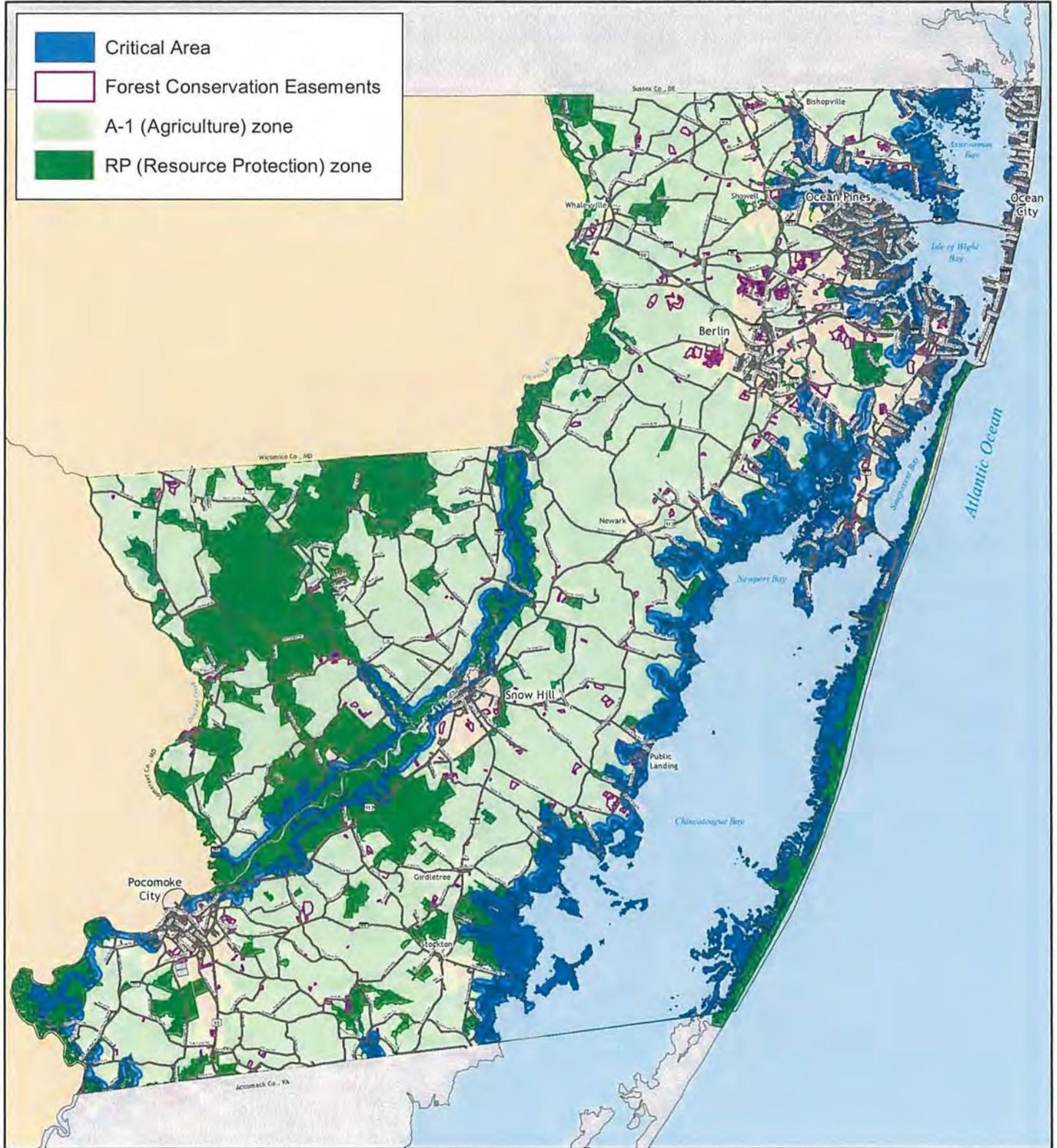
- **TMDL Implementation.** Worcester County is developing a coastal bays watershed plan that meets Section 319 requirements and addresses reduction of nutrient loads in the watershed. The county anticipates pursuing projects and funding for these projects that

will result in nutrient load reductions.

### Regulatory Programs

- **Atlantic Coastal Bays and Chesapeake Bay Critical Area Programs.** The Critical Area programs provide land use and environmental regulations in the 1,000 feet landward of tidal waters and marsh. See Figure 3-4.
- **Forest Conservation Program.** The law applies to many projects outside of the Critical Areas that remove 40,000 square feet of forest. The law sets standards for preservation or replacement of forest during the development process. See Figure 3-4
- **Sediment and Erosion Control and Stormwater Management** The county administers state sediment and erosion control and stormwater management regulations. Sediment and erosion control regulations require an approved plan for earth disturbance of 5,000 square feet or more and/or 100 cubic yards or more. The state's recently updated stormwater management regulation program is also administered by Worcester County. This program regulates development to hold post-construction stormwater runoff to a prescribed pre-construction level. The latest program manual emphasizes stormwater source reduction and on-site treatment methods.
- **Groundwater Protection.** The Groundwater Protection Report, an appendix of the county's

Figure 3-4. Critical Area, Forest Conservation and Zoning in Worcester County, Maryland



Source of data: Worcester County Department of Development Review and Permitting, Technical Services Division



0 2.5 5 10 Miles

December 19, 2017

*Comprehensive Water and Sewerage Plan*, identifies management areas, within which certain strategies (septic system design and well construction standards) must be followed to protect groundwater from pollution. In 2000, Worcester County requested that the State of Maryland declare the entire Coastal Bays watershed an Area of Special State Concern (ASSC). This designation is designed to address groundwater nutrient inputs from septic systems in this area. An Area of Special State Concern Plan was prepared in 2002. Worcester County maintains a digital inventory of all county septic systems to track potential problems and target outreach.

- **Comprehensive Plan and Zoning.** Worcester County adopted a new comprehensive plan in 2006 and zoning map in 2009. The 2006 Land Use Map identifies the majority of the county as Agriculture and Green Infrastructure. Under the 2009 re-zoning, 170,000 acres are zoned A-1 (Agriculture) and 87,000 acres zoned RP (Resource Protection). Worcester County has among the most strict zoning in the state of Maryland—only 5-6 lots may be created from what was a single parcel of land in 1967. This has been in place now for decades and has successfully preserved the county’s rural areas from sprawl development. Development has been focused in the four towns and in the Ocean Pines and West

Ocean City areas. See Figure 3-4.

## Conclusion

Worcester County continues to build upon past land preservation successes. As of the end of 2017, approximately 29% of the county’s approximately 304,000-acre land base is protected either with a fee simple ownership by government or non-profit conservation organization, or with a conservation (or agricultural) easement owned and managed privately and held by a government or non-profit entity. As development pressure continues, so should conservation efforts. The natural resource amenities that make the county a beautiful, healthy and less expensive place to live should continue to be protected, using the land preservation programs and planning policies described in this and the next chapter.

## Chapter IV: Agricultural Land Preservation

### Overview

This chapter provides a general overview of the public benefits of protecting agricultural lands and describes the county's agricultural land preservation efforts, including accomplishments since the 2012 Land Preservation, Parks and Recreation Plan was adopted.

According to the 2010 Land Use/Land Cover data produced by the Maryland Department of Planning, Worcester County contains 89,000 acres of cropland and 145,000 acres of forested land<sup>14</sup>; 30% and 49% of the county, respectively. The 2012 Census of Agriculture, which collects data in a different way, notes that the county's 374 "farms" covered 99,304 acres or 34 percent of Worcester County (a -10% change from the 2007 census).<sup>15</sup> Average farm size was 266 acres (down 8% compared to 2007), and median size was 53 acres.<sup>16</sup> Worcester County ranks second in the state in broiler inventory, fifth in corn production, and sixth in soybean production.<sup>17</sup> Worcester County ranks twelfth among *all counties nationwide* in broiler production<sup>18</sup>. The total value of all agricultural products sold in Worcester County in 2012 was nearly \$200 million (ranking fourth in the state and a +7% change from 2007).<sup>19</sup>

The poultry industry continues to be a staple element of the economy on the Delmarva Peninsula including in Worcester County. Not only chicken

production itself, but also locally produced corn and soybean meal are essential for the continued success of the chicken industry; the large base of local farmers is an important part of the "three legged stool" (poultry growers, poultry companies, and grain farmers) needed to sustain the industry. Contiguous farmland that is minimally disrupted by other types of development is also



**Protected Farm, Coastal Bays Rural Legacy Area** important for the continued success, and flexibility of the farming industries. When residential and other development occurs in agricultural areas, it creates traffic, adjacent landowner complaints and other conflicts with agricultural industries which at some point becomes detrimental economically to farming.

The forest products industry is also important in Worcester County. Like

<sup>14</sup>

<http://www.mdp.state.md.us/OurWork/landuse.shtml>

<sup>15</sup> Census of Agriculture, USDA. 2012.

<sup>16</sup> *Ibid.*

<sup>17</sup> *Ibid.*

<sup>18</sup> *Ibid.*

<sup>19</sup> *Ibid.*

farmland, all forestland is not equally productive. Forested riparian areas, critical area buffers, wetlands and certain hydric soils are important to protect for habitat and water quality, but not critical to the forestry industry. Despite what may appear to be a large resource, there is actually a shortage of forestland available for forest products in the lower shore region. This has contributed to a large reduction in the capacity of the forest products industry on the lower shore.<sup>20</sup> Demand is expected to grow in the long run especially for wood for fuel (cellulosic ethanol or wood fired power plants).<sup>21</sup> The more acres of forestland available in the future, the more likely Worcester's forests can be managed sustainably.<sup>22</sup>

It is important to note that farmland, and forested land, does much more for a community than simply provide for a specific industry. Cost of Community Service Studies carried out across the nation consistently find that farmland, forested land and other agricultural land use generates a fiscal surplus for a community, even when the land is assessed at its current agricultural use. In this way, farmland is similar to other commercial and industrial uses. In contrast, residential land use does not cover its costs to local government, it must be subsidized by the aforementioned land uses. Conversion of agricultural land to residential land, therefore, should not be seen as a way to balance local budgets.<sup>23</sup>

As described in the 2006 comprehensive plan, it is the county's intent to protect and promote private farming and

forestry by accommodating inevitable population growth through appropriate planning and zoning, and by taking advantage of every program available to landowners to voluntarily protect open space. Specifically, the county is committed to continuing to seek and/or provide additional funds for the purchase of both Rural Legacy and Maryland Agricultural Land Preservation Fund (MALPF) easements, to pursue other agricultural land conservation programs, and to obtain State certification for the county's agricultural land preservation program.

There is significantly more landowner interest in land protection than there is funding available, particularly for the MALPF program. For FY15 and FY17, 26 landowners applied to sell an easement to MALPF. Of these landowners, four were made a purchase offer in the FY15 cycle, in FY17, 5 received offers. Lack of sufficient funding has been the most significant challenge associated with preserving working farms and forests. Fortunately, development pressure on these areas has been minimal, generally, due to strong A-1 (agricultural) zoning and lack of strong demand for new housing since the real estate decline that began with the nationwide market collapse in 2008. Continued funding however is essential to ensure continued progress in protecting agricultural land in Worcester County as development pressure eventually rebounds.

## **Agricultural Land Preservation Goals**

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<sup>20</sup> Larry Walton, Vision Forestry, personal communication. February 18, 2009.

<sup>21</sup> *Ibid.*

<sup>22</sup> *Ibid.*

<sup>23</sup> American Farmland Trust. Fact Sheet: Cost of Community Services Studies. August 2004.

Worcester County recognizes the important economic role and other long-term benefits of agriculture, and shares the State of Maryland's goals for farmland protection. The County's 2006 Plan identified the following goals:

- Permanently preserve agricultural land capable of supporting agricultural production;
- Protect natural, forestry and historic resources and the rural character of the landscape associated with farmland;
- To the greatest degree possible, concentrate preserved land in large, contiguous blocks to effectively support long-term protection of resources and resource-based industries.

Worcester County's 2006 comprehensive plan which was revised with adoption of the Priority Preservation Element in 2010, recommended the goal of 1,000 acres of agricultural land protection per year. The Priority Preservation Element identifies a Priority Preservation Area (PPA) of 195,000 acres, 64% of the county's land area. The long-term goal is to protect 100,000 acres within this area for agricultural and forestry, by protecting 800 acres *within* the PPA annually.

These goals are re-articulated in the county's Agricultural Land Preservation Re-certification report, which was last produced in 2015.

## Progress Since 2012

Worcester County has protected, on average, approximately 450 acres of farmland/productive forestland annually from 2012 to 2016. This falls short of goals stated in 2006 (800 acres within the PPA/1,000 acres countywide). The reason for this is the economic downturn that caused a significant drop in state (and local) funding for farmland preservation.

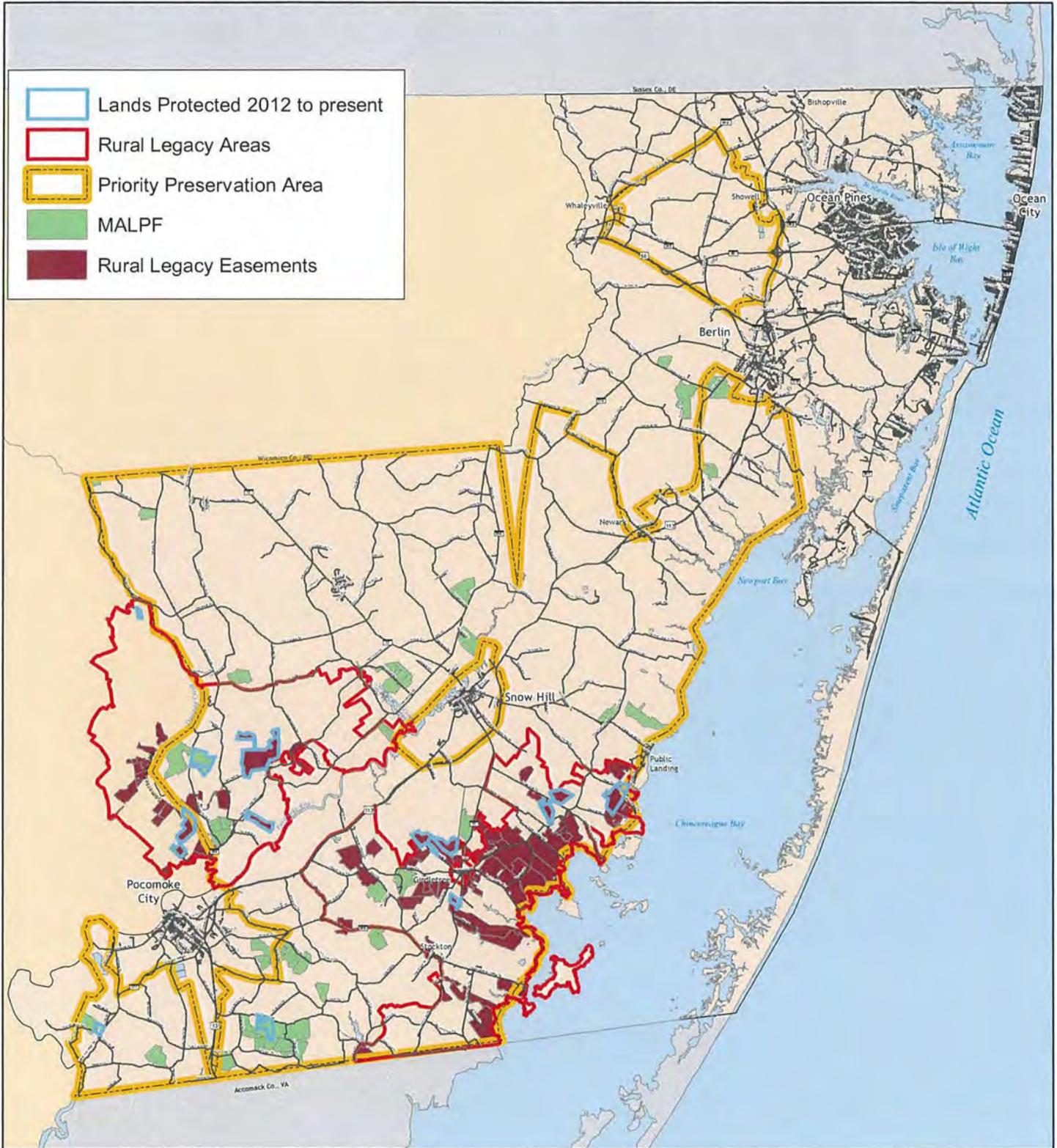
A map showing protected land discussed below is provided at the end of this chapter (Figure 4-1). Table 4-1 lists the inventory of protected agricultural lands (under the MALPF and Rural Legacy Programs) as of December 2017.



### MALPF

Created by the General Assembly in 1977, Maryland Agricultural Land Preservation Foundation (MALPF) purchases agricultural preservation easements that forever restrict development on prime farmland and woodland. Worcester County continues to have a "certified" agricultural land preservation program (as of July 1, 2004). This allows the county to retain additional transfer tax and access

Figure 4-1. Preserved Agricultural Land and Priority Preservation Areas for Farmland Preservation



Source of data: Worcester County Department of Development Review and Permitting, Technical Services Division



0 2 4 8 Miles

January 11, 2017

additional state funding match for purchase of agricultural easements through the Maryland Agricultural Land Preservation Foundation.

