

AGENDA

WORCESTER COUNTY COMMISSIONERS

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

The public is invited to view this meeting live online at - <https://worcestercountymd.swagit.com/live>

March 15th, 2022

- | | Item # |
|--|--------------|
| 9:00 AM - Vote to Meet In Closed Session in Commissioners' Meeting Room – Room 1101 Government Center, One West Market Street, Snow Hill, Maryland | |
| 9:01 - Closed Session: Discussion regarding a request to move an Emergency Communications Specialist II to full time and certain personnel matters, to discuss a matter directly related to a negotiating strategy or the contents of a proposal, to discuss cybersecurity, receiving legal advice from Counsel, and performing administrative functions | |
| 10:00 - Call to Order, Prayer (Pastor Dale Brown of the Community Church of Ocean Pines), Pledge of Allegiance | |
| 10:01 - Report on Closed Session; Review and Approval of Minutes of the March 1 st , 2022 Meeting | |
| 10:02 - Retirement Commendations for Years of Service for: Fire Marshal Jeff McMahon (35 years), County Jail Corporal Lamont Smith (13 years), County Jail Administrative Assistant Dorothy Lynn Hill (16 years), and Sheriff's Office canine Karma (2013-2021) | 1 |
| 10:05 - Consent Agenda (South Point Landing bid package, National Parks and Recreation grant request, National Hurricane Conference travel request, Board of Education required annual non-recurring expense form, MD Coastal Bays Stockton Fish Passage Dam request, Proposed Mosquito Control Budget, Pest Control bid proposals, Refuse Collection bid proposals, Public Works authorization to continue to apply and sign for USDA application for St. Martins by the Bay, FY23 Human Resources benefits recommendations, Ocean City Museum Society support letter request) | 2-12 |
| 10:10 - Chief Administrative Officer: Administrative Matters (Bus Contractors Presentation, Sea Oaks EDU allocation request, EV charging station request, Berlin Library EBSCO solar grant request, County Building automation upgrades, FY23 General Fund budget request, FY23 Enterprise Fund budget request, Board of Education Maintenance of Effort, Upcoming Board Appointments) | 13-23 |
| 10:30 - Public Hearing for Proposed Change in Zoning Case #433 | |
| 10:40 - Public Hearing of Emergency Bill 22-1 for Zoning Code Text Amendment | |
| 11:00 - Questions from the Press; County Commissioner's Remarks | |
| 11:15 - Chief Administrative Officer: Administrative Matters (if necessary) | |
| Lunch | |
| 1:00 PM - Chief Administrative Officer: Administrative Matters (if necessary) | |

AGENDAS ARE SUBJECT TO CHANGE UNTIL THE TIME OF CONVENING

Hearing Assistance Units Available – see Joseph Parker, DCAO
Please be thoughtful and considerate of others. *Turn OFF all cell phones and notification during the meeting!*

DRAFT

Minutes of the County Commissioners of Worcester County, Maryland

March 1, 2022

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

Following a motion by Commissioner Bertino, seconded by Commissioner Elder, the commissioners unanimously voted to meet in closed session at 9:00 a.m. in the Commissioners' Conference Room to discuss legal and personnel matters permitted under the provisions of Section 3-305(b)(1) and (7) of the General Provisions (GP) Article of the Annotated Code of Maryland and to perform administrative functions permitted under the provisions of Section GP 3-104. Also present at the closed session were Chief Administrative Officer Weston Young, Deputy Chief Administrative Officer Joe Parker, County Attorney Roscoe Leslie, Public Information Officer Kim Moses, and Human Resources Director Stacey Norton. Topics discussed and actions taken included the following: hiring Matthew Clark as a fire marshal investigator II in the Fire Marshal's Office, Nancy Schwendeman as a workforce engagement and development specialist in Tourism and Economic Development, and Caleb Jackson as a roads worker III within the Roads Division of Public Works; advertising to hire a benefits specialist within Human Resources, and other personnel matters; receiving legal advice from counsel; and performing administrative functions, including discussing FY23 benefits recommendations and board appointments.

Following a motion by Commissioner Nordstrom, seconded by Commissioner Bertino, the commissioners unanimously voted to adjourn their closed session at 9:43 a.m.

After the closed session, the commissioners reconvened in open session. Commissioner Mitrecic called the meeting to order, and following a morning prayer by Commissioner Purnell and pledge of allegiance, announced the topics discussed during the morning closed session.

The commissioners reviewed and approved the open and closed session minutes of their February 15, 2022 meeting as presented.

The commissioners presented a proclamation recognizing March as Women's History Month to Commission for Women Chair Tamara White, Co-Chair Coleen Colson, and other CFW members.

The commissioners presented a proclamation recognizing March as March for Meals Month to Commission on Aging (COA) Executive Director John Durrough and other COA staff.

The commissioners presented a proclamation recognizing March as Professional Social

DRAFT

Work Month to Department of Social Services (DSS) Assistant Director Tammy Jones, Worcester County Health Department staff Julie Rayne and Trudy Adkins, and Life Crisis Director Jamie Manning and others.

The commissioners presented a proclamation retroactively recognizing February 15, 2022 as School Resource Officer Appreciation Day to Lieutenant Bob Trautman of the Sheriff's Office.

Upon a motion by Commissioner Bertino, the commissioners unanimously approved by consent agenda item numbers 2-6 as follows: authorizing Recreation and Parks to apply for a Maryland Heritage Areas Authority Non-Capital Project Grant not to exceed \$20,000 to host the annual Harbour Day at the Docks festival in West Ocean City (WOC); authorizing the use of a portion of the WOC commercial parking lot and boat ramp by the Maryland Coastal Bays Program on October 2, 2022 for Marine Debris Plunder, a community cleanup event; approving out-of-state travel for Recreation and Parks Director Kelly Rados and Recreation Superintendent Allen Swiger to attend the Sports Events and Tourism Association annual meeting in Fort Worth, Texas from May 2-5, 2022; approving a Memorandum of Agreement to clarify the relationship between the Commission on Aging, the commissioners, and the Specialized Statewide Transportation Assistance Program for FY23 funding of \$126,975, with a County match of \$42,325; and establishing an expedited Housing Rehabilitation Program application and approval process to use Community Development Block Grant funds in certain circumstances for emergency well and septic system projects.

The commissioners met with Public Works Director Dallas Baker to review the draft FY23 Consolidated Transportation Program (CTP) letter to the Maryland Department of Transportation (MDOT), which outlines the County's priority transportation projects. These include three major projects, which include the dualization of MD Rt. 90 and MD Rt. 589, and a new U.S. Rt. 50 drawbridge, and additional short-term projects, which include signaling the intersection at MD Rt. 611 and MD Rt. 376, signaling the intersection at MD Rt. 367 and MD Rt. 368, eliminating flooding on MD Rt. 12 north of Snow Hill, construction of a dedicated right turn lane on south bound St. Martin's Neck Road at MD Rt. 90; construction of APS/CPS pedestrian to cross U.S. Rt. 113 at MD Rt. 346; developing an access management strategic plan for the MD Rt. 611 corridor; and construction of a shared use path on MD Rt. 611 from U.S. Rt. 50 to Assateague State Park. Commissioner Bertino requested the term "prioritized list" be eliminated from the letter, as the commissioners have not prioritized the order of the first three major transportation projects identified in the letter.

Upon a motion by Commissioner Bertino, the commissioners voted unanimously to eliminate the terms "prioritized list" and approve the letter as revised.

Following a January 18, 2022 public hearing and upon a motion by Commissioner Bunting, the commissioners unanimously approved a request from Attorney Hugh Cropper on behalf of Ayres Creek Family Farm, LLC to reclassify 8.34 acres of land located at 8219 Stephen Decatur Highway, on the westerly side of MD Rt. 611, east of Ayres Creek, and identified on Tax Map 33 as Parcel 80, Lot 1, from Resource Conservation Area (RCA) to Limited Development Area (LDA).

DRAFT

Pursuant to the recommendation of Senior Budget Accountant Kim Reynolds and upon a motion by Commissioner Purnell, the commissioners voted 5-2, with Commissioners Bertino and Bunting voting in opposition, to adopt the Amended Capital Improvement Plan for FY23-FY27, which includes projects totaling \$200,321,677 over the five-year period. Of these projects, \$41,832,684 will be funded through general obligation bonds in FY23 and FY24, and the CIP has been amended to accurately reflect the projects that will be bonded for FY23 and FY24. Ms. Reynolds advised that the most significant changes include the removal of the Ocean Pines spray irrigation project (\$3.25 million), and the updated Ocean Pines belt filter press project, which reflects a cost increase from \$3.55 million to \$4.6 million.

The Commissioners reviewed and discussed various board appointments.

Upon a nomination by Commissioner Bertino, the Commissioners unanimously agreed to appoint Janis Chiampa to the Social Services Board.

Upon a nomination by Commissioner Church, the Commissioners unanimously agreed to reappoint Norman Bunting, Jr. to the Recreation Advisory Board, Bruce Spangler to the Ethics Board, Duane Duncan to the Board of Electrical Examiners, and Todd Ferrante to the Water and Sewer Advisory Council for the West Ocean City Service Area.

Upon a nomination by Commissioner Elder, the Commissioners unanimously agreed to reappoint Robert Clark to Economic Development Advisory Board.

The commissioners met with representatives from the towns of Berlin, Ocean City, Pocomoke, and Snow Hill, as well as the Ocean Pines Association (OPA) regarding their FY23 grant requests from the County.

Pocomoke Mayor Susan Marshall-Harrison and City Manager Jeremy Mason expressed their hope that the County would once again grant the town an infrastructure grant to help fund needed infrastructure improvements, and then reviewed their request for the County provide funding totaling \$1,914,617 for FY23, including categorical funding, shared revenues, and pass-through grants.

Berlin Mayor Zack Tyndall reviewed plans to develop a new community center and round-about on Flower Street. He then requested County funding totaling \$2,601,565 for FY23, including categorical funding including \$122,000 for phase one for a roundabout on Flower Street and \$73,796 for Rails to Trails funds, as well as shared revenues, and pass-through grants. Commissioner Bertino requested County staff determine if Program Open Space funds can be used for the Rails to Trails project.

Snow Hill Mayor Jennifer Jewell and Town Manager Rick Pollitt provided an update on the Black Eyed Susan riverboat and reviewed a request for County funding totaling \$2,238,142 for FY23, including categorical funding to include \$225,000 for wastewater treatment probes, as well as shared revenues, and pass-through grants. In response to questions by Commissioner Bertino, Mayor Jennifer Jewell advised that the town is not planning to increase Snow Hill Sanitary Service Area (SSA) rates to cover the cost of wastewater upgrades. Commissioner Bertino advised that service area residents, not County-wide tax payers, are responsible for improvements within the individual SSAs.

Ocean City Mayor Rick Meehan requested County funding totaling \$8,466,105 for FY23, including categorical funding, shared revenues, and pass-through grants, which mirrors the town's FY22 request and also includes a grant request of \$100,000 for the Ocean City

Development Corporation for downtown redevelopment. He further urged the commissioners to support potential upcoming seasonal housing project proposals that may be located off the island.

OPA Board President Dr. Collette Horn requested County funding totaling \$1,864,340 for FY23, including categorical funding to include funds of \$150,000 for roads and bridges repairs and \$25,000 for Tourism, shared revenues, and pass-through grants mirroring the FY22 request. In response to comments by Commissioner Bertino, County staff confirmed that the County did not issue grants for tourism or roads and bridges to the OPA in FY22. Following some discussion, the commissioners thanked representatives from the municipalities and OPA for meeting with them to present their budget requests.

The Commissioners met with Development Review and Permitting (DRP) Director Jennifer Keener to review a text amendment application submitted by Attorney Hugh Cropper on behalf of Kathy Clark, to amend ZS 1-313(b) Townhouses to modify a section of the bill establishing the maximum length and overall number of units that an individual townhouse building may contain to make it a design recommendation, rather than a requirement.

Following some discussion, Commissioners Church, Mitrecic, Elder, and Nordstrom, and Purnell introduced the aforementioned text amendment as Emergency Bill 22-01 and agreed to schedule a public hearing on the bill.

The commissioners answered questions from the press, after which they adjourned to meet again on March 15, 2021.

TEL: 410-632-1194
FAX: 410-632-3131
WEB: www.co.worcester.md.us



COMMISSIONERS
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THEODORE J. ELDER, VICE PRESIDENT
ANTHONY W. BERTINO, JR.
MADISON J. BUNTING, JR.
JAMES C. CHURCH
JOSHUA C. NORDSTROM
DIANA PURNELL

OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

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ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

WESTON S. YOUNG, P.E.
CHIEF ADMINISTRATIVE OFFICER
JOSEPH E. PARKER, III
DEPUTY CHIEF ADMINISTRATIVE OFFICER
ROSCOE R. LESLIE
COUNTY ATTORNEY

COMMENDATION

WHEREAS, Fire Marshal Jeff McMahon has contributed 35 years of leadership to Worcester County Government. On March 9, 1987, he joined Emergency Services and was quickly promoted to the public safety answering point supervisor, helping to develop and maintain 911 addresses and the computer added dispatch (CAD) system; and

WHEREAS, he joined the newly-established Fire Marshal's Office in 1996 as the assistant fire marshal and 18 months later was promoted to fire marshal, where he oversaw development of the Fire Training Center, established the Special Hazards Response Team, worked to have county fire marshals certified as law enforcement officers to investigate fire-related crimes, and established shared manpower and specialty resources with the Ocean City Fire Marshal's Office.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby commend **Fire Marshal Jeff McMahon** for his years of service to Worcester County, and we wish him a happy and healthy retirement.

Executed under the Seal of the County of Worcester, State of Maryland, this 15th day of March, in the Year of Our Lord Two Thousand and Twenty-Two.



Joseph M. Mitrecic, President

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DIANA PURNELL

COMMENDATION

WHEREAS, Dorothy Lynn Hill has contributed 16 years of dedicated service to Worcester County Government where she began her career on June 26, 2006; and

WHEREAS, Ms. Hill played an integral role as an office assistant III, and her expertise and experience, as well as her use of independent judgement and mature discretion, have been instrumental in the overall management of office operations within the Worcester County Jail.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby commend **Dorothy Lynn Hill** for her years of devoted service to Worcester County, and we wish her a happy and healthy retirement.

Executed under the Seal of the County of Worcester, State of Maryland, this 15th day of March, in the Year of Our Lord Two Thousand and Twenty-Two.



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COUNTY ATTORNEY

COMMENDATION

WHEREAS, Corporal Lamont M. Smith has contributed 13 years of service to the Worcester County Jail, where he began his career on October 27, 2008; and

WHEREAS, Corporal Smith's expertise and experience has been instrumental in providing for the security and welfare of the inmate population, as well as the overall management of the Worcester County Jail.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby commend **Corporal Lamont M. Smith** for his years of service to Worcester County, and we wish him a happy and healthy retirement.

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COUNTY ATTORNEY

COMMENDATION

WHEREAS, K9 Officer Karma contributed more than eight years of devoted service to the Worcester County Sheriff's Office from 2013 through 2021; and

WHEREAS, K9 Officer Karma has been instrumental in removing illegal drugs, guns, and other contraband from Worcester County and other communities across the Delmarva Peninsula, assisted in the apprehension of dangerous, felonious persons, prevented injury to both criminals and law enforcement officers, and served as a canine ambassador to area residents and visitors, while serving with and protecting her handler, Lieutenant Bethany Ramey.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby commend **K9 Officer Karma** for her years of devoted service to Worcester County, and we wish her a happy and healthy retirement.

Executed under the Seal of the County of Worcester, State of Maryland, this 15th day of March, in the Year of Our Lord Two Thousand and Twenty-Two.