From 2012 to 2016, 519.3 +/- acres (5 properties) were protected with MALPF easements, or about 104 acres protected annually. Again, this fell short compared to past progress—from 2007 to 2011, 391 acres were protected annually. Annual acreage protection is anticipated to increase in 2018 and after because the transfer tax funds (revenue dedicated for land protection) will be drawn on less and eventually withdrawals for other purposes will end under new authorizing legislation.

### Rural Legacy

The Rural Legacy Program was created to discourage sprawl development and protect areas, designated by local government, for future generations to enjoy. The Program provides farmers and landowners an alternative to developing (or subdividing) their land or selling their property to developers. Under the Program they can sell or donate their development rights and still retain ownership to continue growing crops or raising livestock (similar to the MALPF program). Worcester County's Coastal Bays Rural Legacy Area, which includes Chincoteague Bay shoreline and watershed, lower Pocomoke River watershed, and connects the Chincoteague Bay to the Pocomoke State Forest with a permanent "greenway", is approximately 29,285 acres in size. 14,200 acres+ are permanently protected, either by state

ownership or privately owned land under conservation easement. The 2012 County Land Preservation and Recreation Plan noted that the county goal was to protect 3,000 to 4,000 acres in the Rural Legacy Area by 2016 (this is 300 to 400 acres protected in this Area per year). From 2012 to 2016, 1,200 acres were protected (240 acres annually). Approximately 8,820 acres are protected with a Coastal Bays Rural Legacy easement as of end of 2016.

Dividing Creek Rural Legacy Area was created in 2008. It is located in the southern portion of the Dividing Creek watershed, an area of Maryland recognized by The Nature Conservancy as high in biodiversity, and also an area with productive and contiguous farmland. The Area is 27,650 acres in size, and includes both Worcester and



**Coastal Bays Rural Legacy Easement**

Somerset counties. Protection of the first Dividing Creek Rural Legacy Area easement in Worcester County occurred in 2009. Five properties have been protected in Worcester County to date (3 since 2012), totaling approximately 1,104 acres.

Table 4-1. Inventory of Protected Agricultural Lands in Worcester County

<b>Site Name:</b>	<b>Acres Preserved</b>	<b>Protection Type (ownership or easement type)</b>
Bounds, Todd	214.7	Rural Legacy
Breeding	143.6	Rural Legacy
Chapman	359.5	Rural Legacy
Cropper	391.4	Rural Legacy
DeMarco et al	100.2	Rural Legacy
Harvey	346.0	Rural Legacy
Ingersol	267.0	Rural Legacy
Jones Girdletree	203.2	Rural Legacy
Joyner	553.5	Rural Legacy
Parsons (Bird Hill RD)	177.3	Rural Legacy
Parsons (Ward RD)	168.1	Rural Legacy
Rantz (Onley RD)	136.4	Rural Legacy
Rantz (Snow Hill RD)	170.0	Rural Legacy
Redden, P 264	81.0	Rural Legacy
Redden, P 284	53.9	Rural Legacy
Richardson West	104.6	Rural Legacy
Roger Richardson	363.7	Rural Legacy
Rowland	634.5	Rural Legacy
Rural Integrity	201.5	Rural Legacy
Ryton enterprises	648.0	Rural Legacy
Scrimgeour	440.4	Rural Legacy
Scrimgeour Trust	126.4	Rural Legacy
Timmons	347.6	Rural Legacy
Truitt	162.2	Rural Legacy
Breeding/Hall	272.2	Rural Legacy
Rural Integrity, II	108.9	Rural Legacy
Robinson, John and Ann	85.5	Rural Legacy
Payne/Daugherty	40.4	Rural Legacy
Phillips Family LLC	227.9	Rural Legacy
Rural Integrity	19.6	Rural Legacy
McCabe's Corner LLC	149.4	Rural Legacy
Bill Blank	129.0	Rural Legacy
Glad Mar Dairy Land	134.4	Rural Legacy
ES Adkins Co	591.9	Rural Legacy
Tidewater Farms	246.7	Rural Legacy
Bayside Farms (A)	253.7	Rural Legacy
Bayside Farms (B)	165.1	Rural Legacy
Glad Mar Land Co, Inc	209.1	Rural Legacy
Greenwood	121.6	Rural Legacy
Aydelotte	153.9	Rural Legacy
Danzi	92.72	Rural Legacy
Brummitt	164.8	Rural Legacy
Stevens	156.5	Rural Legacy
Cropper/Strayer	106.3	Rural Legacy

Table 4-1. Inventory of Protected Agricultural Lands in Worcester County

Wise	168.8	Rural Legacy
Gerald Redden	236.53	MALPF
Thomas & Kelly Gravenor	31.314	MALPF
Bruce Nichols	67.57	MALPF
Milton Alfred Pennewell Family Irrev	126.63	MALPF
Milton Alfred Pennewell Family Irrev	78.75	MALPF
Stanley & Shirley Brown	100	MALPF
James Gregory	3.76	MALPF
Richard Jones	133.22	MALPF
Richard Jones	287.58	MALPF
Richard Jones	169.28	MALPF
Richard Jones	120.24	MALPF
Richard Jones	177.68	MALPF
Norman & Donna Tarr	123.3552	MALPF
Norman & Donna Tarr	303.2	MALPF
Gary Breeding/GRB Family Limited P	301.58	MALPF
Ruth R. Taylor	214.66	MALPF
Richard F. Evans	322.849	MALPF
Sue Ellen Bounds	111.38	MALPF
W. Dan Redden et. al.	140	MALPF
John C.& Lynda B. Moore	185.179	MALPF
Worcester Family Farms/Gary Breed	403.37	MALPF
M.Wayne Lambertson	87.4	MALPF
M. Wayne and Diane Lambertson	29.002	MALPF
Millenium Farms Partnership	48.58	MALPF
AMEN Corner, LLC	33.39	MALPF
Eileen and Ned Dykes	76.903	MALPF
Stacey and Stephen Payne	66.19	MALPF
William Davis, Sr.	271.906	MALPF
Gladys Holland	139.765	MALPF
L. Dean and Deborah Guy	194.55	MALPF
Joseph Holland	234.43	MALPF
Ken Holland/Glad-Mar Dairy	92.942	MALPF
Ken Holland/Glad-Mar Dairy	91.344	MALPF
Willis and Kathryn Redden	163.542	MALPF
Irma Henshall Trust	123.69	MALPF
Stephen and Kristie St. Pierre	166.234	MALPF
Dorothy Combs	317.689	MALPF
Outten, Willard and Louise	136.43	MALPF
Joseph Holland	98.91	MALPF
Larry Sterling	177.9	MALPF
Aydelotte Poultry	33.78	MALPF
Walter Widgeon	81.5813	MALPF
John Justice	47.821	MALPF
Aydelotte Farms	138.01	MALPF
Glad Mar Land Co.	234.6	MALPF
<b>Total Acres</b>	<b>16,717.63</b>	

## Land Use Management

Worcester County's zoning code continues to protect rural areas from irreversible, sprawl development that would negatively impact farming and forestry. In the "A-1" (Agricultural) zone only five (5) lots may be created from what was an entire parcel of land in 1967; six (6) lots only where rural clustering is accomplished. The estimated build-out density in the "A-1" zone is 1:20<sup>24</sup>. Between 2006 and 2014, 1,623 acres of land zoned for farming uses county-wide was subdivided for residential purposes.<sup>25</sup> This represents less than 0.1% of the A-1 zone (169,158 acres).

Lands zoned "RP" (Resource Protection) are particularly in proximity to the coast, rivers and streams and generally constrain development due to their environmental sensitivity or the fact that they are already protected by state ownership or permanent conservation easement. Land zoned RP may contain soils that support farming or forestry. Approximately 87,463 acres are zoned RP (29% of the county). The allowed uses in the RP zone are similar to allowed uses in the A-1 zone; a significant difference is that any subdivision in the RP zone must be approved by the Board of Zoning Appeals.

## Other Strategies

The 2012 Land Preservation, Parks and Recreation Plan identified "increasing on-farm income in a variety of ways including developing opportunities for

value added processing, agro-tourism, continuing education for farmers, and educating county citizens on the value of supporting local farms" as supportive actions that can be taken to keep farming viable. Value-added retail and agro-tourism are permitted by special exception in the A-1 zone, there are many roadside farm stands permitted throughout the county in several zoning districts, although exact numbers are not available. Since 2012 the county has added text amendments to the A-1 zoning code to allow farm owners to hold special events in their principally agricultural structures, thus allowing temporary/short-term uses that do not impact farming, but provide income, and may also help connect the public to the agricultural landscape and products. The county Economic Development Department and Tourism Department are currently involved in a new initiative to promote "farm breweries". With the growth of craft breweries in the county, brewers are looking to local farmers to provide grain, and there is at least one partnership between a craft brewer and a farmer that has been on-going for several years.

## **Conclusion**

Worcester County's primary land use is agricultural. Agricultural industries are a bedrock of the county's economy, and such land use ensures fiscal health of the local government, as it keeps cost of community services low. The county's agricultural/rural landscape also supports the tourism industry. It is the county's desire to protect its agricultural land base, while also accommodating new

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<sup>24</sup> Maryland Agricultural Land Preservation Certification Program Application, Worcester County, Maryland; July 1, 2008 to June 30, 2010.

<sup>25</sup> Worcester County. Not all of this land was converted to non-agricultural use, subdivided parcels ranged in size from 2 acres to 96 acres.

development in appropriate, planned locations, and otherwise in ways that do not compromise agricultural activities. In recent years, the combination of local and state programs have ensured a pattern of land development and protection that concentrates residential and commercial development in planned

areas, and protects contiguous farmland. It is critical for economic health that the state and county continue to work closely to ensure that agricultural land protection programs are available and well-funded, and policies to protect farming practices continue to be implemented.

## **Appendix: Citizen Survey, Written Comments Received**

The Worcester County Recreation & Parks Department conducted an on-line survey from April to November 2017 to help gauge citizen demand for recreational amenities. This appendix contains all written responses received to the question: “Please describe any ideas for additions to or new Worcester County Park features or facilities. For example, multiple-purpose fields; indoor facilities, new trails, etc”

# 10 Please describe any ideas for additions to or new Worcester County Park features or facilities. For example: multi-purpose fields; indoor facilities, new trails, etc.

Answered: 139 Skipped: 49

#	RESPONSES	DATE
1	<b>fields</b> <b>indoor facility</b> Additional parking is desperately needed at the northern fields in Berlin. An indoor facility would also be nice in Berlin or an indoor track at northside park in OC.	11/8/2017 9:56 PM
2	<b>maintenance of facilities</b> <b>trails</b> Beach at Gudelsky park gets very trashy. Mostly walked up trash, but could use receptacles on beach and hold more cleanups. Would love more walking, jogging and biking trails.	11/8/2017 7:51 PM
3	<b>passive water access</b> <b>trails</b> Trails (walk, bike), fresh water ponds & lakes for fishing canoe and kayak launch area in smaller creeks and bays	11/6/2017 7:45 AM
4	<b>bike paths</b> <b>trail</b> new trail bike paths	11/5/2017 1:06 PM
5	<b>fields</b> Clean Water. Better Fields. More Fields.	11/5/2017 12:20 PM
6	<b>drinking water access</b> Need to have better access to clean water for drinking.	11/5/2017 9:34 AM
7	<b>passive parks</b> <b>trails</b> Nature tourism is the most rapidly growing area of travel. We have lots of natural beauty in the county. People don't come here on vacation to play basketball.	11/5/2017 7:37 AM
8	<b>trails</b> increasing the # of walking and bike trails would be wonderful	11/5/2017 6:38 AM
9	<b>parking</b> More parking	11/4/2017 6:44 PM
10	<b>bike paths</b> Be nice to have some longer bike trail	11/4/2017 1:33 PM
11	<b>fields</b> multi purpose fields	11/4/2017 11:05 AM
12	<b>passive parks</b> Where is a county park where people can camp and swim?	11/4/2017 10:39 AM
13	<b>passive parks</b> <b>trails</b> More nature parks and trail	11/4/2017 10:16 AM
14	<b>parking</b> Needs,more parking!!!!	11/4/2017 9:35 AM
15	<b>bike paths</b> <b>trail</b> need new trails and bike paths	11/4/2017 8:17 AM
16	<b>dog friendly</b> <b>trail</b> New trails, dog walking access	11/4/2017 7:30 AM
17	<b>nature center</b> <b>trails</b> New trails and education centers to teach K12 about importance of preserving nature!	11/3/2017 3:27 PM
18	<b>fields</b> Turf fields, get more playing time. I.e. No rain out .	11/3/2017 3:00 PM
19	<b>nature center</b> <b>passive park</b> <b>trails</b> It would be great to see areas with longer trails!! And more access to untouched nature. Maybe some pavilion with information about the science of the area.	11/3/2017 2:41 PM
20	<b>trails</b> New Trails	11/3/2017 2:39 PM
21	<b>dog friendly</b> <b>trails</b> Trails, Trees, Dog access	11/3/2017 2:38 PM
22	<b>bike paths</b> <b>trails</b> There is a need for more walking and biking trails	11/3/2017 2:33 PM
23	<b>fields</b> Turf fields. This would reduce injuries from bad weather on the fields	11/3/2017 2:28 PM
24	<b>bathrooms</b> <b>drinking water access</b> <b>fields</b> <b>parking</b> Additional fields with all of the support facilities, i.e. bathrooms fresh water and ample parking.	11/3/2017 1:40 PM
25	<b>trails</b> Additional walking trails are needed. Particularly those in remote or protected areas.	11/3/2017 9:42 AM
26	<b>trails</b> A system of interconnected trails with trail maps.	11/3/2017 9:36 AM
27	<b>trails</b> more trails esp. in forested/woodlands area	11/3/2017 8:42 AM

28	<b>passive parks</b> <b>trails</b> Walking trails through meadows and wooded areas. More passive use areas for birding and wildlife observation.	11/3/2017 8:39 AM
29	<b>trails</b> Connecting parks through trail access	11/3/2017 8:21 AM
30	<b>trails</b> Would love to see more walking and biking trails, particularly of longer distances. Rail trails or connected trails would be great.	11/3/2017 7:51 AM
31	<b>trails</b> new nature trails would be great!	11/3/2017 5:20 AM
32	<b>trails</b> More walking and hiking trails in natural settings would be great	11/3/2017 5:11 AM
33	<b>trails</b> More trails. Worcester County has very little options for hiking.	11/2/2017 9:21 PM
34	<b>natural play space</b> <b>trails</b> New natural trails and nature play areas	11/2/2017 8:36 PM
35	<b>fields</b> Turf or better drainage. It's frustrating to pay money for your child to play in a sport and have the county constantly close fields cancelling practices due to water.	11/2/2017 5:02 PM
36	<b>indoor facility</b> I'd like an indoor swimming pool in the northern part of the county.	11/2/2017 4:23 PM
37	<b>passive parks</b> The parks should give public access to nature.	11/2/2017 4:19 PM
38	<b>swimming pool</b> Swimming pool for Berlin area.	11/2/2017 3:55 PM
39	<b>indoor facility</b> <b>re-purposed golf courses</b> An indoor facility equipped with in indoor track and indoor pool for the northern part of Worcester County would be utilized greatly by residents, especially aging residents needing a safe alternative to daily exercise. Many of the golf courses are underutilized and losing money in the county. These golf courses would be great to reuse for a public park since golf cart trails already exist. The holes themselves could be converted to disc golf courses which popular among young adults. The existing golf club house could be renovated and expanded for indoor activities.	11/2/2017 3:51 PM
40	<b>indoor facility</b> <b>passive parks</b> Need indoor facility in northern Worcester, esp. for raquetball. This survey needs a choice for bird/wildlife watching which is what most people I know use the parks for. There is too much mowing. Let more areas go fallow for water quality and wildlife.	11/2/2017 3:51 PM
41	<b>fields</b> turf fields, more parking	11/2/2017 12:19 PM
42	<b>fields</b> I would like to see better field conditions. Drainage is an issue and results in the cancellation of practices and games for my daughter's rec. lacrosse team.	11/2/2017 9:36 AM
43	<b>bathrooms</b> <b>fields</b> <b>parking</b> fields greatly need improvement, better draining, better grass, too many practices/games cancelled due to poor drainage. Needs more parking and bathrooms should be updated	11/2/2017 9:25 AM
44	<b>fields</b> <b>indoor facility</b> <b>trails</b> Better drainage of fields; indoor facilities; long wooded running trails	11/2/2017 7:16 AM
45	<b>bathrooms</b> <b>fields</b> The fields and bathroom for football/ Lacrosse and Soccer	11/2/2017 5:56 AM
46	<b>fields</b> <b>parking</b> Need additional parking and better field conditions	11/1/2017 10:48 PM
47	<b>fields</b> <b>parking</b> better drainage and parking	11/1/2017 9:49 PM
48	<b>fields</b> <b>parking</b> Fix poor drainage/turf conditions, additional parking needed, very hard to find parking	11/1/2017 9:25 PM
49	<b>fields</b> <b>parking</b> Northern Worcester County Park in Berlin is in desperate need of additional parking. Between baseball and lacrosse on a Saturday or Sunday morning, it is IMPOSSIBLE to find a safe parking place. I am afraid a child is going to be injured because of some of the places people choose to park their vehicles. I am afraid a child is going to be hit by a car while walking to the fields. In addition, the lacrosse fields do not have proper drainage. The fields are extremely wet and practice and games have to be rescheduled and/or cancelled because of their conditions after rain.	11/1/2017 8:55 PM
50	<b>fields</b> Artificial turf/all weather fields for football and lacrosse	11/1/2017 8:51 PM
51	<b>fields</b> <b>parking</b> Northern Worcester Athletic Complex need better field conditions. Currently there is extremely poor drainage and a major lack of parking at that facility. Especially if there are two sports scheduled at the same time!	11/1/2017 8:33 PM
52	<b>fields</b> Fix drainage issues to minimize cancellations	11/1/2017 7:24 PM

53	<b>fields</b> My kids use NWAC fields for multiple sports and I rent them occasionally for adult sports. The quality of the fields is far behind what is offered at the River Soccer facility in Roxana DE and the new MAYS complex in Pittsville. Poor drainage, poor footing (holes, bumps etc) lead to limited use and/or increased knee and ankle injuries, particularly for older youth and adults who move at higher speeds. Lighted turf fields would be the best and would get the most use however it is the most expensive. I know the football field was planted with Bermuda but if going with natural surface, they should be done right - a well stainable sand base topped with sod or topsoil then seed with grading to encourage drainage to small rain gardens between fields. It's expensive yes but the county is losing money due to field conditions - see the amount of private companies paying top dollar to use the new DETURF facility in Milford and the new tournaments at the new MAYS facility.	11/1/2017 7:05 PM
54	<b>parking</b> More park	11/1/2017 6:37 PM
55	<b>fields</b> <b>parking</b> Better water drainage and more parking	11/1/2017 6:31 PM
56	<b>parking</b> Parking is a huge problem. Completely insufficient amount of parking spaces.	11/1/2017 5:17 PM
57	<b>fields</b> <b>parking</b> Please improve field conditions and parking at Northern Complex.	11/1/2017 4:04 PM
58	<b>parking</b> Need additional parking spaces	11/1/2017 3:58 PM
59	<b>fields</b> Add turf fields	11/1/2017 3:56 PM
60	<b>fields</b> Something must be done with the Northern County fields. They are in decent shape but do drain poorly. The real issue is they are treated like greens on Pebble Beach. We play lacrosse there in the Spring and every time it rains, has rained or might rain the flags go up and the fields are closed. This has a huge impact on the kids practicing lacrosse. Losing even a couple practices is big. I understand the county is trying to protect the fields but they are there to be used and enjoyed. If the kids can't use it to play their all-weather sports then the kids miss out. Either allow more use, allow half the fields to be used when wet and alternate each time, rebuild the fields with drainage or put in a turf field. Anything will be better than what happens especially early in the season. I do NOT mean to be snarky because the county facilities are great overall. But my comments reflect the frustration players and parents feel when we face multiple field closers when they are wet or it is raining. Some how we need to provide all-weather fields for our kids that practice and play in all conditions.	11/1/2017 3:50 PM
61	<b>parking</b> Parking, parking, parking	11/1/2017 2:53 PM
62	<b>fields</b> <b>parking</b> Better drainage systems for the fields. Better grass, turf conditions and more parking.	11/1/2017 2:51 PM
63	<b>fields</b> <b>trails</b> Turf fields, nature trails 3+ miles	11/1/2017 2:51 PM
64	<b>fields</b> <b>parking</b> additional parking, better drainage so we dont have to cancel practice so often after it rains	11/1/2017 2:44 PM
65	<b>fields</b> <b>parking</b> Northern Worcester County Fields - the fields are closed way too often - this is a drainage problem that CAN be fixed. Cancelled practices negatively impact the children/parents and cause scheduling conflicts. There is not sufficient parking available at this facility causing people to park anywhere possible only to have Berlin P.D. show up and write tickets - to parents at a youth sporting event - Outrageous!!	11/1/2017 2:35 PM
66	<b>fields</b> <b>parking</b> the fields have very poor drainage, turf or better grass, more parking	11/1/2017 2:13 PM
67	<b>fields</b> <b>parking</b> Northern Worcester County Fields need to have the drainage fixed- all to often they are closed during Beach Lacrosse times. Also the grass does not get cut enough during Beach Lacrosse season. Parking is also an issue.	11/1/2017 2:08 PM
68	<b>fields</b> <b>indoor facility</b> <b>parking</b> Indoor facilities, better parking, better drainage on Northern Fields for ability to play more often	11/1/2017 2:08 PM
69	<b>fields</b> <b>parking</b> Parking is a major issue. When Beach Lacrosse has games there isn't enough parking. If Berlin Little League is having games the same day as Beach Lacrosse, people end up parking across the street at WPS or on the road going through Northern Worcester Park complex. This is dangerous. During the spring Beach Lacrosse uses the fields everyday; however, spring weather and poor drainage causes a lot of cancellations. Any thought into converting fields to turf or Bermuda grass?	11/1/2017 2:07 PM

70	<b>bathrooms</b> <b>parking</b> Improve the fields specifically drainage so in the spring we have less cancelled practices and games due to poor field conditions! Also there is a lack of parking on Saturdays with baseball and lacrosse going on!	11/1/2017 2:07 PM
71	<b>fields</b> <b>parking</b> There needs to be more parking, during baseball and lacrosse season there is never enough parking for all of the players and their families. Additionally the fields need to drain better as we miss a lot of time due to wet fields	11/1/2017 1:56 PM
72	<b>fields</b> <b>parking</b> Better drainage on the fields and better parking	11/1/2017 1:45 PM
73	<b>fields</b> The fields at the Northern WORCESTER County complex are a mess. The drainage is horrible which results in many practices and game cancellations on beautiful weather days because of rain or snow sometimes 3 Days prior. A total resurface should be done for all fields	11/1/2017 1:39 PM
74	<b>fields</b> <b>parking</b> Better drainage so the fields aren't closed as much in the spring for lacrosse practice and more parking	11/1/2017 1:36 PM
75	<b>fields</b> Better drainage/playing fields, new turf facilities, expanded parking at Northern Worcester Fields, more multi purposes fields with better field conditions	11/1/2017 1:35 PM
76	<b>fields</b> We need turf or better grass for the kids to play on .	11/1/2017 1:34 PM
77	<b>parking</b> additional parking	11/1/2017 1:34 PM
78	<b>parking</b> There is not spot on this survey for general input??? Poor survey planning. Water drainage is a major issue as well as parking. Total crap that local police ticket cars for events were there is not enough parking.	11/1/2017 1:29 PM
79	<b>fields</b> Better grass fields/drainage and more parking please!	11/1/2017 1:27 PM
80	<b>fields</b> Fields don't drain very well, an indoor facility would be a plus for Northern Worcester County as well as a trail system	11/1/2017 1:24 PM
81	<b>fields</b> The fields do not drain and are uneven causing injuries and cancellations that are both hazardous and unnecessary. The parking is a joke. Children are there and run in between cars parked on the sides because here are not enough safe parking soaces	11/1/2017 1:22 PM
82	<b>fields</b> Better field conditions	11/1/2017 1:18 PM
83	<b>fields</b> Better availability of field for club teams . Last fall field were closed more than opened. We moved our practices to another location. Better conditions available lacrosse goals and easier to work with.	10/23/2017 9:52 AM
84	<b>fields</b> The Northern Worcester County Complex fields need help in regard to Drainage/Turf or Grass for the lacrosse season and we also need Safety nettingh	10/18/2017 4:20 PM
85	<b>fields</b> Turf fields. Seating for large events.	10/17/2017 2:52 PM
86	<b>fields</b> turf fields, indoor facilities	10/17/2017 8:17 AM
87	<b>fields</b> Totally resurface fields, tuff fields, drainage is poor and the bathrooms stink	10/16/2017 7:54 PM
88	<b>fields</b> turf fields/ more fields	10/16/2017 12:55 PM
89	<b>fields</b> Safety netting on fields that border walkway/road. Lighting on other fields other than football field. Better drainage to fields.	10/16/2017 11:13 AM
90	<b>fields</b> Additional Fields at the North complex would be great! If you could add in a mutli-purpose field and some field turf fields you could make the money back in rentals. I feel that the County also needs a large Pole Building that could house 2-3 indoor turf fields. It would be great for the HS to use them in case of inclement weather instead of canceling practice. You can also run indoor soccer, lacrosse, field hockey year round.	10/16/2017 9:07 AM
91	<b>fields</b> Multi-purpose fields, indoor turf fields	10/16/2017 8:49 AM
92	<b>fields</b> the field condition at the Northern Worcester County fields need immediate improvement should be a top priority for the county. the complex has great features however the fields are closed regularly during seasons they are needed because they don't drain at all. the county should consider a total reconstruct of all fields inclusive of back stops to stop balls from flying into walking paths and parking lots. If the county is interested in continuing to attract tournaments they should consider turf otherwise tournament organizer will continue to host their events elsewhere.	10/16/2017 8:34 AM

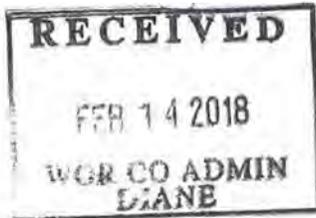
93	<b>fields</b> Fields at NWAC are in dire need of improvement / reconstruction. Drainage is horrible. The fields (outside of the Football Field) is primarily used for youth lacrosse. Youth lacrosse starts in early March and ends end of May. The fields are closed at least a day out of most weeks due to the poor drainage. If the county wants to continue to support these group as well as promote the facility to attract tournaments the construction/drainage need to be a top priority.	10/16/2017 8:28 AM
94	<b>fields</b> More multi-purpose fields with a few turf fields	10/16/2017 7:57 AM
95	<b>fields</b> multi purpose fields are limited with regard to the number of youth organizations in the area	10/16/2017 7:23 AM
96	<b>bathrooms</b> bathrooms instead of portable toilets	10/13/2017 2:58 PM
97	none	8/30/2017 8:55 AM
98	all is good	8/30/2017 8:50 AM
99	<b>interpretive signage</b> <b>maintenance of facilities</b> the Nature Park in west OC needs new signs showing what visitors are looking at. It also is seriously over grown with weed in the creeks and the edges of the trails. There are some kind of burroughing bees over taking the picnic area	8/8/2017 5:42 AM
100	unsure	7/24/2017 1:40 PM
101	<b>trails</b> more trails	7/24/2017 9:39 AM
102	<b>trails</b> Walking paths.	7/21/2017 4:57 PM
103	<b>pickle ball courts</b> permanent pickle ball courts in showell park	7/21/2017 10:02 AM
104	<b>trails</b> more trails	7/19/2017 12:50 PM
105	<b>trails</b> more trails	7/19/2017 12:40 PM
106	<b>indoor facility</b> Indoor facility in north county	7/14/2017 3:51 PM
107	<b>fields</b> I would like to see our soccer fields make available to the international teams that in the past were playing in Salisbury. Apparently they got shut out of their old facilities; they are being used for a girls' softball tournament....	7/14/2017 1:35 PM
108	<b>trails</b> Walking and riding trails in Iliah Feher Park.	7/14/2017 8:14 AM
109	<b>trails</b> We have plenty of ball fields and we need more access to nature walks and non-structured play!	7/13/2017 3:20 PM
110	<b>dog friendly</b> <b>trails</b> Bike paths, Dog friendly trails and poop recepticals	7/13/2017 2:10 PM
111	<b>bathrooms</b> <b>updated play equipment</b> Equipment for early childhood at showell park need to be updated. Also, some sort of cover, trees or some other type of covering over equipment. The slides can't be used until sundown, because the equipment is too hot. Bathrooms, not port - o - potties!	7/13/2017 8:43 AM
112	<b>trails</b> New well lit and safe trails.	7/8/2017 9:36 AM
113	<b>concession stand</b> Concession stand upgrades	7/7/2017 7:44 AM
114	<b>lighting</b> Lights on ball fields	7/7/2017 7:39 AM
115	<b>natural play space</b> I would love to see one of the parks with a natural playground, herring creek would be perfect . A water trail up or down one of the bay/rivers would be cool with stopping points marked along the way.	7/6/2017 7:40 AM
116	<b>indoor--fans</b> Fans in the fitness room at the rec center	7/5/2017 11:37 AM
117	<b>indoor facility</b> indoor facilities in Berlin	7/5/2017 8:05 AM
118	<b>more programs--Pocomoke</b> More programs offered in Pocomoke area	7/3/2017 6:04 PM
119	<b>shooting range</b> shooting ranges	7/3/2017 7:05 AM
120	<b>trails</b> New trails are always welcome! Frisbee golf around the Rec. Center would be AWESOME	7/2/2017 2:25 PM
121	<b>indoor--more hours</b> Sunday hours for those of us who have off o. week3nd.	7/1/2017 7:04 PM
122	<b>more programs--Pocomoke</b> Focus on the south end county park rather than spending millions on the north end that already has two largely sufficient parks	7/1/2017 8:25 AM
123	<b>indoor--more hours</b> No breaks in evening fitness class sessions	6/30/2017 8:36 PM

124	<b>more programs--Pocomoke</b> Please run programs using schools in pocomoke and Berlin. The poor children cannot get to Snow Hill. There use to be soccer and basketball at pocomoke schools. Mostly the children with money go to Snow Hill.	6/30/2017 5:40 PM
125	<b>trails</b> biking/hiking trails	6/30/2017 3:28 PM
126	<b>trails</b> More trails--links between destinations--eg Berlin to Assateague; also trails in WOC to ensure safety of cyclists and pedestrians and encourage walking/cycling	6/30/2017 11:46 AM
127	<b>trails</b> Outdoor walking/biking trails with a level surface	6/30/2017 11:35 AM
128	<b>fields</b> The more multi purpose fields the better. Between soccer, football, and lacrosse, if sometimes seems that there isn't room for other sports or casual pick up games.	6/30/2017 11:07 AM
129	Have not visited any to rate or on which to make recommendations.	5/6/2017 9:13 PM
130	<b>parking</b> more parking	5/3/2017 2:09 PM
131	<b>maintenance of facilities</b> Power wash and paint surface/lines	5/3/2017 10:54 AM
132	<b>bathrooms</b> Showell needs an actual bathroom and not portable toilets. Our family reunion party took the children to Walgreens for popsicles and, primarily, to use the restrooms.	5/2/2017 7:30 PM
133	<b>indoor facility</b> Indoor sports facilities	5/2/2017 12:56 PM
134	Worcester County does a good job with the Berlin LL Fields as well as at Showell Park	5/2/2017 12:17 PM
135	<b>dog control</b> Need stronger control of unleashed dogs.	5/2/2017 8:09 AM
136	i think there all great	5/1/2017 7:48 PM
137	<b>fields</b> More Athletic Fields, Adult Fitness Equipment, Expanded playgrounds	5/1/2017 4:11 PM
138	Bishopville Park is a nice place to be , alone or with others ...	5/1/2017 3:36 PM
139	<b>lighting</b> Lights on the ball fields so games are not cut short due to the limited light	4/26/2017 1:27 PM

27



**Worcester County**  
Department of Environmental Programs



Memorandum

**To:** Harold L. Higgins, Chief Administrative Officer  
**From:** Robert J. Mitchell, LEHS   
Director, Environmental Programs  
**Subject:** **Introduced Environmental Bills of Concern**  
**2018 Legislative Session**  
**Date:** February 13, 2018

The following are bills of note that would be of particular interest to Worcester County and other rural Maryland jurisdictions. I have taken the liberty of providing underlined commentary on Worcester's specific exposure after the bill summary text (which is in italics).

- SB 358 Environment - Bay Restoration Fee - Unimproved Property**  
*Prohibiting a local government, a billing authority for a water or wastewater facility, or any other authorized collection agency from imposing the Bay Restoration Fee on unimproved property. This bill clarifies current law. For Worcester and other counties, we have been screening out unimproved properties w/o septic or sewer connections that get charged a BRF fee since the BRF law was implemented. This proposal would make sure that the pole barn or accessory structure assumed to be a dwelling because of value by assessments would not be charged a BRF fee if it did not have septic or a qualifying sewer connection.*
- SB 496 Environment - Greywater - Residential Use**  
*Authorizing a person to use up to 400 gallons of greywater per day for household gardening, composting, lawn watering, landscape irrigation, and toilet and urinal flushing under certain circumstances; and defining the term "greywater" to mean used, untreated water generated by the use of and collected from a clothes washing machine, shower, bathtub, or lavatory sink. MDE will probably support this bill with changes, as will the Health Officers and Environmental Health Directors Conference. The provisions will be that treatment and disinfection will take place as it is required under Maryland reuse*

**Citizens and Government Working Together**

regulations. This is done to protect public health as greywater is currently regulated as sewage.