Joseph M. Mitrecic, President

Theodore J. Elder, Vice President

Anthony W. Bertino, Jr.

Madison J. Bunting, Jr.

James C. Church

Joshua C. Nordstrom

Diana Purnell



Worcester County Recreation & Parks

6030 Public Landing Road | Snow Hill MD 21863 | (410) 632-2144 | www.PlayMarylandsCoast.org

MEMORANDUM

TO: Weston S. Young, Chief Administrative Officer
Joseph E. Parker III, Deputy Chief Administrative Officer
FROM: Kelly Rados, Director of Recreation & Parks
DATE: March 7, 2022
SUBJECT: Request Permission to Bid Engineering Services of South Point Boat Landing

The Recreation and Parks Department is requesting permission to bid for the Engineering services of South Point Boat Landing. Approximately 500 feet of bulkhead around the boat landing is deteriorating and in need of replacement. The engineering services will be responsible for all drawings, permits, bid specifications, bid reviews, and construction meetings associated with the project. A pre-bid meeting is scheduled to be held on site on April 4, 2022 at 10:00am where any questions regarding the project will be addressed. All bids must be submitted by May 2, 2022 at 1:00pm.

Once an engineer is secured, plans will be produced, permits will be applied for, and bidding will be completed for the construction phase set to take place in the winter of 2022/2023. Our department has applied for an additional \$250,000 in Waterway Improvement Funds for the upcoming fiscal year for this project.

Cost Summary: \$275,000 approved in Boat Ramps – South Point

Account Number: 100.1204.275.6160.181

Grant: Waterway Improvement Grant – 100% reimbursable

Please find attached for your review and approval the Notice to Bidders, Bid Specifications, Bid Form and Vendor's List. Should you have any additional questions, please feel free to reach out at your convenience.

Attachments

cc: Jacob Stephens, Parks Superintendent
David Bradford,

Instructions to Bidders

1. Bids

Bids should be submitted in sealed envelopes clearly marker in the lower left-hand corner “Proposal for South Point Boat Ramp Bulkhead Design”

2. Late Bids

Bids should be mailed or hand carried to be received in the Office of the County Commissioners by or before Monday, May 2, 2022 at 1:00pm. Bids received after the appointed time will not be considered.

3. Taxes

The county is exempt from all federal and state taxes. Your prices should reflect the same.

4. Pre-Bid Conference

A pre-bid conference will be held on Monday April 4, 2022 at the South Point Boat Ramp at 10:00am. Any inquires will be directed to Jacob Stephens, Parks Superintendent between the hours of 6:30am-3:00pm at 410-632-2144 x2521.

5. Scope of Work/Specifications

- Complete design documents for 500+/- of replacement bulkheading. Design should incorporate vinyl bulkhead material.
- Provide base drawing of existing and proposed site conditions. Should also include topography, utilities, storm drains, catch basins and physical features of the site.
- Provide engineered drawings, specifications, and design for development of permits and construction drawings.
- Prepare, submit, and acquire applicable permits from Army Corps of Engineers, Md. Department of Environment, and Worcester County for all work within project scope.
- Prepare construction drawings and specifications for bidding of construction portion of the project.
- Assist with evaluation of construction bids once received and provide recommendation to the county.

6. Award of Contract

Bids will be opened in the Office of the County Commissioners at 1:00pm on Monday, May 2, 2022. After opening, bids are to be forwarded to the Department of Public Works for tabulation, review and recommendation to the County Commissioners for their consideration at a future meeting.

Worcester County Commissioners

South Point Boat Landing

Bulkhead Design

We submit this bid for the following:

Our proposal for permitting and design services for the proposed bulkhead replacement:

Surveys: \$ _____

Permitting and Design: \$ _____

Construction Documents: \$ _____

Total Cost of Services \$ _____

BID MUST BE SIGNED TO BE CONSIDERED

Date: _____

Name: _____

Company: _____

Address: _____

Telephone: _____

Email: _____

Signature: _____

Conflict of Interest Disclosure Form

Please declare below all projects in Worcester County, Maryland and clients doing business in Worcester County, Maryland for which you or your firm have performed work over the past two years (attach additional sheets if necessary):

Project Name:

Client Name and Address:

Date(s) of Service:

| | | |
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| | | |

THIS FORM MUST BE COMPLETED AND SIGNED OR PROPOSAL WILL BE REJECTED

Date: _____

Printed Name: _____

Signature of Authorized Official: _____

Waterfront Design and Permitting Vendors

D & D Civil & Environmental Engineering
PO Box 3353
Ocean City, MD 21843
410-208-0282
ddcivil@yahoo.com

Wiles Mensch Corporation- Atlantic Group
11073 Cathell Road
Berlin, MD 21811
410-629-1610
ccarbaugh@verizon.net

Fuller Hall & Associates
3003 Merritt Mill Road
Salisbury, MD 21804
410-572-8833
bhall@fullerhall.com

Davis, Bowen and Friedel, Inc.
One Plaza East, Suite 200
Post Office Box 93
Salisbury, MD 21803
410-543-9091
dbf@dbfinc.com

Soule and Associates PC
122 Alrington Road
Salisbury, MD 21801
410-742-7797
admin@souleassociates.com

George E Young III PC
2317 Stockton Road
Pocomoke, MD 21851
410-957-2149
info@gey3pc.com

George Miles & Buhr LLC
206 Downtown Plaza
Salisbury, MD 21801
410-742-3115
rmariner@gmbnet.com

J.W. Salm Engineering, Inc
9842 Main Street
Post Office Box 397

Berlin MD 21811
410-641-0126
jwsalm@jwse.com

J. Stacey Hart and Associates
PO Box 6
Snow Hill, MD 21863
410- 430-4169
stacey@jstaceyhart.com

Lane Engineering, LLC
117 Bay Street
Easton, MD 21601
410-822-8003
tglass@leinc.com



Worcester County Recreation & Parks

6030 Public Landing Road | Snow Hill MD 21863 | (410) 632-2144 | www.PlayMarylandsCoast.org

MEMORANDUM

TO: Weston S. Young, Chief Administrative Officer
Joseph E. Parker III, Deputy Chief Administrative Officer
FROM: Kelly Rados, Director of Recreation & Parks (u)
DATE: March 7, 2022
SUBJECT: NRPA Grant Acceptance

The Worcester County Recreation & Parks Department received a Supporting Healthy Aging Through Parks and Recreation grant through the National Recreation and Parks Association (NRPA). We are asking for permission to accept the grant. With your approval, NRPA will submit a MOU for review and signature in order to move forward.

Worcester County Recreation & Parks Department will be awarded \$3,000, 18-month instructor training and supplies to operate the Walk With Ease (WWE) program. We have not financially allocated any funding for such program in this year's budget. Without grant approval, we will not hold the program.

WWE is a multi-component, low-impact 6 week walking program that teaches people how to safely and comfortably incorporate physical activity into their lifestyle.

Should you have any questions, please feel free to reach out at your convenience.

Attachments:

- Acceptance email from NRPA.

cc: Allen Swiger, Recreation Superintendent

From: Colleen Pittard <cpittard@nrpa.org>
Sent: Friday, March 4, 2022 1:54 PM
Subject: *EXTERNAL*:NRPA's Grant Award Notification
Importance: High

Happy Friday!

Congratulations! Your agency has been selected as a recipient of the NRPA's Supporting Healthy Aging Through Parks and Recreation grant and has qualified to receive grant funds in the amount of \$3,000.

In addition, your agency will receive two instructor trainings for the evidence-based program you applied for along with the participant materials and equipment required for that program.

Also, as part of this award, your agency will become a member of NRPA's Community of Practice (CoP). The CoP is an 18-month in-depth training and technical assistance program focusing on centering equity practices for system changes and building partnerships with community-based organizations (CBOs) to help support the delivery of evidence-based programs.

NRPA will be sending you a Memorandum of Understanding (MOU) to be signed and a budget worksheet. In order to move forward with these steps, we ask that you **reply to this email by Friday March 11, 2022**, stating: (1) that you accept the award, and (2) provide the name that should be listed on the MOU by March 11, 2022.

Important upcoming dates:

- March 11, 2022 – Respond to this email with confirmation of your acceptance of the grant and the name to be listed on the MOU
- March 14, 2022 – NRPA to send grantee welcome packets that contains your MOU and budget worksheet
- March 31, 2022 – Attend the grantee kick-off call at 2:00pm-3:00pm EST
- April 4, 2022 - Send NRPA your signed MOU along with a completed budget worksheet demonstrating how you intend to spend the grant funds

We look forward to working with you with you!



Colleen Pittard (she/her/hers)
Partnership Manager
National Recreation and Park Association
703.858.4741 | cpittard@nrpa.org



DONATE

www.nrpa.org

TEL: 410-632-1194
 FAX: 410-632-3131
 WEB: www.co.worcester.md.us



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 ROSCOE R. LESLIE
 COUNTY ATTORNEY

March 2, 2022

TO: Worcester County Commissioners
 FROM: Joseph Parker, Deputy Chief Administrative Officer
 SUBJECT: 2022 Hurricane Conference – April 11 – April 14, 2022

We received notice that registration is open for the 2022 National Hurricane Conference to be held Monday-Thursday, April 11-14, 2022 at the Rosen Centre Hotel, Orlando, Florida (see attached). As you may recall, the County has sent several staff members and County Commissioners to the Hurricane Conferences in past years.

Below is a list of the proposed attendees for 2022:

| <u>Department</u> | <u>Proposed Attendees - 2022</u> |
|----------------------|----------------------------------|
| Emergency Services | One |
| County Commissioners | One |
| Public Works - Roads | One |
| Public Works - W&WW | One |

In summary, I request your approval for out-of-state travel for these staff members and County Commissioners to the 2022 National Hurricane Conference in Orlando, Florida at an estimated cost of \$11,592.00 with funding from the FY22 Travel and Training Account. I look forward to reviewing this matter at your next meeting after which I can begin planning for attendance and making the appropriate travel arrangements. In the meantime, if you should have any questions or concerns, please feel free to contact me.

Anticipated Expenses - 2022 Hurricane Conference

| | | |
|----------------|--------|---|
| Registration - | \$475 | per person |
| Lodging - | \$960 | (5 nights at \$169/night with tax - Sunday-Thursday, check out on Friday) |
| Meals - | \$396 | (6 days at \$66/day - based on federal per diem for Florida) |
| Airfare - | \$1092 | (round trip from Salisbury to Charlotte to Florida) |
| Taxi/Misc. - | \$25 | (est. Uber fare roundtrip) |

Total = \$2,948 per person
 x 4 attendees = \$11,792.00

ELENA J. MCCOMAS
President

TODD A. FERRANTE
Vice-President

JON M. ANDES, Ed.D.

WILLIAM E. BUCHANAN

WILLIAM L. GORDY

NATHANIEL J. PASSWATERS

DONALD C. SMACK, SR.



The Board of Education of Worcester County
6270 Worcester Highway | Newark, Maryland 21841
Telephone: (410) 632-5000 | Fax: (410) 632-0364
www.worcesterk12.org

Administration

LOUIS H. TAYLOR
Superintendent of Schools

C. DWAYNE ABT, Ed.D.
Chief Safety & Human Relations
Officer

DENISE R. SHORTS
Chief Academic Officer, Gr. PK-8

VINCENT E. TOLBERT, CPA
Chief Financial Officer

ANNETTE E. WALLACE, Ed.D.
Chief Operating & Academic Officer,
Gr. 9-12

March 8, 2022

Mr. Weston Young
Chief Administrative Officer
Office of the County Commissioners
Worcester County Government Center
One W. Market Street, Room 1103
Snow Hill, MD 21863-1195

Dear Mr. Young:

The Board of Education's proposed FY23 Operating Budget adopted on February 15, 2022, does not include any items identified as non-recurring.

Please contact me with any questions regarding this information.

Sincerely,

Louis H. Taylor
Superintendent of Schools



Mohammed Choudhury
State Superintendent of Schools

TO: Local Superintendents of Schools
County Administrators
School Finance Officials

From: Justin Dayhoff
Assistant Superintendent of Financial Planning, Operations, and Strategy

Date: January 14, 2022

Subject: Requests for Nonrecurring Cost Exclusions

Local Governments are required to provide funding to local school systems that meets or exceeds the prior year's highest local appropriation, on a current year per-pupil basis. In some cases, local governments may want to make additional, one-time investments in the local school system. Section 5-235(e) and 5-235(f) of the Education Article provide for the exclusion of qualifying non-recurring costs from the highest local appropriation to the school operating budget.

Local governments identify non-recurring cost items, confer with local school systems, and submit the signed non-recurring cost exclusion request to MSDE. The fiscal Year 2023 requests are due to MSDE on or before March 31, 2022. MSDE will review requests based on the requirements of COMAR 13A.02.05.03 and provide decisions to local governments and local school systems by May 1, 2022.

For Fiscal Year 2023, the form (in excel) is attached and provides drop-down menus to select the allowable categories and associated object/type of non-recurring cost exclusion. A description is required for each cost item, and should clearly indicate why the cost qualifies as non-recurring. Lack of detail can impact the final decision as well as the timing of the response. The county government and the school board should confer about each item.

The local government completes and signs the form, and provides it to the local school system, which completes and signs the form, and returns it to the local government. The local government submits the completed, signed request to MSDE. Each entity should retain a copy of the signed form.

An electronic version of the form will be provided via e-mail. Please contact Donna Gunning at donna.gunning@maryland.gov or 410-767-0757, or Samuel Pandian at Samueldurai.pandian@maryland.gov or 410-767-0272 with any questions or concerns.

JD: dg
Attachment

[illegible]

***Please refer to the Financial Reporting Manual for Maryland Public Schools for this information.**

Certification of Mutual Agreement

The undersigned representative(s) from the local board of education and county/city government have mutually agreed that the items identified as Other One Time Costs and items checked as "agree" represent one-time expenditures and are therefore, jointly requesting that these costs be approved as nonrecurring costs to be excluded from the local appropriation for the maintenance of effort calculation for Fiscal Year 2023.

Superintendent of Schools

President or Chairperson of the County/City
Council or County Commissioners



Worcester County Administration

One West Market St. Room 1103 | Snow Hill MD 21863 | (410) 632-1194 | www.co.worcester.md.us

DRAFT

March 8, 2022

Mr. Samuel Durai Pandian
Program Manager IV
Maryland State Department of Education
Office of Fiscal Planning, Research and Evaluation
200 W. Baltimore Street
Baltimore, MD 21201

Re: FY2023 Nonrecurring Cost Exclusion Request Form

Dear Mr. Pandian:

Please be advised that at their meeting of March 15, 2022, the Worcester County Commissioners and the Worcester County Board of Education approved the request for nonrecurring cost exclusions form with \$0.00 for the FY2023 budget. Attached please find the Certification of Mutual Agreement form completed by the School system and County government.

The letter and form are also emailed to your attention to meet the deadline of March 31, 2022. If you should have any other questions, please feel free to contact me at this office.