- **HB 361 Bay Restoration Fund - Fee Exemption, Disbursements, and Financial Assistance (Septic Stewardship Act of 2018)** (oppose)

*Exempting a user of an on-site sewage disposal system from paying the Bay Restoration Fee under certain circumstances; authorizing certain fee revenue collected for the Bay Restoration Fund to be used for financial assistance to certain homeowners for the reasonable cost of pumping out on-site sewage disposal systems; specifying that financial assistance under the Act may be provided only if the homeowner resides in a local jurisdiction that has developed a certain plan that meets certain conditions; etc. This changes the BRF distribution from 60/40 fund ratio for septic/cover crops to a 50/50 split, decreasing revenue for septic upgrades and sewer connection. It does exempt users from the \$60 fee if they install pretreatment at their own costs, but allows use of the funds for sewage pumpouts if the county establishes a septic stewardship plan. For Worcester, there is only one Maryland county that has a pumpout mandatory program and one county that has incentives. This would carry a very large administrative price tag for mandating oversight on pumpouts for very little return in nutrient reductions.*

- **HB 458 Environment – Sale or Transfer of Home With On-Site Sewage Disposal System – Nitrogen Removal Technology Requirement** (oppose)

*Requiring a homeowner of a certain home located in the State in the Chesapeake and Atlantic Coastal Bays Critical Area to ensure the home's on-site sewage disposal system utilizes or will be upgraded to utilize nitrogen removal technology before the home is sold or transferred. This could cause extreme disruptions in home buying and could carry affordability issues if grant funding is not available. HB 361 (above) will reduce septic upgrade funding and shift to cover crops and this bill will require upgrades with every home transfer in the Critical Areas. If we do not have grant funding this could potentially affect home transfers if the current owner cannot escrow enough to cover pretreatment unit. This is usually covered in the current cases we have encountered where a home inspection identifies a failing system and the buyer and seller agree on a resolution before settlement. If in the critical area and we have grant funding, we can cover the pretreatment system in conjunction with a homeowner escrow for the drain field. If we have to cover pretreatment upgrades to all systems not failing, it will severely impact current grant funding.*

- **HB 719 On-Site Sewage Disposal Systems - Best Available Technology for Nitrogen Removal – Requirement** (oppose)

*Expanding certain prohibitions on the installation and replacement of certain on-site sewage disposal systems unless the on-site sewage disposal system utilizes certain nitrogen removal technology to apply to certain property on which an on-site sewage disposal system is located or planned within 1,000 feet of a blue-line stream located in the watershed of a nitrogen-impaired body of water; etc. This essentially reverses Governor Hogan's regulatory changes to concentrate the pretreatment requirement to just the Critical Area. We looked at the applicability to Worcester (map attached) and it covers most of the land in the County so we would be back to where we were before the Hogan Administration changed the regulation.*

- **HB 1360 Environment – Sewage Sludge – Land Application** (support)  
*Exempting a person that holds a certain sewage sludge utilization permit and a certain groundwater discharge permit from the restrictions on the winter application of nutrients described in the Maryland Nutrient Management Manual. This is a change that would directly assist Worcester County and the Town of Berlin with respect to spray irrigation in wintertime. Since the County and the Town are doing what the state desires with respect to spray irrigation and reuse of treated wastewater effluent, the wintertime ban on nutrients hampers operation of our facilities when weather permits. This has been brought to the attention of our state delegation and the Departments of Agriculture and Environment by County and Berlin officials during MACo and MML meetings and the Coastal Bays annual policy committee meeting.*
- **SB 610 Natural Resources - Forest Conservation Act - Standards and Requirements** (oppose)  
*Altering the reforestation ratio required for the certain clearing of trees in a priority retention area; requiring for a development project that priority retention areas be retained, protected, and left in an undisturbed condition unless the permit applicant has provided certain written justification that is affirmatively approved with written findings by the State or local approval authority; requiring a written justification for failing to retain or protect a priority retention area to include certain statements; etc. This bill, was written primarily for alleged abuses of the Act in more intensely developed counties. It would impact Worcester negatively in additional review time and costs for applicants, and could lead to more development of open spaces as increased reforestation cannot be required in areas that currently have no forest. This bill was opposed by the state and counties last session but has returned.*

It would be recommended that the County Commissioners consider opposing or noting their concerns with HB 361, HB 458, HB 719, and SB 610 above. It would also be recommended that the County Commissioners consider voicing support for spray irrigation exemptions under HB 1360. Suggested letters will be forwarded to County Administration for your review.

Please do not hesitate to contact me should you have any questions. As always, I will be available to discuss these bills with you and the County Commissioners.

Attachment

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



28

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

COMMISSIONERS  
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JOSEPH M. MITRECIC

OFFICE OF THE  
COUNTY COMMISSIONERS

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND  
21863-1195

February 14, 2018

TO: Worcester County Commissioners  
FROM: Kelly Shannahan, Assistant Chief Administrative Officer *KL.*  
SUBJECT: Request for Support - Reform on Tap Act of 2018

\*\*\*\*\*

As you may be aware, Comptroller Peter Franchot sent the attached email requesting your support of House Bill 518 - Reform on Tap Act of 2018 regarding the production, distribution and sale of Maryland craft beers. This bill is scheduled for a hearing with the House Economic Matters Committee on Friday, February 23, 2018 at 1:00 pm. Please advise if you wish to offer support for this proposed legislation.

If you should have any questions or concerns regarding this matter, please feel free to contact me.

**From:** FRANCHOT, PETER [<mailto:pfranchot@comp.state.md.us>]

**Sent:** Thursday, February 8, 2018 1:29 PM

**Subject:** Request for Support - Reform on Tap Act of 2018.

**Importance:** High

Dear County Government Leaders and Baltimore City Government Leaders:

As you may know, I introduced House Bill 518, the *Reform on Tap Act of 2018*, for consideration during this year's legislative session. This bill is a product of months of deliberations by the Reform on Tap Task Force, a 40-member panel composed of various stakeholders in Maryland's alcohol industry, which examined laws and regulations that govern the production, distribution, and sale of Maryland craft beers.

Today, I'm writing to request your support – as county officials that share my desire to support local, Maryland businesses – as we work to pass this crucial piece of legislation this year. Enclosed is a letter that we will present to the Maryland General Assembly when our bill is heard by the House Economic Matters Committee on Friday, February 23<sup>rd</sup>. **I would respectfully request that you consider becoming a co-signer to this letter. Should you wish to do so, please respond to this email at your earliest convenience and we will add your name to this letter. Please respond no later than Friday, February 16<sup>th</sup>.**

As Maryland's Chief Fiscal Officer and Chief Alcohol Regulator, I believe that Maryland's craft brewers have proven to be a strong and resilient engine of economic growth, and has shown tremendous potential of jumpstarting our state's once-thriving manufacturing sector. A recent study by Maryland's nonpartisan Bureau of Revenue Estimates found that Maryland's craft breweries have a \$637 million economic impact to our state, supporting more than 6,500 Maryland jobs, generating \$228 million in wages, as well as more than \$53 million in state and local revenue.

It goes without saying that this industry of innovators and risk-takers is one that we, as a state and as government officials, should support by removing unnecessary and burdensome regulations that impede on their ability to grow and succeed.

Current Maryland laws and regulations impose arbitrary limits and heavy restrictions that make Maryland one of the least friendly-states for craft brewers. All across our state, we have seen the impact that craft brewers have on local communities, particularly those that are economically-challenged or have been deprived of much-needed public and private investments. These local, 21<sup>st</sup> century manufacturers not only instill local and state pride, but also promote destination tourism and support local and philanthropic initiatives that improve the quality of life within our communities.

We've already seen the effects of Maryland's anti-craft beer laws. Flying Dog Brewery, a nationally-renowned Maryland craft brewery, recently placed their \$54-million expansion in Frederick on permanent hold due to our beer laws and regulations. The Commonwealth of Virginia has and continues to actively recruit Maryland-based brewers to move across the Potomac, where their state government recognizes the contributions of this industry. And, we know of several breweries that have decided to not do business in Maryland because of the laws in place.

That needs to change, and that's why I introduced House Bill 518, the *Reform on Tap Act*.

If you have any questions about the legislation, please contact Anne Klase, chief legislative officer, at [aklase@comp.state.md.us](mailto:aklase@comp.state.md.us). Thank you, in advance, for your consideration and for the outstanding leadership you provide to your local communities.

Sincerely,



Peter Franchot  
Comptroller

February 23, 2018

Members of the Maryland General Assembly  
State House  
Annapolis, Maryland 21401

Dear Members of the General Assembly:

We write to express our strong support for House Bill 518, the *Reform on Tap Act of 2018*, and urge the General Assembly's passage of this legislation this session.

As elected leaders of Maryland's county governments, we recognize the important and valuable contributions that local craft breweries make to our communities and to our economies. These family-owned, local businesses play a vital role in the revitalization of economically-disadvantaged areas and support other industries that provide well-paying jobs for thousands of Marylanders.

We believe it is crucial for the legislature to adopt the proposed reforms in House Bill 518. The legislation removes arbitrary limits and burdensome regulations and requirements that have made it more difficult for craft brewers to do business in our state. By passing House Bill 518, the Reform on Tap Act of 2018, the legislature will send a loud and clear message to craft brewers – and indeed, all small businesses – that Maryland supports and encourages their growth and success.

Thank you for your consideration.

Sincerely,

# HOUSE BILL 518

A1

8lr0115

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By: **Chair, Economic Matters Committee (By Request – Departmental – Comptroller)**

Introduced and read first time: January 26, 2018

Assigned to: Economic Matters

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## A BILL ENTITLED

1 AN ACT concerning

2 **Alcoholic Beverages – Reform on Tap Act of 2018**

3 FOR the purpose of repealing certain restrictions on the selling or serving of beer by a  
4 holder of a Class 5 brewery license to an individual purchaser; repealing a provision  
5 requiring that a certain individual purchaser of beer at a Class 5 brewery participate  
6 in or attend certain events; authorizing a Class 5 brewery to conduct certain events;  
7 requiring a local licensing board to grant an on-site consumption permit to an  
8 applicant who holds a certain license; authorizing holders of certain licenses to sell  
9 to an individual for on-premises consumption beer that is fermented and brewed  
10 under contract under certain circumstances; repealing certain limitations on the  
11 amount of beer that certain licensed brewers may sell for on-premises consumption  
12 each year; requiring the Comptroller to revoke the license of a Class 5 brewery under  
13 certain circumstances; repealing certain hours of sale restrictions on certain holders  
14 of a Class 5 brewery license and providing that the hours of sale for on-site  
15 consumption at Class 5 breweries are those set by a certain license; repealing a  
16 certain requirement that the Comptroller make certain reports to certain legislative  
17 committees; repealing the requirement that a holder of a Class 5 brewery license  
18 report certain information to the Comptroller; prohibiting the issuance of a Class 6  
19 pub-brewery license after a certain date except under certain circumstances;  
20 repealing the limitation on the annual amount of malt beverages that a holder of a  
21 Class 7 micro-brewery license may brew, bottle, or contract for; repealing the  
22 limitation on the amount of beer that a Class 7 micro-brewery may sell for  
23 on-premises consumption; eliminating the limit on the number of barrels of beer  
24 that a holder of a Class 8 farm brewery license may brew, bottle, or contract for;  
25 increasing the number of barrels of beer that a person may produce annually and  
26 continue to qualify for a Class 7 limited beer wholesaler's license; increasing the  
27 number of barrels of beer that a holder of a Class 7 limited beer wholesaler's license  
28 may self-distribute; making a certain licensed beer manufacturer exempt from the  
29 Beer Franchise Fair Dealing Act; and generally relating to beer and brewery  
30 licenses.

---

EXPLANATION: CAPITALS INDICATE MATTER ADDED TO EXISTING LAW.

[Brackets] indicate matter deleted from existing law.



4

1 BY repealing and reenacting, with amendments,  
 2 Article – Alcoholic Beverages  
 3 Section 2–207 through 2–209, 2–210(c)(3), 2–308, and 5–102  
 4 Annotated Code of Maryland  
 5 (2016 Volume and 2017 Supplement)

6 BY repealing and reenacting, without amendments,  
 7 Article – Alcoholic Beverages  
 8 Section 2–210(a)  
 9 Annotated Code of Maryland  
 10 (2016 Volume and 2017 Supplement)

11 SECTION 1. BE IT ENACTED BY THE GENERAL ASSEMBLY OF MARYLAND,  
 12 That the Laws of Maryland read as follows:

13 **Article – Alcoholic Beverages**

14 2–207.

15 (a) In this section, “affiliate” means a person that directly or indirectly through  
 16 one or more intermediaries controls, is controlled by, or is under common control with a  
 17 holder of a Class 5 brewery license.

18 (b) There is a Class 5 brewery license.

19 (c) A license holder may:

20 (1) establish and operate a plant for brewing and bottling malt beverages  
 21 at the location described in the license;

22 (2) import beer from a holder of a nonresident dealer’s permit;

23 (3) contract to brew and bottle beer with and on behalf of the holder of a  
 24 Class 2 rectifying license, Class 5 brewery license, Class 7 micro–brewery license, Class 8  
 25 farm brewery license, or a nonresident dealer’s permit;

26 (4) sell and deliver beer to:

27 (i) a holder of a wholesaler’s license that is authorized to acquire  
 28 beer; or

29 (ii) a person outside of the State that is authorized to acquire beer;

30 (5) [subject to subsection (i) of this section,] serve, at no charge, samples of  
 31 beer, consisting of a total of not more than 18 ounces of beer per visit, to an individual who[:

1 (i) has attained the legal drinking age; [and

2 (ii) is participating in a guided tour of the brewery or attends a  
3 scheduled promotional event or other organized activity at the brewery;]

4 (6) subject to subsections (d) and (i) of this section, sell beer for  
5 off-premises consumption at retail in a container other than a keg [to an individual  
6 participating in a guided tour of the brewery or attending a scheduled promotional event  
7 or other organized activity at the brewery; and];

8 (7) CONDUCT A GUIDED TOUR OF THE BREWERY, PROMOTIONAL  
9 EVENT, OR OTHER ORGANIZED ACTIVITY AT THE BREWERY; AND

10 [(7)] (8) subject to subsection (f) of this section, sell beer at the location  
11 described in the license for on-premises consumption.

12 (d) An individual may purchase beer under subsection (c)(6) of this section if the  
13 individual[:

14 (1) purchases not more than 288 ounces of beer per visit; and

15 (2)] has attained the legal drinking age.

16 (e) The annual license fee is \$1,500.

17 (f) (1) A local licensing board [may] SHALL grant an on-site consumption  
18 permit to an applicant that holds a Class 5 brewery license and, subject to paragraph [(6)]  
19 (5) of this subsection, a CLASS B BEER LICENSE OR Class D beer license.

20 (2) Subject to [the maximum volume limit under paragraph (4) of this  
21 subsection, a] PARAGRAPH (3) OF THIS SUBSECTION, A CLASS B BEER LICENSE, A  
22 Class D beer license, or an equivalent license under paragraph [(6)] (5) of this subsection  
23 entitles the holder to sell to an individual who has attained the legal drinking age, for  
24 on-premises consumption at the brewery:

25 (i) beer:

26 1. of which the holder of the Class 5 license is the brand  
27 owner; and

28 2. that is fermented and brewed entirely at the brewery of  
29 the license holder;

30 (ii) beer that is fermented and brewed [entirely] IN PART at the  
31 brewery under contract with a [brand owner who does not possess a Class 5 license; and]

1 **HOLDER OF A CLASS 5 BREWERY LICENSE OR CLASS 7 MICRO-BREWERY LICENSE;**

2 **(III) BEER THAT IS FERMENTED AND BREWED ENTIRELY AT THE**  
 3 **BREWERY UNDER CONTRACT WITH A BRAND OWNER WHO DOES NOT POSSESS A**  
 4 **CLASS 5 BREWERY LICENSE OR CLASS 7 MICRO-BREWERY LICENSE;**

5 **[(iii)] (IV) subject to paragraph [(3)] (4) of this subsection, beer**  
 6 **brewed at a location other than the Class 5 brewery if:**

7 1. **the brand owner of the beer is the holder of the Class 5**  
 8 **license or an affiliate of the holder of the Class 5 license;**

9 2. **the number of barrels of the beer sold for on-premises**  
 10 **consumption under the CLASS B BEER LICENSE, Class D beer license, or an equivalent**  
 11 **license or an on-site consumption permit in a calendar year does not exceed [the greater**  
 12 **of:**

13 A. **25% of the total number of barrels of beer sold for**  
 14 **on-premises consumption under the Class D license or an equivalent license or an on-site**  
 15 **consumption permit in that calendar year; or**

16 B.] **1.2% of total finished production under the Class 5**  
 17 **brewery license; and**

18 3. A. **the license holder contracts with or on behalf of a**  
 19 **holder of a manufacturer's license or nonresident dealer's permit; or**

20 B. **the beer is manufactured by an affiliate of the license**  
 21 **holder.**

22 **(3) (I) SUBJECT TO SUBPARAGRAPH (II) OF THIS PARAGRAPH,**  
 23 **BEER MAY BE BREWED ENTIRELY OR IN PART AT A LOCATION OTHER THAN THE**  
 24 **PREMISES FOR WHICH THE CLASS 5 BREWERY LICENSE IS ISSUED FOR UP TO 2**  
 25 **YEARS AFTER ISSUANCE OF THE CLASS 5 BREWERY LICENSE.**

26 **(II) IF THE CLASS 5 BREWERY IS NOT FERMENTING AND**  
 27 **BREWING AT LEAST 50 BARRELS OF BEER ANNUALLY AT THE BREWERY AFTER 2**  
 28 **YEARS FOLLOWING THE ISSUANCE OF THE CLASS 5 BREWERY LICENSE, THE**  
 29 **COMPTROLLER SHALL REVOKE THE LICENSE.**

30 **[(3)] (4) (i) This paragraph applies to a Class 5 brewery with more**  
 31 **than 1,000,000 barrels of finished production annually, alone or in combination with its**  
 32 **affiliates.**

33 **(ii) Beer that is delivered to the Class 5 brewery in finished form**

1 may be sold for on-premises consumption under paragraph [(2)(iii)2] (2)(IV)2 of this  
2 subsection only if it is purchased from a licensed wholesaler.