Sincerely,

Candace Savage
Budget Officer

Attachment: FY2023 Nonrecurring Cost Request

Cc: Ms. Donna Gunning, Executive Director, Maryland State Department of Education
Louis H. Taylor, Superintendent, Worcester County Board of Education
Vincent E. Tolbert, CPA, Chief Financial Officer, Board of Education
Weston S. Young, Chief Administrative Officer, Worcester County
Phillip Thompson, CPA, Finance Officer, Worcester County

S:\Commissioners\Candace\FY23 Budget\BOE\FY2023 Nonrecurring cost exclusion memo.docx



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

DALLAS BAKER JR., P.E.
 DIRECTOR

CHRIS CLASING, 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: Weston Young P.E., Chief Administrative Officer
FROM: Christopher S. Clasing, P.E., Deputy Director *cs cy*
DATE: March 7, 2022
SUBJECT: Letter of Support – Maryland Coastal Bays Program
 Fish Passage Install and Removal of County-owned Dam

The Maryland Coastal Bays Program is requesting a Commissioner letter of support for a proposed fish passageway project at the Big Millpond, located off of Sheephouse Road southwest of Stockton. Worcester County Public Works is in support of this request. The project would involve removal of the County-owned & maintained Big Millpond Dam and install of multiple step pools to promote fish passage on Swan Gut Creek, similar to MD Coastal Bays Program's Bishopville Fish Passageway project completed in 2014. An internal review of the hydraulic study meets Public Works' expectations in terms of safe conveyance of water during large storm events. The fish passageway and step pools would still keep the upstream pond level at its current height; however, removal of the dam would take maintenance responsibilities off of the County and reduce the risk of Sheephouse Rd overtopping or failing during larger storm events.

The attached draft letter of support details the conditions and legal requirements that Public Works feels are essential to require for this project prior to any type of plan approval. MD Coastal Bays Program has a potential funding source identified for the project but needs to have a Worcester County (Dam Owner) letter of support prior to submitting an application.

If you have any questions, please feel free to contact me.

Attachment

cc: Dallas Baker
 Kevin Lynch

March 7, 2022

Mr. Kevin Smith
Executive Director
Maryland Coastal Bays Program
8219 Stephen Decatur Highway
Berlin, MD 21811

Dear Mr. Smith:

The Worcester County Department of Public Works has reviewed the Hydrology & Hydraulics report for the proposed Big Millpond Dam Removal project submitted to the office on February 4, 2022. Per the review, Worcester County Public Works has found the results of the report acceptable in the proposed condition (passing the 100 year storm safely). The Worcester County Commissioners are supportive of the idea of removing the current dam but under the following conditions:

1. Maryland Coastal Bays/Maryland Department of Natural Resources (MD DNR) is responsible for obtaining all necessary permits and approvals from Maryland Department of the Environment, United States Army Corps of Engineers, and any other reviewing authorities for the removal of the existing dam and installation of the proposed conditions.
2. MD Coastal Bays/DNR is responsible for outreach and approval of the project by the landowners of the pond itself.
3. MD Coastal Bays/DNR is responsible for maintenance & future debris removal from the proposed steps pools and fish passage project. Worcester County will need this to be spelled out in a legal agreement or memorandum of understanding prior to any construction taking place. A strict program will need to be in place for debris removal on a regular and emergency basis. The buildup of any debris in and around the culvert could throw off hydraulics tremendously resulting in earlier overtopping of the County roadway in the future.

4. Worcester County DPW will need the opportunity to review and approve construction plans in order to ensure no negative impacts on our surrounding infrastructure.

Please let us know if you have any further questions.

Sincerely,

Joseph M. Mitrecic
President

cc Dallas Baker Jr., P.E., Director of Public Works
Christopher S. Clasing, P.E., Deputy Director of Public Works



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

DALLAS BAKER JR., P.E.
 DIRECTOR

CHRIS CLASING, P.E.
 DEPUTY DIRECTOR

TEL: 410-632-5623
 FAX: 410-632-1753

M E M O R A N D U M

TO: Weston Young, P.E., Chief Administrative Officer
FROM: Dallas Baker, P.E., Director of Public Works *Dallas Baker*
DATE: March 7, 2022
SUBJECT: Proposed Mosquito Control Budget – 2022 Season

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 Commissioner review and approval is the proposed State of Maryland's Mosquito Control Budget for the 2022 season. In reviewing the document, the proposed budget is the same as last year's budget. Total County funding for the season is estimated at \$83,940. A total of \$50,905.30 was paid to the State of Maryland for the 2021 Mosquito Control Season. As in the past, the State of Maryland will be requesting a prepayment to start off the season. This season they are requesting \$50,000 payable to MDA by 7/30/2022. Funds are available in account 100.1302.7120.030 for this payment

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 recommend approval of the attached budget, prepayment and the program's participant fee 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.

Attachment

cc: Michael Hutchinson, Maintenance Superintendent

Michael Hutchinson

From: Marcia E Solomon -MDA- <marcia.solomon@maryland.gov>
Sent: Thursday, March 3, 2022 10:03 AM
To: Michael Hutchinson
Subject: *EXTERNAL*:Worcester County Mosquito Control Budget Agreement
Attachments: WO County 2021 Mosquito Control Proposed Budget.pdf

CAUTION: This email originated from an external email domain which carries the additional risk that it may be a phishing email and/or contain malware.

Good Morning Mr. Hutchinson,

The Maryland Department of Agriculture, Mosquito Control Section, has prepared an estimate of operating expenses for mosquito control in Worcester County during the 2022 season. This budget estimate is based on previous years' expenditures and anticipated costs for the upcoming season.

The proposed mosquito control budget for the 2022 season for Worcester County is attached for your reference.

You will be receiving a DocuSign document to approve this year's budget agreement with the state next week. Please let me know if this document should be routed to someone else. If you have any questions regarding the budget agreement, please let me know and I will have your assigned state mosquito control representative contact you.

Regards,



Marcia E. Solomon

Mosquito Control Section
410.841.5870 (o)

Visit Our Website at: www.mda.maryland.gov



[Click here to complete a three question customer experience survey.](#)

PROPOSED BUDGET
WORCESTER COUNTY-MOSQUITO CONTROL
CALENDAR YEAR 2022
(FY 2023 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 | \$45,00 | \$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

Michael Hutchinson

From: Daniel Schamberger -MDA- <daniel.schamberger@maryland.gov>
Sent: Friday, March 4, 2022 11:11 AM
To: Michael Hutchinson
Cc: George Lawrence
Subject: *EXTERNAL*:Re: *EXTERNAL*:Re: *EXTERNAL*:Worcester County Mosquito Control Budget Agreement

CAUTION: This email originated from an external email domain which carries the additional risk that it may be a phishing email and/or contain malware.

Mike,

Yes, we are required to receive prepayment this year. The prepayment letters are being prepared and will be sent out shortly. I have requested that it is sent directly to you. The amount for Worcester County this season is \$50,000.00, and the prepayment must be received by MDA by 07/30/2022. If you need any additional information, please contact me. Thanks.

Dan



Daniel Schamberger
Administrator III
Maryland Department of Agriculture
Mosquito Control Section
27722 Nanticoke Road Unit 2
Salisbury, MD. 21801
daniel.schamberger@maryland.gov
(410) 543-6626 (O)
[Website](#) | [Facebook](#) | [Twitter](#)



Worcester County
DEPARTMENT OF PUBLIC WORKS

6113 TIMMONS ROAD

SNOW HILL, MARYLAND 21863

MEMORANDUM

DALLAS BAKER JR., P.E.
DIRECTOR

CHRIS CLASING, P.E.
DEPUTY DIRECTOR

TEL: 410-632-5623
FAX: 410-632-1753

TO: Weston Young, P.E., Chief Administrative Officer
FROM: Dallas Baker, P.E., Director of Public Works
DATE: March 8, 2022
SUBJECT: Pest Control Service Bid

Dallas Baker

DIVISIONS

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

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

SOLID WASTE
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FAX: 410-632-1753

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

Public Works is requesting Commissioner approval to advertise the attached bid package for Pest Control services at the various County facilities listed in the bid package. The current contract was awarded in 2017, extended to 2022, but expires March 31. This bid package is being advertised to prevent the loss of Pest Control services at County facilities. The current contractor has agreed to honor the existing service agreement until a new contract is in place.