3 [(4) Except as provided in paragraph (5) of this subsection, the total amount  
4 of beer sold each year for on-premises consumption under this subsection may not exceed  
5 2,000 barrels.

6 (5) (i) If, in a single year, the license holder reaches 80% of the volume  
7 authorized to be sold for on-premises consumption under paragraph (4) of this subsection,  
8 the license holder may file a request with the Comptroller for permission to sell up to an  
9 additional 1,000 barrels for on-premises consumption in that year.

10 (ii) The maximum volume that a license holder may sell for  
11 on-premises consumption in a single year is 3,000 barrels.

12 (iii) Any beer that the license holder sells for on-premises  
13 consumption in excess of the 2,000-barrel limit under paragraph (4) of this subsection shall  
14 be purchased from a licensed wholesaler.

15 (6)] (5) Before a local licensing board that does not issue a **CLASS B**  
16 **BEER LICENSE OR** Class D beer license may grant an on-site consumption permit, the  
17 local licensing board shall:

18 (i) establish an equivalent license; and

19 (ii) require the applicant to obtain that equivalent license.

20 [(7)] (6) A local licensing board may charge a fee for granting an on-site  
21 consumption permit.

22 [(8)] (7) A local licensing board shall require the holder of an on-site  
23 consumption permit [or] **AND A CLASS B BEER LICENSE**, a Class D beer license, or an  
24 equivalent license under paragraph [(6)] (5) of this subsection to:

25 (i) comply with the alcohol awareness requirements under § 4-505  
26 of this article; and

27 (ii) abide by all applicable trade practice restrictions.

28 (g) (1) The Comptroller may issue a brewery promotional event permit to a  
29 holder of a Class 5 brewery license.

30 (2) Subject to subsection (i) of this section, the permit authorizes the holder  
31 to conduct on the premises of the brewery a promotional event at which the holder may,  
32 with respect to individuals who have attained the legal drinking age:

1 (i) provide samples consisting of a total of not more than 18 fluid  
2 ounces to a consumer; and

3 (ii) sell beer to individuals who participate in the event.

4 (3) [Subject to subsection (i) of this section, the] **THE** beer at the event  
5 shall be sold by the glass for on-premises consumption only.

6 (4) To obtain a permit, an applicant, at least 15 days before the event, shall  
7 file with the Comptroller an application that the Comptroller provides.

8 (5) A holder of a Class 5 brewery license may not be issued more than 12  
9 permits in a calendar year.

10 (6) A single promotional event may not exceed 3 consecutive days.

11 (7) The permit fee is \$25 per event.

12 [(h) (1) This subsection does not apply to:

13 (i) the holder of a Class 5 brewery license that held an on-site  
14 consumption permit and a Class D license or an equivalent license on or before April 1,  
15 2017;

16 (ii) an individual who held a minority interest in an on-site  
17 consumption permit and a Class D license or an equivalent license on or before April 1,  
18 2017, and then obtains by transfer a majority interest in the same license or permit;

19 (iii) a location in the State for which a completed brewer's notice form  
20 was filed with the U. S. Department of Treasury on or before April 1, 2017;

21 (iv) a promotional event conducted under subsection (g) of this  
22 section; and

23 (v) a guided tour during which:

24 1. samples of beer are served under subsection (c)(5) of this  
25 section; or

26 2. beer is sold for off-premises consumption under  
27 subsection (c)(6) of this section.

28 (2) This subsection applies to:

29 (i) a holder of a Class 5 brewery license who:

30 1. after April 1, 2017, obtains an on-site consumption permit

1 and a Class D beer license or equivalent license for on-premises consumption; or

2                   2.     not holding a minority interest in an on-site consumption  
3 permit and a Class D license or an equivalent license on or before April 1, 2017, obtains a  
4 majority interest by transfer in an on-site consumption permit and a Class D license or an  
5 equivalent license; and

6                   (ii) notwithstanding paragraph (1)(iii) of this subsection, a  
7 manufacturer of beer with more than 1,000,000 barrels of finished production annually  
8 alone or in combination with its affiliates.

9                   (3) Notwithstanding any provision in Division II of this article, the sales  
10 and serving privileges of an on-site consumption permit and a Class D license or an  
11 equivalent license may be exercised only from 10 a.m. to 10 p.m. Monday through Sunday.]

12           **(H) THE HOURS OF SALE FOR ON-PREMISES CONSUMPTION AT A CLASS 5**  
13 **BREWERY ARE THOSE SET BY THE UNDERLYING CLASS B BEER LICENSE, CLASS D**  
14 **BEER LICENSE, OR EQUIVALENT LICENSE ISSUED BY A LOCAL LICENSING BOARD.**

15           (i) All beer offered, served, or sold to a consumer under subsection (c)(5) or (6) or  
16 (g) of this section shall be:

17                   (1) fermented and brewed entirely at the Class 5 brewery; or

18                   (2) beer of which the license holder or an affiliate of the license holder is  
19 the brand owner.

20           (j) (1) (i) The Comptroller may issue a refillable container permit for draft  
21 beer under § 4-1104 or Subtitle 11 of the various titles in Division II of this article to a  
22 holder of a Class 5 brewery license:

23                   1. on completion of an application form that the Comptroller  
24 provides; and

25                   2. at no cost to the holder of the Class 5 brewery license.

26                   (ii) A refillable container permit may be renewed each year  
27 concurrently with the renewal of the Class 5 brewery license.

28                   (2) The hours of sale for a refillable container permit issued under this  
29 subsection are the same as the hours when a guided tour, a promotional event, or other  
30 organized activity at the licensed premises authorized under subsection (c) of this section  
31 may be conducted.

32           **[(k) (1) On or before October 1 each year, the Comptroller shall report to the**  
33 **Senate Education, Health, and Environmental Affairs Committee and the House Economic**

1 Matters Committee, in accordance with § 2-1246 of the State Government Article, on the  
2 following, identified by jurisdiction and Class 5 license holder:

3 (i) the total beer production of the license holder in the preceding  
4 fiscal year;

5 (ii) the total sales of the license holder for on-site consumption  
6 under an on-site consumption permit, a Class D beer license, or an equivalent license in  
7 the preceding fiscal year;

8 (iii) whether the license holder has requested permission to sell  
9 additional beer under subsection (f)(5)(i) of this section, and whether the Comptroller  
10 granted that permission, for the preceding fiscal year; and

11 (iv) the total sales of the license holder of additional beer under  
12 subsection (f)(5)(i) of this section in the preceding fiscal year.

13 (2) Each holder of a Class 5 license shall report to the Comptroller the  
14 information needed to prepare the annual report under this subsection.

15 (3) The Comptroller may include the information reported under this  
16 subsection in the annual report submitted under § 1-306 of this article.]

17 2-208.

18 (a) There is a Class 6 pub-brewery license.

19 (b) (1) The license may be issued only to the holder of a Class B beer, wine,  
20 and liquor (on-sale) license that is issued for use on the premises of a restaurant.

21 (2) The pub-brewery shall be located immediately adjacent to the  
22 restaurant where the malt beverage is to be sold to the public.

23 (c) A license holder:

24 (1) may brew malt beverages at a single location for consumption on the  
25 restaurant premises; but

26 (2) may not brew more than 2,000 barrels of malt beverage each calendar  
27 year.

28 (d) (1) A license holder may sell at retail malt beverages for off-premises  
29 consumption in a sealed refillable container.

30 (2) The container:

31 (i) may be returned for refilling; and

1 (ii) shall be sealed by the license holder when refilled.

2 (3) A license holder may not sell malt beverages to a retail dealer in the  
3 State for subsequent sale or distribution of the malt beverage under the retail license.

4 (e) Except for a license transferred to a new location, the license may be  
5 transferred under Title 4, Subtitle 3 of this article if an application for transfer is filed at  
6 the same time with the local licensing board and the Comptroller.

7 (f) If the Class B beer, wine, and liquor (on-sale) license of the holder is  
8 suspended, the Class 6 pub-brewery license shall be suspended for the same period.

9 (g) The license is void if:

10 (1) the restaurant described in subsection (b)(1) of this section ceases to be  
11 operated as a restaurant; or

12 (2) the Class B beer, wine, and liquor (on-sale) license of the license holder  
13 is revoked or transferred to a different location.

14 (h) The annual license fee is \$500.

15 (I) (1) **EXCEPT AS PROVIDED IN PARAGRAPH (2) OF THIS SUBSECTION, A**  
16 **CLASS 6 PUB-BREWERY LICENSE MAY NOT BE ISSUED ON OR AFTER OCTOBER 1,**  
17 **2018.**

18 (2) **A HOLDER OF A CLASS 6 PUB-BREWERY LICENSE ISSUED BEFORE**  
19 **OCTOBER 1, 2018, MAY RENEW THE LICENSE AFTER THAT DATE.**

20 2-209.

21 (a) There is a Class 7 micro-brewery license.

22 (b) Except as provided in Division II of this article, the license may be issued only  
23 to the holder of a Class B beer, wine, and liquor (on-sale) license that is issued for use on  
24 the premises of a restaurant.

25 (c) A license holder may:

26 (1) brew and bottle malt beverages at the location described in the license;

27 (2) obtain a Class 2 rectifying license for a premises located within 1 mile  
28 of the existing Class 7 micro-brewery location to bottle malt beverages brewed at the  
29 micro-brewery location only;

1 (3) contract to brew and bottle malt beverages with and on behalf of the  
2 holder of a Class 2 rectifying license, Class 5 brewery license, Class 7 micro-brewery  
3 license, Class 8 farm brewery license, or a nonresident dealer's permit;

4 (4) store the finished product under an individual storage permit or at a  
5 licensed public storage facility for subsequent sale and delivery:

6 (i) to a holder of a wholesaler's license;

7 (ii) to an authorized person outside the State; or

8 (iii) for shipment back to the micro-brewery location for sale on the  
9 retail premises; and

10 (5) enter into a temporary delivery agreement with a distributor only for  
11 delivery of beer to a beer festival or a wine and beer festival, and the return of any unused  
12 beer, if:

13 (i) the festival is in a sales territory for which the license holder does  
14 not have a franchise with a distributor under the Beer Franchise Fair Dealing Act in Title  
15 5, Subtitle 1 of this article; and

16 (ii) the temporary delivery agreement is in writing.

17 [(d) (1) Subject to paragraph (2) of this subsection, a license holder may not  
18 collectively brew, bottle, or contract for more than 22,500 barrels of malt beverages each  
19 calendar year.

20 (2) (i) In determining the barrelage limitation under paragraph (1) of  
21 this subsection, any salable beer produced under a contractual arrangement accrues only  
22 to the license holder that owns the brand.

23 (ii) A license holder that wishes to produce more than the barrelage  
24 authorized under paragraph (1) of this subsection shall:

25 1. divest itself of any retail license; and

26 2. obtain a Class 5 brewery license.

27 (3) A license holder that has licenses for two locations may not collectively  
28 brew, bottle, or contract for more than 22,500 barrels of malt beverages in aggregate from  
29 both of its locations each calendar year.]

30 [(e)] (D) A license holder:

31 (1) may not own, operate, or be affiliated with another manufacturer of  
32 beer except for a Class 2 rectifying license authorized under subsection (c)(2) of this section;

1 and

2 (2) may not be granted a wholesaler's license.

3 [(f)] (E) (1) The on-sale privilege authorizes the license holder[, each  
4 calendar year,] to sell at retail for on-premises consumption[:

5 (i) up to 4,000 barrels of] beer brewed under the license[: or

6 (ii) if the license holder has licenses for two locations, beer that:

7 1. totals annually up to 4,000 barrels in aggregate from both  
8 its locations; and

9 2. has been brewed at the location where it is sold].

10 (2) A license holder may sell and deliver beer brewed under the license to:

11 (i) a holder of a wholesaler's license; or

12 (ii) a person outside the State that is authorized to acquire beer.

13 [(g)] (F) The hours and days for retail sales under the license are those  
14 established for a Class B license or for a holder of a Class B beer, wine, and liquor license.

15 [(h)] (G) A license holder may sell at retail beer brewed under the license for  
16 off-premises consumption:

17 (1) in a sealed refillable container that:

18 (i) may be returned for refilling; and

19 (ii) shall be sealed by the license holder when refilled; and

20 (2) as prepackaged beer in a nonrefillable container.

21 [(i)] (H) The annual license fee is \$500.

22 2--210.

23 (a) There is a Class 8 farm brewery license.

24 (c) A license holder may:

25 (3) brew, bottle, or contract for [not more than 15,000] AN UNLIMITED  
26 NUMBER OF barrels of beer each calendar year;

1 2-308.

2 (a) There is a Class 7 limited beer wholesaler's license.

3 (b) The license may be issued only to a person that:

4 (1) holds a Class 5 manufacturer's license, a Class 7 micro-brewery license,  
5 or a Class 8 farm brewery license; and

6 (2) produces in the aggregate from all of its locations not more than  
7 [22,500] **300,000** barrels of beer annually.

8 (c) The license authorizes the license holder to:

9 (1) sell and deliver its own beer produced at the license holder's premises  
10 to:

11 (i) a holder of a retail license that is authorized to acquire beer from  
12 a wholesaler; and

13 (ii) a holder of a permit that is authorized to acquire beer from a  
14 wholesaler; and

15 (2) distribute not more than [3,000] **300,000** barrels of its own beer  
16 annually.

17 (d) The annual license fee is \$50.

18 (e) The license holder may use an additional location for the warehousing, sale,  
19 and delivery of beer:

20 (1) if approved by the Comptroller following submission of a separate  
21 application for each location; and

22 (2) on the payment of a \$50 fee for each additional location.

23 5-102.

24 **(A) THIS SUBTITLE DOES NOT APPLY TO A LICENSED MANUFACTURER THAT**  
25 **IN CONJUNCTION WITH AN AFFILIATE PRODUCES IN AGGREGATE NOT MORE THAN**  
26 **300,000 BARRELS OF BEER ANNUALLY.**

27 **(B)** This subtitle applies to corporations, partnerships, trusts, agencies, and other  
28 entities and to persons who are officers, directors, and other individuals in active control of  
29 the activities of a corporation, a partnership, a trust, an agency, or any other entity.

1 SECTION 2. AND BE IT FURTHER ENACTED, That this Act shall take effect July  
2 1, 2018.

**HB0518**

2018 Regular Session

**Entitled:** Alcoholic Beverages - Reform on Tap Act of 2018

**Sponsored by:** Chair, Economic Matters Committee

**Status:** In the House - Hearing 2/23 at 1:00 p.m.

<b>Synopsis:</b>	Repealing certain restrictions on serving or selling beer by a holder of a Class 5 brewery license or Class 7 micro-brewery license; requiring an on-site consumption permit to be granted under certain circumstances; providing that the hours of sale for on-site consumption at Class 5 breweries are those set by a certain license; repealing certain limits on micro-breweries, farm breweries, and limited beer wholesalers; making a certain licensed beer manufacturer exempt from the Beer Franchise Fair Dealing Act; etc.
<b>Analysis:</b>	Not available at this time
<b>All Sponsors:</b>	Chair, Economic Matters Committee (By Request - Departmental - Comptroller)
<b>Additional Facts:</b>	Bill File Type: Regular Effective Date(s): July 1, 2018 By Request of the Governor
<b>Committee(s):</b>	Economic Matters
<b>Broad Subject(s):</b>	Alcoholic Beverages - Statewide Bills
<b>Narrow Subject(s):</b>	Alcoholic Beverages -see also- AB-By Subd; Subst Abuse; etc. Alcoholic Beverages Licenses Blue Laws Comptroller Industry and Technology Weights and Measures
<b>Statutes:</b>	Article - Alcoholic Beverages  (2-207 through 2-209, 2-210, 2-308, 5-102)

February 5, 2018 10:43 A.M.

**HB0518**

2018 Regular Session

**Entitled:** Alcoholic Beverages - Reform on Tap Act of 2018  
**Sponsored by:** Chair, Economic Matters Committee  
**Status:** In the House - Hearing 2/23 at 1:00 p.m.