The new contract would be in effect for two years commencing on May 1, 2022 and ending April 30, 2024. We have also asked for informational pricing for additional years 3-5 ending April 30, 2027. The table below illustrates funding that has been approved in the FY22 budget. FY23 budget requests and subsequent approvals should provide the necessary funding for the balance of the service.

| DEPARTMENT | ACCOUNT NO. | APPROVED BUDGET |
|-----------------------------|-----------------------|-----------------|
| Health | 1301.xxx.6550.180 | \$1,375.00 |
| Commission on Aging | 1401.xxx.6550.180 | \$800.00 |
| Library | 1603.xxx.6550.180 | \$1,200.00 |
| Radio Towers | 1102.045.6550.180 | \$500.00 |
| Solid Waste Division-Admin. | 680.7002.6550.020 | \$500.00 |
| Solid Waste-Recycle | 100.1206.6550.020 | \$500.00 |
| Fire Training Center | 1105.197.6550.180 | \$216.00 |
| Court House | 100.1090.050.6550.180 | \$260.00 |
| Government Center | 100.1090.070.6550.180 | \$400.00 |
| Jail | 100.1103.6550.180 | \$500.00 |
| Animal Control | 100.1101.040.6550.180 | \$300.00 |
| Tourism & Economic Dev. | 100.1090.075.6550.180 | \$270.00 |
| State's Attorney | 100.1090.080.6550.180 | \$260.00 |

ITEM 8

| DEPARTMENT | ACCOUNT NO. | APPROVED BUDGET |
|----------------------------|--------------------------|--------------------|
| Isle of Wight Office Bldg. | 100.1090.060.6550.180 | \$250.00 |
| DPW-Administration | 100.1201.6550.180 | \$250.00 |
| Water Wastewater | 520/535/545/570.6550.020 | \$2,000.00 |
| Bank Street Bldg. | 100.1090.085.6550.180 | \$235.00 |
| Recreation Center | 100.1601.400.6550.180 | \$50.00 |
| Parks | 100.1602.510.6550.180 | \$95.00 |
| | TOTAL | \$9961.00 |

Should you have any questions, please feel free to contact me.

Attachments

cc: Michael Hutchinson, Maintenance Superintendent

NOTICE TO BIDDERS

**Pest Control Service
Worcester County Government Facilities**

The County Commissioners of Worcester County are currently accepting bids for Pest Control Services for forty-four (44) County facilities located throughout the County for a period of two (2) years, with an option to extend for up to five (5) years. Bid specification packages and bid forms are available from the Office of the County Commissioners, Room 1103 - Government Center, 1 West Market Street, Snow Hill, Maryland 21863 or may be obtained online at 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 April 4, 2022 in the Office of the County Commissioners, at the above address, at which time they will be opened and publicly read aloud. Envelopes will be marked "**Pest Control Service 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. Bids which are not in exact compliance with the instruction to bidders or which are not provided on the schedules included in the specification package may be rejected. 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 will be directed to Michael Hutchinson, Maintenance Superintendent at mhutchinson@co.worcester.md.us or at (410) 632-3766.

Citizens and Government Working Together

INSTRUCTIONS TO BIDDERS**1. BIDS**

Bids shall be submitted in sealed envelopes on or before Monday, April 4, 2022 at 1:00 pm and clearly marked in the lower left-hand corner "**Pest Control Services**". Bidders shall submit an itemized, per building in bid in one sealed bid packet with one monthly total. Bidders shall include all facilities in bid. Partial or incomplete bids will not be accepted.

2. BID DUE DATE

Bids should be mailed or hand carried to be received in the Office of the County Commissioners located at the Worcester County Government Center, 1 W. Market Street, Room 1103, Snow Hill, Maryland 21863 by or before **Monday, April 4, 2022 at 1:00 p.m.** Bids received after the appointed date and time will not be considered.

3. SCOPE OF WORK

Provide pest control services for Worcester County Buildings and Facilities as listed in bid specifications. Bids shall be inclusive of all facilities listed. Worcester County reserves the right to add and delete facilities and areas of facilities from the schedule as County operations change.

4. CONTRACTOR INVOICES

The Contractor must provide a monthly itemized invoice stating location, dates of service and amount to the DPW-Maintenance Division, 6113 Timmons Road, Snow Hill, Maryland 21863. These amounts will not change for the stated bid duration. Increased fees for additional/added services will only be approved upon written justification and with administrative approval.

5. TERM OF CONTRACT

This contract will be in effect for two years commencing with May 1, 2022 and ending April 30, 2024. The County Commissioners may elect to extend the contract for up to three additional years (years 3 through 5) based on the additional pricing stated on the bid form. All additional pricing submitted on the bid form shall remain valid through year April 30, 2027. The service schedule may be changed without cause if the County so elects. However, the County will provide 30 day advance written notice of its intent to revise the service schedule. Changes that may affect the contracted service may include but are not limited to; increase or reduction in the service sites, increase or decrease in area, and service occurrence per site.

6. TAXES

The County is exempt from all Federal and State 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 the bidder must purchase to complete the work specified in the contract. Bidders prices should reflect the inclusion of federal and state taxes on purchased supplies and materials.

7. **INDEMNIFICATION**

The Contractor must indemnify the County and its agents from all liability, penalties, costs, damages, or claims (including attorney's fees) resulting from personal injury, death, or damage to property that arises from or is connected to the performance of the work or failure to perform its obligations under the Contract. All indemnification provisions will survive the expiration or termination of the Contract.

8. **INDEPENDENT CONTRACTOR**

- A. Contractor is an "Independent Contractor", not an employee. Although the County may determine the delivery schedule for the work and evaluate the quality of the work, the County will not control the means or manner of the Contractor's performance.
- B. Contractor is responsible for all applicable taxes on any compensation paid under the Contract. Contractor is not eligible for any federal Social Security, unemployment insurance, or workers' compensation benefits under the Contract.
- C. Contractor must immediately provide the County notice of any claim made against Contractor by any third party.

9. **LICENSE and INSURANCE**

- A. Contractor will provide a valid copy of their company's business license applicable for the work described in this contract. A copy of their business license shall be included at the time of bid submission. The business license must be renewed and valid for the term of the contract.
- B. Contractor must have automobile insurance on all vehicles used in the Contract to protect Contractor against claims for damages resulting from bodily injury, including wrongful death, and property damage that may arise from the operations in connection with the Contract. All insurance must name County, its employees, and agents as "ADDITIONAL INSURED".
- C. Contractor must have Commercial General Liability Insurance in the amounts listed below. The insurance must include coverage for personal injury, discrimination, and civil rights violation claims. All insurance must name County, its employees, and agents as "ADDITIONAL INSURED". A copy of the certificate of insurance must be filed with the County before the Contract is executed, providing coverage in the amount of \$1,000,000 per occurrence, \$2,000,000 general aggregate, and \$500,000 for property damage.
- D. Contractor must provide the County with a certification of Workers' Compensation Insurance, with employer's liability in the minimum amount required by Maryland law in effect for each year of the Contract.
- E. All insurance policies must have a minimum 30 days' notice of cancellation. The County must be notified immediately upon cancellation.
- F. When insurance coverage is renewed, Contractor must provide new certificates of insurance prior to expiration of current policies.

10. **STANDARD TERMS and CONDITIONS**

Separate of this bid document are the Standard Terms and Conditions for Worcester County. This document will be attached to the executed contract agreement. If the Standard Terms and any other part of the Contract conflict, then the Standard Terms will prevail.

11. **RESPONSIBILITY of CONTRACTOR**

- A. The Contractor must perform the services with the standard of care, skill, and diligence normally provided by a Contractor in the performance of services similar the services.
- B. Notwithstanding any review, approval, acceptance, or payment for the services by the County, the Contractor will be responsible for the accuracy of any work, design, drawings, specifications, and materials furnished by the Contractor under the Contract.
- C. If the Contractor fails to conform with subparagraph (a) above, then it must, if required by the County, perform at its own expense any service necessary for the correction of any deficiencies or damages resulting from the Contractor's failure. This obligation is in addition to any other remedy available to the County.

12. **CODES**

The Contractor shall comply with all federal, state, county and city codes, laws and ordinances applicable to pest control application service and will obtain at his own expense such permits, licenses and/or certificates which may be required in the performance of the work specified. The Contractor will use only those pesticides registered by the Maryland Department of Agriculture (MDA). All bidders must be licensed to perform commercial pest applications by the MDA. All work must be performed under the supervision of an individual certified by the MDA as a commercial applicator. A copy of all required license and certificates to perform this service shall accompany the Bid Form. All chemicals must be used per manufacturer's instructions. The Contractor will exercise due care and diligence in handling, using and disposing of pesticide containers so that people, animals or non-pest organisms will not suffer undue injury and so environmental contamination does not occur. The Contractor will not store any pesticides or application equipment on any County premises.

13. **SAFETY DATA SHEETS**

Safety data sheets will be presented to the DPW - Maintenance Division prior to application of any pest control materials that will be used during the course of the contract.

14. **PROVISIONS**

Awarded Contractor/Vendor's price shall be inclusive and include but is not limited to; all overhead, profit, supervision, labor, travel time, pickup & delivery charges, materials, certifications, fees, tax, hazmat charges, disposal fees, tools/equipment and all other costs associated with the Work/Service to perform pest control service within County-owned or leased buildings per the attached list. Fees for escalation of fuel costs, in the form of a surcharge, will not be accepted.

15. **SCHEDULE**

A schedule of buildings to be treated on a monthly, and on an as needed basis are listed in the Bid Form. The number of contracted properties is subject to change, increase or decrease, due in part to possible changes that may be made by the Commissioners of Worcester County Maryland. Notification of impending inspection and treatment schedules shall be coordinated by the awarded bidder with the County's Maintenance Division and the Building Supervisor where the treatment will be administered.

16. **VERIFICATION OF PERFORMANCE**

The Contractor must provide a copy of the company's completed field technician/applicator's report of services provided at each treatment location following completion of the service. This field report shall accompany all invoices and be submitted to the Worcester County DPW - Maintenance Division, 6113 Timmons Road, Snow Hill, Maryland 21863. The field report and corresponding invoices shall contain the following as a minimum for the County's processing.

- A. Location, Date & Time of Day of visit/treatment
 - B. Description of treatment and name of pesticide applied
 - C. Report of potential problem areas
 - D. Signature of exterminator
- For services outside of the regular monthly treatment a verification signature by on-site department staff or County representative is required.
 - Invoices will not be paid without this verification. All invoices will be sent on a monthly basis.

BID SCOPE – Pest Control Service**Schedule I – Routine Monthly Service:**

The Pest Control Contractor will provide monthly routine pest control services for all buildings listed on Schedule I. Definitions of Service are as follows.

- **Routine Service** shall consist of supplying and applying pesticides one time per month minimum at the perimeter base of the **exterior** of each facility listed in Schedule I to provide a barrier/control method to prevent intrusion of outdoor pests. Interior treatment will be completed on an as needed basis as stated below. The Contractor's service date and time shall be coordinated with 1) The Maintenance Supervisor for the Worcester County DPW – Maintenance Division 2) The individual department's Building Supervisor/Facility Manager to ensure that treatment services will not conflict with staff and patron services. All service/treatment will be performed during normal business hours Monday through Friday except for County-observed holidays.
- **Pest Control** shall mean control of all crawling, hopping or flying insects, but will not include treatment for fleas, bed bugs, termites, mosquitoes, birds or bees. Pest control is to be guaranteed for a period of 30 days following the latest application. Call backs for additional treatment within the guaranteed service period will be at no additional expense to the County.

Schedule II – As Needed Service:

The Pest Control Contractor will provide as needed or call-in pest control services for all buildings listed in Schedule II on a time and material basis. Bidders shall provide Time & Material rates on their company letterhead to accompany the Bid Form.

As needed pest control services may consist of, but are not limited to, the treatment defined as Routine Service in Schedule I above. As needed pest control treatment includes treatment of the interior of the facilities upon request or per recommendations of the Pest Control Contractor.

GENERAL INFORMATION

- ✦ The Pest Control Contractor shall provide adequate company contacts so that the County has redundant forms of notification/communication methods with the Contractor.
- ✦ The County will notify the Contractor of the facility that needs treatment and of the conditions that need to be mitigated and the available hours for treatment. After-hours night and weekend work may be required.
- ✦ Suspect pests will be trapped if possible by the County and contained for the Contractor's evaluation.
- ✦ Contractor to provide verbal acknowledgement of the County's notification within two (2) hours following receipt of the initial notification by the County, its representative or agent.
- ✦ Contractor contact with the County shall be 1) Telephone call to the County's Department of Public Works Administration Office 2) Contacting the County contacts via cellular telephone.
- ✦ Contractor to provide treatment service within forty-eight (48) hours of the County's notification to the Contractor.
- ✦ All as needed or call-in services provided shall be acknowledged and signed by a County representative and all field service orders shall be forwarded to the County with the accompanying invoice.

**PEST CONTROL BID FORM
SCHEDULE I – ROUTINE MONTHLY SERVICE**

| CT | BUILDING | LOCATION | PRICE/MO. Yr. 1-2 | PRICE/MO. Yr. 3 | PRICE/MO. Yr. 4 | PRICE/MO. Yr. 5 |
|----|--------------------------------|---|----------------------|--------------------|--------------------|--------------------|
| 1 | Animal Control | 6207 Timmons Road, Snow Hill, MD | \$.00 | \$.00 | \$.00 | \$.00 |
| 2 | Bank Street Bldg. | 301/303/305 Bank Street, Snow Hill, MD | \$.00 | \$.00 | \$.00 | \$.00 |
| 3 | Court House | 1 W. Market Street, Snow Hill, MD | \$.00 | \$.00 | \$.00 | \$.00 |
| 4 | DPW - Administration | 6113 Timmons Road, Snow Hill, MD | \$.00 | \$.00 | \$.00 | \$.00 |
| 5 | Fire Training Center | 6743 Central Site Lane, Newark, MD | \$.00 | \$.00 | \$.00 | \$.00 |
| 6 | Government Center | 1 W. Market Street, Snow Hill, MD | \$.00 | \$.00 | \$.00 | \$.00 |
| 7 | Dental Clinic | 107 William Street, Berlin, MD | \$.00 | \$.00 | \$.00 | \$.00 |
| 8 | Berlin Health Dept. | 9730 Healthway Drive, Berlin, MD | \$.00 | \$.00 | \$.00 | \$.00 |
| 9 | Isle of Wight Service Bldg. | 13070 St. Martins Neck Rd, Bishopville, MD | \$.00 | \$.00 | \$.00 | \$.00 |
| 10 | Snow Hill Health Dept. | 6040 Public Landing Road, Snow Hill, MD | \$.00 | \$.00 | \$.00 | \$.00 |
| 11 | Ocean City Health Dept. | 4 Caroline Street, Ocean City, MD | \$.00 | \$.00 | \$.00 | \$.00 |
| 12 | Jail | 5022 Joyner Road, Snow Hill, MD | \$.00 | \$.00 | \$.00 | \$.00 |
| 13 | Berlin Library | 13 Harrison Ave. Berlin, MD | \$.00 | \$.00 | \$.00 | \$.00 |
| 14 | Ocean Pines Library | 11107 Cathell Road, Ocean Pines, Berlin, MD | \$.00 | \$.00 | \$.00 | \$.00 |
| 15 | Ocean City Library | 10003 Coastal Highway, Ocean City, MD | \$.00 | \$.00 | \$.00 | \$.00 |
| 16 | Pocomoke Library | 301 Market Street, Pocomoke, MD | \$.00 | \$.00 | \$.00 | \$.00 |
| 17 | Snow Hill Library | 307 N. Washington Street, Snow Hill, MD | \$.00 | \$.00 | \$.00 | \$.00 |
| 18 | Water/Waste Water Admin. Bldg. | 1000 Shore Lane, Ocean Pines, MD | \$.00 | \$.00 | \$.00 | \$.00 |
| 19 | MSP Barracks Radio Tower | 9758 Ocean Gateway, Berlin, MD | \$.00 | \$.00 | \$.00 | \$.00 |
| 20 | Central Site Lane Radio Tower | 6841 Central Site Lane, Newark, MD | \$.00 | \$.00 | \$.00 | \$.00 |
| 21 | Klej Grange Radio Tower | 2630 Klej Grange Road, Pocomoke, MD | \$.00 | \$.00 | \$.00 | \$.00 |
| 22 | Water Tower Radio Tower | 112 N. Washington Street, Snow Hill, MD | \$.00 | \$.00 | \$.00 | \$.00 |