Chamber	Calendar Date	Legislative Date	Action	Proceedings
House	1/26/2018	1/26/2018	First Reading Economic Matters	
			Hearing 2/23 at 1:00 p.m.	

January 26, 2018 1:54 P.M.

TEL: 410-632-1194  
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29

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

COMMISSIONERS  
DIANA PURNELL, PRESIDENT  
THEODORE J. ELDER, VICE PRESIDENT  
ANTHONY W. BERTINO, JR.  
MADISON J. BUNTING, JR.  
JAMES C. CHURCH  
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

February 14, 2018

TO: Worcester County Commissioners  
FROM: Kelly Shannahan, Assistant Chief Administrative Officer *KL*  
SUBJECT: Draft Letter of Opposition to Permanent Offshore Wind Turbines Visible from Ocean City

\*\*\*\*\*

Following up from your meeting of February 6, 2018, at which you requested that we prepare a letter of support of the Mayor and Council of Ocean City's recent action to oppose permanent offshore wind turbines visible from Ocean City, we have drafted the attached letter for your consideration. We have also attached a copy of the resolution passed by the Mayor and Council as well as news stories on this action from both WMDT - Channel 47 and The Dispatch. Please confirm the contents of the letter and advise if you wish to make any changes.

If you should have any questions or concerns regarding this matter, please feel free to contact me.

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



**DRAFT**

COMMISSIONERS  
DIANA PURNELL, PRESIDENT  
THEODORE J. ELDER, VICE PRESIDENT  
ANTHONY W. BERTINO, JR.  
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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

February 9, 2018

The Honorable Larry Hogan  
Governor of Maryland  
100 State Circle  
Annapolis, Maryland 21401

RE: Opposition to Permanent Offshore Wind Turbines Visible from Ocean City

Dear Governor Hogan:

At our meeting of February 6, 2018, the Worcester County Commissioners discussed the recent actions of the Mayor and Council of Ocean City, Maryland in opposition to permanent offshore wind turbines visible from Ocean City. As a result of our discussion, the Worcester County Commissioners unanimously support the position of the Mayor and Council of Ocean City, Maryland as outlined in their attached Resolution 2018-01 adopted on February 5, 2018. Like the Mayor and Council of Ocean City, the Worcester County Commissioners believe that the development of wind turbines as proposed offshore of Ocean City represent a significant threat to the economic welfare of the visitors, citizens and property owners of Worcester County, Maryland who depend upon a clean and attractive natural environment for their livelihood and who would be irreparably harmed by the placement of these structures within visible distance of Ocean City. Instead, we believe that these wind turbines should be located either east of the Delaware Bay Shipping Channel or at least 26 miles offshore of Ocean City.

Thank you for your consideration of our concerns. If you should have any questions, please feel free to contact either me or Chief Administrative Officer Harold L. Higgins, at this office.

Sincerely,

Diana Purnell  
President

DP/KS:dd

cf: Mayor and Council of Ocean City  
Senator Chris Van Hollen  
Senator Ben Cardin  
Congressman Andy Harris  
Congressman Dutch Ruppersberger  
Senator James N. Mathias  
Delegate Mary Beth Carozza  
Delegate Charles J. Otto

CC101/Governor Hogan

*Citizens and Government Working Together*

2

RESOLUTION 2018- 01

A RESOLUTION IN OPPOSITION TO PERMANENT OFFSHORE WIND  
TURBINES VISIBLE FROM OCEAN CITY

WHEREAS, the Mayor and City Council of Ocean City, a Maryland municipal corporation (hereinafter Mayor and Council), having been entrusted with the preservation and enhancement of the natural beauty of the beach and waters in and adjacent to Ocean City, Maryland for the benefit of the citizens of Ocean City and visitors therein, and

WHEREAS the Mayor and Council have consistently supported the development of responsible clean energy including solar power, waste to energy, and geothermal; and

WHEREAS the Mayor and Council have demonstrated support for clean energy through the implementation of numerous initiatives including a 100% clean energy supply portfolio, partnership in a new facility that will generate 25% of City Government electricity from a local solar energy plant, and participation in a program that recycles 100% of the solid waste produced in Ocean City into clean energy; and

WHEREAS Ocean City is a certified Maryland Sustainable Community; and

WHEREAS the Mayor and City Council recognize and support the potential for offshore wind power as being a viable source of clean energy when constructed in a responsible manner that respects the natural pristine ocean view that is a cultural treasure for the citizens and visitors of Ocean City; and

WHEREAS two firms have applied to the Bureau of Ocean Energy Management (BOEM) to construct offshore wind energy facilities within 13 miles off the coast of Ocean City which combined will include over one hundred wind turbines each over six hundred feet tall and lit at night; and

WHEREAS these turbines will be visible from Ocean City beaches and residences and photographic renderings of these facilities show a clear and definitive negative impact to the ocean view; and

WHEREAS, the Mayor and Council believe that these proposed actions represent a significant threat to the economic welfare of the visitors, citizens, and property owners of Ocean City, Maryland who depend upon a clean and attractive natural environment for their livelihood and who would be irreparably harmed by the placement of these structures within visible distance of Ocean City; and

WHEREAS reasonable alternative locations exist east of the Delaware Bay shipping channel where wind turbines could be placed and not be visible from Ocean City.

LAW OFFICES

AYRES, JENKINS,  
BORDY & ALMAND, P.A.

SUITE 200  
3200 COASTAL HIGHWAY  
OCEAN CITY, MD 21842

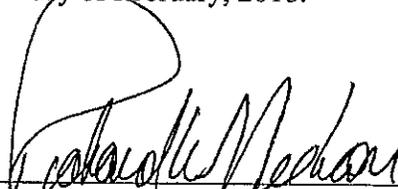
NOW THEREFORE BE IT RESOLVED that the Mayor and City Council of Ocean City is opposed to the construction of any permanent offshore wind turbines visible from Ocean City.

BE IT FURTHER RESOLVED that a copy of this Resolution shall be sent to the Governor of Maryland and our Congressional Representatives.

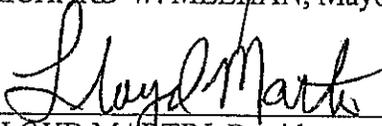
RESOLVED AND EFFECTIVE this 5<sup>th</sup> day of February, 2018.

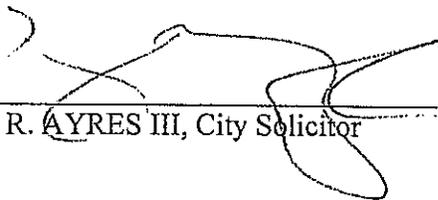
ATTEST:

  
\_\_\_\_\_  
DIANA L. CHAVIS, Clerk

  
\_\_\_\_\_  
RICHARD W. MEEHAN, Mayor

Approved as to form:

  
\_\_\_\_\_  
LLOYD MARTIN, President

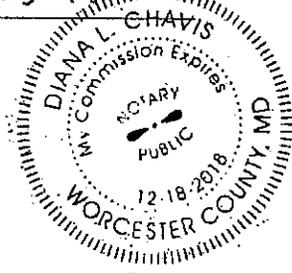
  
\_\_\_\_\_  
GUY R. AYRES III, City Solicitor

  
\_\_\_\_\_  
MARY P. KNIGHT, Secretary

**CERTIFICATE**

I HEREBY CERTIFY that this is a true test copy of the Resolution adopted by the Mayor and City Council of Ocean City on February 5, 2018.

Dated: 2-5-18



  
\_\_\_\_\_  
DIANA L. CHAVIS, Clerk

My Commission Expires: 12-18-18

## **Karen M. Hammer**

---

**From:** Jennifer Morris [JMorris@oceancitymd.gov]  
**Sent:** Tuesday, February 06, 2018 3:20 PM  
**To:** Karen M. Hammer

Karen,

We are sending the attached Resolution to:

Governor Larry Hogan  
State House  
100 State Circle  
Annapolis, MD 21401  
Fax: 410-974-3275

Senator Chris VanHollen  
110 Hart Senate Office Building  
Washington, D. C. 20110  
Fax: 301-545-1512

Senator Ben Cardin  
509 Hart Senate Office Building  
Washington, D. C. 20510  
Fax: 202-224-1651

Congressman Andy Harris  
1533 Longworth House Office Building  
Washington, D. C. 20515  
Fax: 410-643-5429

Congressman Dutch Ruppersberger  
2416 Rayburn House Office Building  
Washington, D. C. 20515-2002  
e-mail: [congresstara@gmail.com](mailto:congresstara@gmail.com)

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OCEAN CITY, Md. - After years of heated debate, Ocean City council members unanimously voted to pass a resolution opposing the proposed offshore wind project at a council meeting on Monday night.

Mayor Rick Meehan said, "The mayor and council is going to pass a resolution to officially go on record that we are in opposition to the wind mills."

Some locals say, however, that the council is making the wrong decision.

Gregg Knapp, a local pastor, said, "I believe that Ocean City would be making a huge mistake by not going forward with a solid proposal for off shore wind projects."

Many believe the offshore wind project would create thousands of jobs, 9,000 to be exact, benefiting the economy as well as the environment.

William Beckman, an Ironworker member said, "I see an enormous amount of economic development. I see an enormous amount of clean energy being renewable clean energy that's being wasted out there right now."

Buddy Cefalu added, "It's bringing not only the environmental impact, but it brings jobs for Marylanders, and that's what it's supposed to be about around here you know? Jobs, jobs, jobs."

Council members say they understand and support these concerns, but there is more to it.

Mayor Meehan said, "We support whatever can be done to mitigate this situation, but the bottom line is we just don't want the citizens, the visitors, the residents and our 26,000 non-resident property owners to be looking at the industrial view when we're on the beach in Ocean City."

According to council members, the offshore wind project has three proposed phases.

In phase 1, the wind turbines would be 17 miles off shore, phase 2 they would be 15 miles out, and in phase 3, just 12.9 miles off shore.

The council provided several renderings on Monday night showing what the offshore wind project would look like by that third phase.

Mayor Meehan said, "It's a realistic view from different levels from the beach third floor, fifth floor to the ninth floor to really give everybody an idea of what this would look like when it's finished and completed."

Supporters of the project say the environmental and economic benefits outweigh any obstruction to the vista.

Ocean City council members will be sending a copy of their resolution off to the Maryland governor and congressional representatives to further demonstrate their opposition to the proposed offshore wind project.

Locals in disagreement with the town wish that they had been able to voice their opinions to the council before a vote on the resolution was made.

## **Citing View Concerns, Ocean City Formalizes Proposed Wind Farm Opposition**

Feb 06, 2018 by Shawn Soper

### **Citing View Concerns, Ocean City Formalizes Proposed Wind Farm Opposition**

Rendering of a view from the beach at 99th Street from the morning of Dec. 21 with the proposed wind turbines shown. The nearest turbine is 12.8 miles from the beach, according to information included in the Ocean City Mayor and Council's packet.

OCEAN CITY — Reiterating a position they have fostered for years, the Mayor and Council this week unanimously passed a resolution opposing the development of offshore wind energy turbines within view of the resort's coastline.

Last May, the Maryland Public Service Commission (PSC) approved two offshore wind energy projects off the coast that could ultimately place as many as 187 turbines as close as 12-15 miles off the resort's shoreline. After the Ocean City Mayor and Council voiced grave concerns about the visual impact on the pristine sightlines from the shoreline and its potential impact on tourism and property values, one of the approved companies, US Wind, agreed to move their first line of turbines back as far as 17 miles, or a distance they believe would make them invisible from the Ocean City shoreline, except perhaps on the clearest of days. The other developer, Deepwater Wind, and its Skipjack project would situate its turbines as close as 17-21 miles offshore, but that project's approved area is situated more in line with Delaware's coast.

On Monday, the Mayor and Council had before them a proposed resolution voicing the town's opposition to the close proximity of the turbines to the coast. City Engineer Terry McGean said US Wind's most recent plans presented to the town did show the turbines 17 miles off the coast in the first of three phases, but subsequent phases in out years had the turbines as close as 15 miles in a second phase and roughly 13 miles in a third and final phase.

It also came to light on Monday the size of the proposed turbines continues to increase, from two megawatts when the General Assembly first approved legislation to allow offshore wind farms in 2011 to eight megawatts now and possibly 12 megawatts in the future. Naturally, as the size of the turbines increases, the potential impact on the views from the shoreline in Ocean City increases in kind, a point not lost on the Mayor and Council. McGean said on Monday the currently proposed turbines would be 643 feet tall when measured from the water line to the tip of the turbine blades.

By comparison, the tallest building in Ocean City is the Century I condominium at 250 feet. For perhaps an even more dramatic comparison, the famed Washington Monument on the Mall in Washington, D.C. is 554 feet tall, or nearly 100 feet shorter than the turbines proposed off the coast of Ocean City. If approved as planned, there could ostensibly be 187 structures considerably taller than the Washington Monument off the coast.

Even before the Mayor and Council reviewed and ultimately approved the resolution stating its formal opposition to wind turbines within view of the coastline, a large crowd had gathered in

council chambers to voice their opposition to the town's resolution. Mayor Rick Meehan acknowledged their presence even before reading the formal resolution and told them the elected officials shared many of their views. Meehan also reiterated the town's elected officials did not oppose the proposed wind farms, but merely the placement of turbines within view of the Ocean City coast.

"What we're trying to make clear is we support the same opinions of many of the people in this room," he said. "We support clean energy and we support the environment and have a desire to conserve it and improve it. As we follow this process, we became aware it can change the landscape in Ocean City forever."

Meehan said the town supported offshore wind and green energy and pointed to the resort's 100 percent clean energy portfolio including 25 percent coming from a partnership in a developing solar energy facility in northern Worcester County. He also pointed to Ocean City's waste-to-energy successes in handling the tons of solid waste produced in the resort. However, the mayor said the town's elected officials were beholden to its residents, visitors and non-resident property owners who could be impacted by turbines in close proximity to the shoreline.

"We feel it is our responsibility as representatives of our citizens, our taxpayers and the 26,000-plus non-resident property owners to make sure everyone is aware of what is about to happen," he said. "I can envision somebody coming out the beach, turning to me and saying how did you let that happen. That's what we're trying to avoid."

Meehan again said the town did not oppose offshore wind energy, and even embraced it, but not at the expense of the pristine views from the shoreline.

"This is a big project that will be there for many years and we only get one chance to get it right," he said. "Let's not build something we will come to regret. We don't want people to walk out on the beach to look at the sunrise and see what will appear to be an industrial landscape. That's been our position all along."

#### Resolution Cites Distance From Shore As Main Concern

Meehan said the resolution on the table on Monday merely restated in no uncertain terms the town's position on the proximity of the turbines.

"What we've tried to do is have them moved further east so we don't have this problem," he said. "Everyone can look back years from now and say this was a good thing and we worked together to make that happen. That's been the goal all along."

During the meeting, two renderings were presented, one of which showed the current view from the beach at sunrise on a clear day, and the second of which showed the view with wind turbines clearly visible on the horizon.

"That's the pristine view of our only 10-mile stretch of ocean beach in the state of Maryland," he

said. "That would change forever."

The project developers have pointed out the estimated cost of connecting the offshore wind turbines to the substations on the mainland at \$1 million per mile, which explains their reluctance to move the turbines further back in the respective Wind Energy Areas (WEAs). However, town officials have pointed out moving the turbines back even 10 miles would add \$10 million to the project cost, which is no small amount, but relatively inexpensive on what is expected to be a \$1.4 billion project. Meehan also pointed out the technology exists to move the turbines out further and cited a major offshore wind project in Europe as an example.

"There is technology to allow these turbines to be built further to the east so they're not visible in Ocean City," he said. "The largest project in Europe has the turbines 74 miles offshore. Technology is not an obstacle to moving them back."

Councilman John Gehrig agreed the turbines could be moved further back, but the financial and political capital invested in the projects was causing them to be expedited before consideration was made to moving the turbines out farther than the shipping lanes.

"Because dollars are involved and politics are involved and the governor at the time was trying to be elected president, we're in a rush to get it built," he said. "What's wrong with slowing this down and figuring out a way where everybody wins."

To be sure, the project will ultimately create jobs and considerable investment in areas where the turbines will be built, for example, but Gehrig pointed out there would be little or no benefit for Ocean City, but rather negative impacts on the viewshed in the resort.

"There are contracts in place in West Ocean City and contracts in place in Salisbury," he said. "There will be jobs created in Sparrows Point. What is the risk for the people we represent that pay for real estate in this town? If property values are affected and tourism is affected, property taxes must go up. That may not impact people in Sparrows Point and that may not impact people in West Ocean City, but people in Ocean City will be paying for it."

Council President Lloyd Martin said Ocean City supported the offshore wind farms and clean energy in general, but remained opposed to turbines within view of the coast. It's important to note the turbines could be visible during the day, but also at night when they will show blinking red beacons. He said simply moving the turbines back past the shipping lane, or roughly 26 miles off the coast, represented a compromise.

"We do support clean energy and we do support wind turbines off the coast of Ocean City, but our view should be protected as well," he said. "I do believe this will work for everybody. Moving them out further is not that much more expensive to do. We're only asking for 26 miles. We need to do it right the first time and we need to do it together."

Councilman Wayne Hartman pointed out similar projects proposed in Virginia and North Carolina had turbines at least 25 miles off the coast.

“I think Ocean City has proven its case as far as its desire to be green,” he said. “All we’re asking is for them to be moved east of the shipping channel. What we’re asking for is no different than our neighbors. Everybody can still get what they want from this. We just need to do the right thing and it can and will be a win for everybody.”

Councilman Dennis Dare pointed out the Maryland’s approved projects protected the viewsheds in the national and state parks on Assateague Island. Gehrig said the same courtesy should be afforded to Ocean City.

“The permanent residents on Assateague are animals,” he said. “Our permanent residents are humans and I like animals, too. If they’re worried about their residents, they should worry about ours as well.”

Meehan reiterated the town did not oppose offshore wind energy projects but agreed the resolution clearly stated its position on the proximity of the turbines.

“Let’s take our time and get this right,” he said. “Let’s do this in such a way that everyone can benefit. That’s the goal here.”

#### Environmental Groups Blast OC’s Resolution

With that said, the council voted 6-0 with Councilman Tony DeLuca absent to approve the resolution. There was a brief ruckus after the vote when one of those waiting to speak in opposition to the resolution, the Reverend Greg Knepp, senior pastor of the St. Peter’s Lutheran Church in Ocean City, raised concern about the vote being taken before those in attendance had the opportunity to speak. When Knepp could not be easily dissuaded from his rant about the apparent injustice, he was peacefully removed from council chambers by an Ocean City Police Department (OCPD) officer in the room at the request of Martin.

It’s important to note the time period for public comments during regular Mayor and Council meetings such as the one on Monday comes near the end of the agenda. When it came time for public comments after the rest of the business on the agenda was completed, Crystal Hall, representing the Maryland Sierra Club chapter, referenced the disturbance earlier when Knepp was quelled and ultimately taken out of the council chambers.

“People left this meeting because they felt their voices weren’t being heard,” she said. “This has already happened and now the public gets a chance to speak? Ocean City is passing resolutions without the public being heard.”

When it came time for Mayor and Council comments, Meehan addressed Hall’s concerns regarding the disruption caused by Knepp.

“What we passed tonight was a resolution,” he said. “It was a statement from the council. It was not an ordinance and it was not a law. If it had been one or the other, we would have taken public comments before passing it. We are very open to public comments and we have a very open forum

here. We offer the opportunity for public comments and it is on our agenda. We were not trying to bypass comments about what you might feel about this issue.”

Incidentally, Knepp quickly went to social media to voice his displeasure with the way the public comment period was handled and called for a boycott of Ocean City.

In terms of the resolution itself, Hall said essentially said offshore wind would benefit all and Ocean City’s resolution to push the turbines further east threatened to derail the projects.

“Climate change is real,” she said. “It’s happening already. I understand you’re concern about the project being rushed, but we are running out of time. This is something bigger than Ocean City.”

It didn’t take long for environmental advocacy groups to come out in opposition to Ocean City’s freshly passed resolution. Within an hour of the meeting, the Maryland Climate Coalition fired off the statement in opposition.

“Requiring the wind projects to be developed 24 nautical miles offshore is a nail in the coffin for the jobs, clean energy and environmental benefits offshore wind will bring to the Eastern Shore and to Maryland,” said Maryland League of Conservation Voters Executive Director Karla Raettig. “Ocean City is a magical place that has every right to preserve its legacy. With all due respect for the concerns of the council, we believe this resolution represents groundless, short-sighted and reactionary thinking that simply does not correspond with the mindset of the people who visit this beloved town every year. The leaders of Ocean City should affix their gaze not to an imagined eyesore off their coastline, but the future.”

Maryland Sierra Club Chapter Campaign and Policy Director David Smedick said the town’s resolution sent the wrong message to the offshore wind energy project developers.

“The desire to move the turbines 24 nautical miles offshore is an arbitrary and unnecessary limitation that is not based on science, math or economics,” he said. “This resolution is sending a chilling message to the burgeoning offshore wind industry, just as it is poised to blossom in our state, that it should take its thousands of jobs elsewhere.”

By Tuesday, Ocean City had at least one ally in its efforts to move the wind turbines further from the coastline. At the request of County Commissioner Joe Mitrecic, who represents Ocean City, the Worcester County Commissioners on Tuesday agreed to pen a letter to the governor and the state’s representatives supporting the resort’s resolution.

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



30

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

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

February 14, 2018

TO: Worcester County Commissioners  
FROM: Kelly Shannahan, Assistant Chief Administrative Officer *KL*  
SUBJECT: Resolution Amending Rules & Regulations for County Parking Lots in Snow Hill  
\*\*\*\*\*

As we continue to plan for parking lot improvements on Franklin Street to serve the Worcester County Court House and the Worcester County Government Center, it recently came to our attention that our current Parking Lot Rules and Regulations only apply to the Washington Street parking lot given that the Franklin Street parking lot did not exist when these regulations were originally drafted in 1982. As a result, we have drafted the attached resolution to update these regulations to apply to both the County-owned Washington Street and Franklin Street parking lots in Snow Hill and recommend your approval of this resolution.

If you should have any questions or concerns regarding this matter, please feel free to contact me.

**RESOLUTION NO. 18 - \_\_\_\_**

**RESOLUTION ESTABLISHING RULES AND REGULATIONS  
FOR WASHINGTON STREET AND FRANKLIN STREET PARKING LOTS**

WHEREAS, the County Commissioners adopted rules and regulations governing the use of the County parking lot located between Collins Street and Washington Street in Snow Hill, Maryland by resolution which passed on July 27, 1982 and have since passed additional resolutions to modify said rules and regulations; and

WHEREAS, since that time the County Commissioners have developed an additional County parking lot on Franklin Street to serve the Worcester County Court House and the Worcester County Government Center which was completed in 2002; and

WHEREAS, the County Commissioners have determined it necessary to rescind all prior Resolutions governing the Washington Street Parking lot in order to adopt new rules and regulations for the Washington Street parking lot and to include the Franklin Street parking lot; and

WHEREAS, the County Commissioners of Worcester County, Maryland deem it to be in the best interest of its employees, citizens and visitors of Worcester County to amend the rules and regulations for the Washington Street and Franklin Street Parking lots for the protection of the health, safety, security, morals and welfare of everyone that utilizes the parking lots located on Washington Street and Franklin Street, Snow Hill, Maryland.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND THAT:

1. It shall be unlawful to park any vehicle in or obstruct any driveway into, out of, or within the lot.
2. Any parking space indicated as being reserved shall be used only by the person or group of persons for whom the space is reserved. Violation of this rule shall subject the offending vehicle to being towed and the violator shall be responsible for any costs and fees associated with towing said vehicle.
3. Alcoholic beverages in open containers on the lot or any drive serving the lot shall be unlawful.
4. Solicitation or advertising with the use of signs, literature, or public address system not authorized by the County Commissioners is prohibited .
5. No person, other than a law enforcement officer or other authorized officer, shall carry, possess or discharge a firearm or weapon of any kind in County Parking lots.
6. Littering of any kind is prohibited in the parking lots.
7. Loitering shall be unlawful in the parking lots or in any driveway serving it.
8. Any person who violates the parking rules and regulations adopted by the County Commissioners shall be guilty of violating Section 4-404(c) of the County Government Article of the County Code of Public Local Laws of Worcester County, Maryland (Rules and regulations regarding County-owned property) and shall be guilty of a Civil Infraction and subject to a fine.

**DRAFT**

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

PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

ATTEST:

COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND

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

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

\_\_\_\_\_  
Theodore J. Elder, Vice President

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

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

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

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

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

**DRAFT**

- (b) For other public use. When any County-owned property is no longer needed for use by the County Commissioners and the County Commissioners propose to dispose of the same by lease, grant or otherwise for a public purpose, as such public purpose may be from time to time determined by a five-sevenths majority vote of the County Commissioners, the Commissioners shall, prior to adopting a resolution for the disposal of such property, advertise the proposed disposal once a week for three successive weeks in one or more newspapers of general circulation in said County stating the terms of such disposal and the compensation to be received therefor and giving opportunity for objections thereto. [Amended 8-20-2002 by Bill No. 02-11]
- (c) Where bidding impractical. The County Commissioners may, by a five-sevenths majority vote, determine that it may be impractical to dispose of County-owned property or rights incidental thereto for nonpublic purposes by competitive bidding. In such cases, the County Commissioners shall, prior to adopting a resolution for the disposal of such property, advertise the proposed disposal once a week for three successive weeks in one or more newspapers of general circulation in said County stating the terms of such disposal and the compensation to be received therefor and giving opportunity for objections thereto. [Amended 8-20-2002 by Bill No. 02-11]
- (d) Exceptions. The provisions of this section shall not apply to the closing of public roads within the County or easements for public utilities or to property titled to other bodies corporate or politic of the County.

**§ CG 4-404. Regulations regarding the use of County-owned property.**

- (a) Prohibited acts.
- (1) It is prohibited to camp on, tent on, sleep on or inhabit any roadside of any County road or along any County roadside, within the right-of-way of the road or in any County recreational park or in, on or adjacent to any County landing or any other County-owned property unless specifically authorized by law or resolution of the County Commissioners.
  - (2) It is prohibited to dock, moor, tie-up or anchor any boat, vessel or watercraft at any County-owned boat landing or boat ramp, except for loading and unloading purposes and except in cases of bona fide emergencies on a temporary basis, unless specifically authorized by law or resolution of the County Commissioners. "Temporary," for the purposes hereof, shall mean not to exceed forty-eight hours.
  - (3) It is prohibited to enter upon or into any County-owned land or facility at any time when the land or facility is closed to the general public unless specifically authorized by the County Commissioners.
- (b) Interference with County recreational activities. It is prohibited for any person to interfere with, disrupt or disturb any recreational activity duly authorized by the Worcester County Recreation Board for the County Commissioners, whether such interference, disruption or disturbance is caused by the action of the individual, inaction of the individual or by words, gestures or other means.

- (c) Rules and regulations regarding County-owned property. The County Commissioners may, by resolution, adopt additional rules, regulations, hours of operation, limitation of uses or other standards with regard to the use of County-owned property. Such rules or regulations may not contravene the purposes of this section but shall be in addition to the requirements of this section.
- (d) Violations. Any person who violates the provisions of this Subtitle or any rules or regulations adopted by the County Commissioners pursuant hereto shall be guilty of a civil infraction. [Amended 11-10-1987 by Bill No. 87-5]

RESOLUTION ENACTED PURSUANT TO SECTION 4-404(c)  
OF THE COUNTY GOVERNMENT ARTICLE  
OF THE CODE OF PUBLIC LOCAL LAWS OF WORCESTER COUNTY, MARYLAND,  
CREATING RESTRICTIONS AND PROHIBITIONS OF  
COUNTY PARKING LOT USE

WHEREAS, the County Commissioners of Worcester County, Maryland, deem it to be in the best interests of the inhabitants of Worcester County and sojourners therein for the protection of the health, safety, security, morals and welfare of such inhabitants and sojourners that certain rules and regulations enacted governing the use of the parking lot located between Collins Street and Washington Streets in Snow Hill, Maryland.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND THAT:

Section 1. It shall be unlawful to park any vehicle in or obstruct any driveway into, out of, or within the lot.

Section 2. Any parking space indicated as being reserved shall be used only by the person or group of persons for whom the space is reserved.

Section 3. Alcoholic beverages in open containers on the lot or any drive serving the lot shall be unlawful.

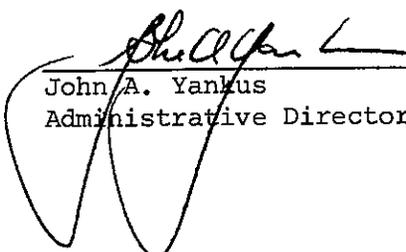
Section 4. Loitering shall be unlawful in the parking lot or in any driveway serving it.

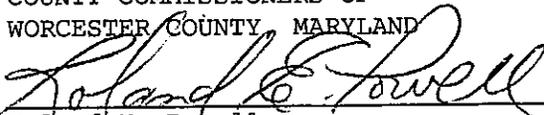
Section 5. Any person who violates the provisions hereof shall be deemed to have violated a regulation of the County Commissioners established pursuant to Section 4-404(c) of the County Government Article of the Code of Public Local Laws of Worcester County, Maryland, and Section 577(a) of Article 27 of the Annotated Code of Maryland, and shall be subject, upon conviction by a Court of competent jurisdiction, to the penalties prescribed by local and State law in the above-referenced sections; and that

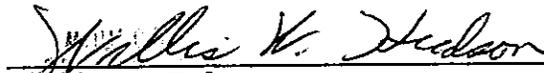
Section 6. The effective date of this Resolution shall be the date of its passage.

PASSED this 27th day of July, 1982.

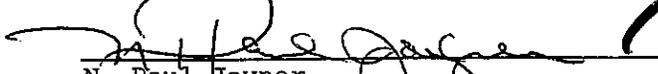
Attest:

  
\_\_\_\_\_  
John A. Yanus  
Administrative Director

COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND  
  
\_\_\_\_\_  
Roland E. Powell  
President

  
\_\_\_\_\_  
Willis W. Hudson

  
\_\_\_\_\_  
Carlton E. Massey

  
\_\_\_\_\_  
N. Paul Joyner

  
\_\_\_\_\_  
K. Bennett Bozman

RESOLUTION ENACTED PURSUANT TO SECTION 4-404(c)  
OF THE COUNTY GOVERNMENT ARTICLE  
OF THE CODE OF PUBLIC LOCAL LAWS OF WORCESTER COUNTY, MARYLAND  
CREATING RESTRICTIONS AND PROHIBITIONS OF  
COUNTY PARKING LOT USE

WHEREAS, the County Commissioners of Worcester County, Maryland deem it to be in the best interest of the inhabitants of Worcester County and sojourners therein for the protections of the health, safety, security, morals and welfare of such inhabitants and sojourners that certain rules and regulations enacted governing the use of the parking lot located between Collins Street and Washington Street in Snow Hill, Maryland.

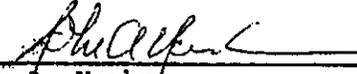
NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND THAT:

Section 1. Unless specifically approved by permit of the County Commissioners it shall be unlawful to park any vehicle in the County parking lot between the hours of 1:00 a.m. and 5:00 a.m.

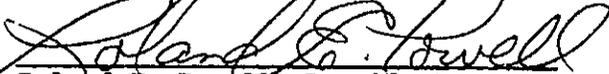
Section 2. The effective date of this Resolution shall be the date of its passage.

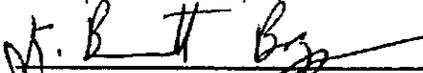
PASSED this 14th day of June, 1983.

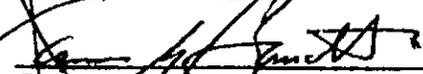
Attest:

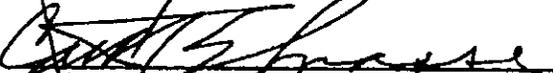
  
John A. Yankus  
Administrative Director

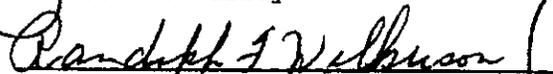
WORCESTER COUNTY COMMISSIONERS

  
Roland E. Powell, President

  
F. Bennett Bozman

  
James G. Barrett

  
Carlton E. Massey

  
Randolph F. Wilkerson

1983 June 21, 1:50 PM The foregoing Resolution  
of the County Commissioners of Worcester County  
Maryland filed for record and is accordingly  
recorded in Resolution No. 229 Folios 229

BOOK 2 PAGE 276

RESOLUTION ENACTED PURSUANT TO SECTION 4-404(c)  
OF THE COUNTY GOVERNMENT ARTICLE  
OF THE CODE OF PUBLIC LOCAL LAWS OF WORCESTER COUNTY, MARYLAND  
LIFTING CERTAIN RESTRICTIONS AT THE  
COUNTY PARKLING LOT

WHEREAS, the County Commissioners of Worcester County, Maryland, upon the request of the Mayor and Council of Snow Hill, established by Resolution dated July 28, 1984 a parking restriction at the County Parking Lot located between Collins Street and Washington Street in Snow Hill, Maryland prohibiting vehicle parking between the hours of 1:00 a.m. and 5:00 a.m.; and

WHEREAS, the County Commissioners of Worcester County, Maryland have been solicited by the property owners adjacent to the County Parking Lot and by the Mayor and Council of Snow Hill to lift this parking restriction.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND THAT:

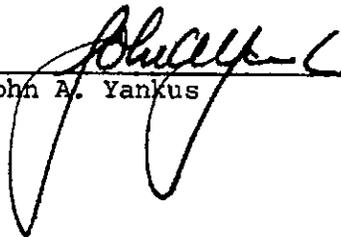
Section 1. The 1:00 a.m. to 5:00 a.m. parking prohibition at the County Park Lot is hereby lifted.

Section 2. The effective date of this Resolution shall be the date of its passage.

PASSED this 2nd day of October, 1984.

ATTEST:

WORCESTER COUNTY COMMISSIONERS

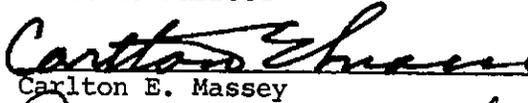
  
John A. Yankus

  
Roland E. Powell, President

  
K. Bennett Bozman

ABSENT

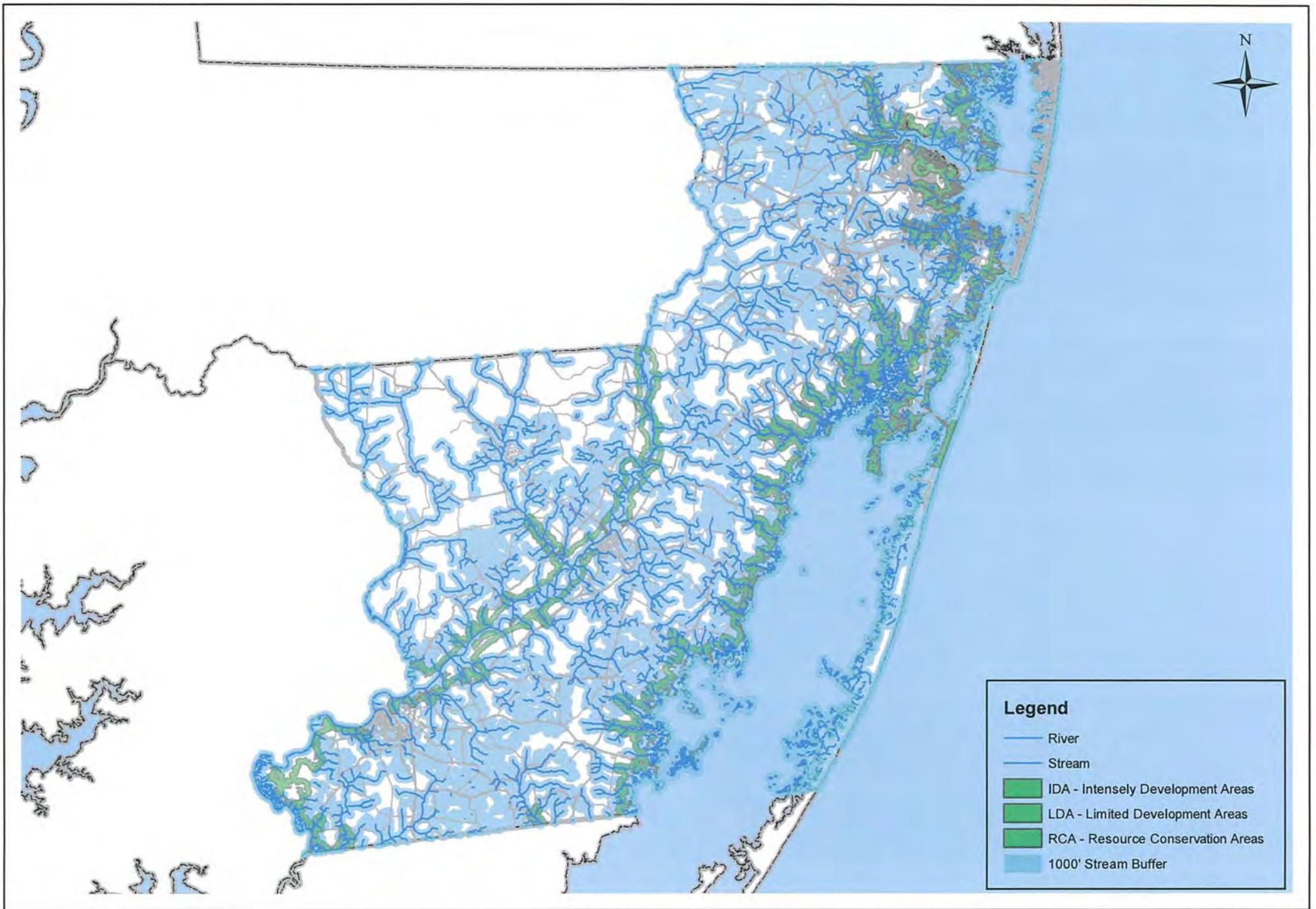
James G. Barrett

  
Carlton E. Massey

  
Randolph F. Wilkerson

RECORDED IN  
BOOK NO. 2  
PAGE NO. 276  
OCT 5 1984

FILED  
Maryland filed for record and is accordingly  
recorded in Resolution No. 276  
The foregoing Resolution  
of the County Commissioners of Worcester County  
8



**Legend**

- River
- Stream
- IDA - Intensely Development Areas
- LDA - Limited Development Areas
- RCA - Resource Conservation Areas
- 1000' Stream Buffer

Worcester County  
 Critical Area Boundary  
 Stream & River 1000' Buffer



Map intended for guidance purposes only  
 Data Source: Nat\_hydro\_dataset  
 Map generated by the Dept. of Environmental Programs  
 February 13, 2018  
 D. Bradford



31

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

COMMISSIONERS  
DIANA PURNELL, PRESIDENT  
THEODORE J. ELDER, VICE PRESIDENT  
ANTHONY W. BERTINO, JR.  
MADISON J. BUNTING, JR.  
JAMES C. CHURCH  
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

February 12, 2018

TO: Worcester County Commissioners  
FROM: Kelly Shannahan, Assistant Chief Administrative Officer *KS*  
SUBJECT: Pending Board Appointments - Terms Beginning January 1, 2018

---

Attached, please find copies of the Board Summary sheets for the remaining County Boards or Commissions (12) which have current vacancies (19 total). They are as follows: Commission on Aging Board (5), Agricultural Reconciliation Board (1), Drug & Alcohol Abuse Council (2), Local Management Board/Initiative to Preserve Families Board (1), Local Development Council for the Ocean Downs Casino (2), Lower Shore Workforce Investment Board (1), Property Tax Assessment Appeal Board (1, with 3 nominees to Governor), Social Services Board (1), Solid Waste Advisory Committee (1), Tourism Advisory Committee (1), Water and Sewer Advisory Council - Ocean Pines (1), and Commission for Women (2). I have circled the members whose terms have expired 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 as soon as possible so I can notify the board members and staff contacts as soon as possible to restore full membership to each of these County Boards and Commissions.

Please note that while Harry Wimbrow was nominated and approved for appointment to the Agricultural Reconciliation Board at your last meeting, we later determined that the Agricultural Reconciliation Board already had the maximum three members engaged in the agricultural or forestry industries which rendered Mr. Wimbrow, a local farmer, ineligible to serve at this time. Commissioner Elder agreed to continuing searching for a new member who is not engaged in either the agricultural or forestry industry.

Please further note that we have received nominations from the Commission on Aging for Board positions which expired September 30, 2017 (see page 5). Apparently they sent them earlier but somehow we failed to receive their correspondence. The Commission on Aging Board is self-appointing subject to confirmation by the County Commissioners. Therefore, please confirm these appointments at your next meeting.

## Pending Board Appointments - By Commissioner

- District 1 - Lockfaw** p. 10 - Local Development Council for Ocean Downs Casino (Ron Taylor - for remainder of term through 2018) - 4-year  
p. 13 - Social Services Board (Tracey Cottman) - 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** All District Appointments received. Thank You!  
Please consider nominations for At-Large positions listed below - "All Commissioners"

- District 5 - Bertino** p. 17 - Tourism Advisory Committee (Teresa Travatello) - 4-year  
p. 18 - Water and Sewer Advisory Council - Ocean Pines (Michael Reilly) - 4-year

**District 6 - Bunting** p. 18 - Water and Sewer Advisory Council - Ocean Pines (Michael Reilly) - 4-year

**District 7 - Mitreic** All District Appointments received. Thank You!  
Please consider nominations for At-Large positions listed below - "All Commissioners"

### **All Commissioners**

- p. 6 - (1) Agricultural Reconciliation Board (Betty McDermott - At-Large) - 4-year  
p. 7 - (1) Drug and Alcohol Abuse Council (Rev. Bill Sterling - Knowledge on Substance Abuse Issues) - 4-year  
p. 9 - (1) Local Management Board (Eloise Henry Gordy) - 3-year  
p. 10 - (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. 11 - (1) Lower Shore Workforce Investment Board (Donna Weaver - Business Representatives) - 4-year  
p. 12 - 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. 18 - (2) Water and Sewer Advisory Council - Ocean Pines (Michael Reilly) - 4-year  
p. 19 - (2) Commission for Women (Alice Jean Ennis - At-Large-Pocomoke, and Eloise Henry Gordy - At-Large-Snow Hill) - 3-year

### **All Commissioners (Awaiting Nominations)**

- p. 3 - (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 September 30  
- See proposed appointments by Commission on Aging Board - (page 5)  
p. 15 - (1) Solid Waste Advisory Committee (Steve Brown - upon nomination from Town of Ocean City) - 4-year

## 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>
Lloyd Parks	Girdletree	08-11-14, 14-17
Larry Walton	Ocean Pines	*13-14, 14-17
Clifford Gannett	Pocomoke	*12-14, 14-17
George "Tad" Pruitt	Snow Hill	05-08-11-14, 14-17
Bonnie C. Caudell	Snow Hill	*09-11-14, 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	
Lou Taylor	Agency - Worcester County Board of Education	
Roberta Baldwin	Agency - Worcester County Department of Social Services	
Rebecca Jones	Agency - Worcester County Health Department	
Madison J. Bunting, Jr.	Worcester County Commissioners' Representative	

*Reappoint*

*Resigned - Searching for replacements*

\* = Appointed to fill an unexpired term

Prior Members:

Since 1972

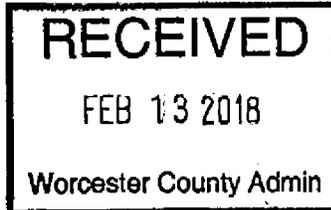
Virginia Harmon  
 Maude Love  
 Dr. Donald Harting  
 John C. Quillen  
 Violet Chesser  
 William Briddell  
 Harrison Matthews  
 John McDowell  
 Mildred Brittingham  
 Maurice Peacock  
 Father S. Connell  
 Rev. Dr. T. McKelvey  
 Samuel Henry  
 Rev. Richard Hughs  
 Dorothy Hall  
 Charlotte 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  
 Jesse 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)  
 Dr. Jerry Wilson (Bd. of Ed.)  
 Peter Buesgens (Social Services)  
 Deborah Goeller (Health Dept.)

\* = Appointed to fill an unexpired term

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# Memo



**To:** Kelly Shannahan, Assistant Chief Administrative Officer  
**From:** Rob Hart, Executive Director  
**Date:** November 18, 2017 (Note - emailed but not received)  
**Subject:** Board Members

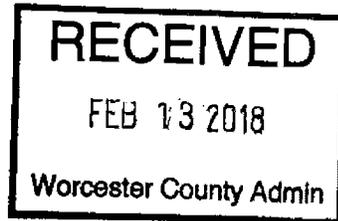
The current board members of the Worcester County Commission on Aging at their November 2017 meeting agreed to recommend that Lloyd Parks, Larry Walton, and Clifford Gannett be reappointed back for another 3-year term. Bonnie Caudell resigned from the Board earlier this year and thanked all for allowing her to serve. We are in the early stages of finding her replacement to present to the Commissioners. \*

If you have any additional questions, please contact me.

Thanks

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# Memo



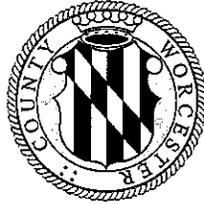
**To:** Kelly Shannahan, Assistant Chief Administrative Officer  
**From:** Rob Hart, Executive Director  
**Date:** February 12, 2018  
**Subject:** Board Member

At the January Board Meeting Tad Pruitt resigned due to health problems. We are currently doing a search for possible new board members to be presented to the commissioners. We are in the early stages of finding his replacement to present to the Commissioners.

If you have any additional questions, please contact me.

Thanks

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



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 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 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)

\* = Initial terms staggered

## 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: Jack Orris, Council Secretary, Health Department (410-632-1100, ext. 1038)  
Doug Dods, Council Chair, Sheriff's Office (410-632-1111)

### Current Members:

<u>Name</u>	<u>Representing</u>	<u>Years of Term(s)</u>
<b><u>At-Large Members</u></b>		
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
Dr. Roy W. Cragway, Jr.	Knowledgeable on Substance Abuse Issues	*17-20
Colleen Wareing	Knowledge of Substance Abuse Treatment	*06-09-13-17, 17-21

### 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. Starnier	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	Karen Johnson (14-17)
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	

# 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 McClafin (04-07)	Anne C. Turner
Catherine Barbierri (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)
Kathery 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)	

**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
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
Jim Rosenberg °	Dist. 5 - Bertino	Resident - Ocean Pines	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)	

## 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:

<u>Robert D. Rose</u>	<u>Pocomoke City</u>	<u>*06-07, 07-12, 12-17</u>
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

## 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
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
Cathy Gallagher	D-5, Bertino	Ocean Pines	*13-14-17, 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 Smearman (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 Yenny (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

Updated: January 16, 2018  
Printed: January 17, 2018

## 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)	Richard Malone (94-01)	John C. Dorman (07-10)
Roger Vacovsky, Jr. (94-96)	William McDermott (98-03)	Robert Hawkins (94-11)
Lila Hackim (95-97)	Fred Joyner (99-03)	Victor Beard (97-11)
Raymond Jackson (94-97)	Hugh McFadden (98-05)	Mike Gibbons (09-14)
William Turner (94-97)	Dale Pruitt (97-05)	Hank Westfall (00-14)
Vernon "Corey" Davis, Jr. (96-98)	Frederick Stiehl (05-06)	Marion Butler, Sr. (00-14)
Robert Mangum (94-98)	Eric Mullins (03-07)	Robert Clarke (11-15)
Richard Rau (94-96)	Mayor Tom Cardinale (05-08)	Bob Donnelly (11-15)
Jim Doughty (96-99)	William Breedlove (02-09)	Howard Sribnick (10-16)
Jack Peacock (94-00)	Lester D. Shockley (03-10)	Dave Wheaton (14-16)
Hale Harrison (94-00)	Woody Shockley (01-10)	

\* = 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



OFFICE OF THE  
COUNTY COMMISSIONERS

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

## 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
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
Lauren Taylor	D-7, Mitrecic	Ocean City	13-17, 17-21

*Resigned / Replace*

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>
Michael Reilly	Ocean Pines	*14-17 ← Resigned/Replace
James Spicknall	Ocean Pines	07-10-14, 14-18
Bob Poremski	Ocean Pines	*17-19
Frederick Stiehl	Ocean Pines	*06-08-12-16, 16-20
Gregory R. Sauter, P.E.	Ocean Pines	17-21

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)
- Mike Hegarty (08-17)

\* = Appointed to fill an unexpired term

## 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>
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
Tamara White	D-1, Lockfaw	Pocomoke City	17-20
Vanessa Alban	D-5, Bertino	Ocean Pines	17-20
Kelly O'Keane	Health Department		17-20
Cristi Graham	Public Safety - Sheriff's Office		17-20

### Prior Members: Since 1995

Ellen Pilchard <sup>c</sup> (95-97)	Carole P. Voss (98-00)	Gloria Bassich (98-03)
Helen Henson <sup>c</sup> (95-97)	Martha Bennett (97-00)	Carolyn Porter (01-04)
Barbara Beaubien <sup>c</sup> (95-97)	Patricia Ilczuk-Lavanceau (98-99)	Martha Pusey (97-03)
Sandy Wilkinson <sup>c</sup> (95-97)	Lil Wilkinson <sup>c</sup> (00-01)	Teole Brittingham (97-04)
Helen Fisher <sup>c</sup> (95-98)	Diana Purnell <sup>c</sup> (95-01)	Catherine W. Stevens (02-04)
Bernard Bond <sup>c</sup> (95-98)	Colleen McGuire (99-01)	Hattie Beckwith (00-04)
Jo Campbell <sup>c</sup> (95-98)	Wendy Boggs McGill (00-02)	Mary Ann Bennett (98-04)
Karen Holck <sup>c</sup> (95-98)	Lynne Boyd (98-01)	Rita Vaeth (03-04)
Judy Boggs <sup>c</sup> (95-98)	Barbara Trader <sup>c</sup> (95-02)	Sharyn O'Hare (97-04)
Mary Elizabeth Fears <sup>c</sup> (95-98)	Heather Cook (01-02)	Patricia Layman (04-05)
Pamela McCabe <sup>c</sup> (95-98)	Vyoletus Ayres (98-03)	Mary M. Walker (03-05)
Teresa Hammerbacher <sup>c</sup> (95-98)	Terri Taylor (01-03)	Norma Polk Miles (03-05)
Bonnie Platter (98-00)	Christine Selzer (03)	Roseann Bridgman (03-06)
Marie Velong <sup>c</sup> (95-99)	Linda C. Busick (00-03)	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 Fasciooco (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)  
Laura McDermott (11-16)  
Charlotte Cathell (09-17)