**PEST CONTROL BID FORM
SCHEDULE I – ROUTINE MONTHLY SERVICE**

| CT | BUILDING | LOCATION | PRICE/MO. Yr. 1-2 | PRICE/MO. Yr. 3 | PRICE/MO. Yr. 4 | PRICE/MO. Yr. 5 |
|--------------|-------------------------------------|---|----------------------|--------------------|--------------------|--------------------|
| 23 | Nassawango Radio Tower | 6572 Snow Hill Road, Snow Hill, MD | \$.00 | \$.00 | \$.00 | \$.00 |
| 24 | Pocomoke Water Tank | 1637 Dunn Swamp Rd, Pocomoke, MD | \$.00 | \$.00 | \$.00 | \$.00 |
| 25 | State's Attorney Bldg. | 106 Franklin Street, Snow Hill | \$.00 | \$.00 | \$.00 | \$.00 |
| 26 | Northern Worcester Cty. Senior Ctr. | 10129 Old Ocean City Blvd, Berlin, MD | \$.00 | \$.00 | \$.00 | \$.00 |
| 27 | Ocean City Senior Center | 104 - 41 st St. & Coastal Hwy., Ocean City, MD | \$.00 | \$.00 | \$.00 | \$.00 |
| 28 | Pocomoke Service Building | 400A & 400B Walnut St, Pocomoke, MD | \$.00 | \$.00 | \$.00 | \$.00 |
| 29 | Charles & Martha Fulton Senior Ctr. | 4767 Snow Hill Road, Snow Hill, MD | \$.00 | \$.00 | \$.00 | \$.00 |
| 30 | Solid Waste - Administration Bldg. | 7091 Central Site Lane, Newark, MD | \$.00 | \$.00 | \$.00 | \$.00 |
| 31 | Solid Waste - Recycling Bldg. | 7091 Central Site Lane, Newark, MD | \$.00 | \$.00 | \$.00 | \$.00 |
| 32 | Tourism & Economic Dev. Bldg. | 100 Pearl St., Snow Hill, MD | \$.00 | \$.00 | \$.00 | \$.00 |
| 33 | Riddle Farm - Bldg. 1 | 1101 Grays Corner Road, Berlin, MD | \$.00 | \$.00 | \$.00 | \$.00 |
| 34 | Riddle Farm - Bldg. 2 | 1101 Grays Corner Road, Berlin, MD | \$.00 | \$.00 | \$.00 | \$.00 |
| 35 | Riddle Farm - Bldg. 3 | 1101 Grays Corner Road, Berlin, MD | \$.00 | \$.00 | \$.00 | \$.00 |
| 36 | South Point Village - Bldg. 1 | 9815 Stephen Decatur Hwy., Unit 37, Berlin, MD | \$.00 | \$.00 | \$.00 | \$.00 |
| 37 | Mystic Harbour - Bldg. 1 | 9624 Stephen Decatur Highway, Berlin, MD | \$.00 | \$.00 | \$.00 | \$.00 |
| 38 | Mystic Harbour - Bldg. 2 | 9624 Stephen Decatur Highway, Berlin, MD | \$.00 | \$.00 | \$.00 | \$.00 |
| 39 | Landings - Bldg. 1 | 8731 Stephen Decatur Highway, Berlin, MD | \$.00 | \$.00 | \$.00 | \$.00 |
| 40 | Landings - Bldg. 2 | 8731 Stephen Decatur Highway, Berlin, MD | \$.00 | \$.00 | \$.00 | \$.00 |
| 41 | Assateague Pointe - Bldg. 1 | 12078 Assateague Way, Berlin, MD | \$.00 | \$.00 | \$.00 | \$.00 |
| 42 | Assateague Pointe - Bldg. 2 | 12078 Assateague Way, Berlin, MD | \$.00 | \$.00 | \$.00 | \$.00 |
| 43 | Assateague Pointe - Bldg. 3 | 12078 Assateague Way, Berlin, MD | \$.00 | \$.00 | \$.00 | \$.00 |
| 44 | Belt Street Bldg. | 100 Belt Street, Snow Hill, MD | \$.00 | \$.00 | \$.00 | \$.00 |
| TOTAL | | | | | | |

PEST CONTROL BID FORM

SCHEDULE II – AS NEEDED CALL IN SERVICE

The following County buildings will be considered on an on-call or as needed basis, to be serviced as specified above. All services to be provided per Bidder's Time and Material rates that shall be submitted on the Bidder's company letterhead to accompany the Bid Forms.

| <u>BUILDING</u> | <u>LOCATION</u> |
|------------------------|---|
| Welcome Center | 144 Ocean Highway, Pocomoke, MD |
| Recreation | 6030 Public Landing Road, Snow Hill, MD |
| Parks | 6022 Public Landing Road, Snow Hill, MD |
| Mosquito Control | 6205 Timmons Road, Snow Hill, MD |
| DPW - Roads Division | 5764 Worcester Highway, Snow Hill, MD |
| DPW – Roads Division | 2001 Groton Road, Pocomoke, MD |
| DPW – Roads Division | 10146 Main Street Ext., Berlin, MD |

BID AFFIDAVIT

I, the undersigned, have reviewed the Bid Documents herein and fully understand all of the requirements and provisions to provide the services described for the price stated and the County's terms for this service.

| |
|-----------------------|
| FIRM NAME: |
| ADDRESS: |
| TELEPHONE: |
| FAX: |
| EMAIL ADDRESS: |

BID MUST BE SIGNED TO BE CONSIDERED

Date: _____ **Signature:** _____

ATTEST:

Date: _____ **Signature:** _____

**2022 PEST CONTROL SERVICES
BIDDERS LIST**

| | |
|--|--|
| <p>Bennett Termite & Pest Solutions 13207 Hatchery Road Bishopville, MD 21813 Phone: 410-352-3222 Attn: Bruce Lawrence Email: bruce@bennetttermite.com</p> | <p>Delmarva Custom Spraying Inc. 20966 Nanticoke Rd. Bivalve, MD. 21814 Phone: 443-614-4265 Attn: Ryan Dorr Email: delmarvacustomspraying@yahoo.com</p> |
| <p>Home Paramount Pest Control Co. PO. Box 850 Forest Hill, MD 21050 Phone: 410-510-0700 ext #6400 Attn: Tina Comer Email: corporatecommercialdept@homeparamount.com</p> | <p>Orkin 2009 Northwood Drive Salisbury, MD 21801 Phone: 410-546-1346 (choose Option 1) Fax: 410-546-9245 Attn: David Smith Email: salisbury@orkin.com</p> |
| <p>Taylor Termite & Pest Control 2122 West Zion Rd. Salisbury, MD 21802 Phone: 410-742-4005 Attn: Ashley Hughes Email: mbaylis820@gmail.com Ashley@taylortermite.com</p> | |
| | |

EXHIBIT A

Worcester County Maryland
Standard Terms

The provisions below are applicable to all Worcester County ("County") contracts. These provisions are not a complete agreement. These provisions must be attached to an executed document that identifies the work to be performed, compensation, term, incorporated attachments, and any special conditions ("Contract"). If the Standard Terms and any other part of the Contract conflict, then the Standard Terms will prevail.

1. **Amendment.** Amendments to the Contract must be in writing and signed by the parties.
2. **Bankruptcy.** If a bankruptcy proceeding by or against the Contractor is filed, then:
 - a. The Contractor must notify the County immediately; and
 - b. The County may cancel the Contract or affirm the Contract and hold the Contractor responsible for damages.
3. **Compliance with Law.** Contractor must comply with all applicable federal, state, and local law. Contractor is qualified to do business in the State of Maryland. Contractor must obtain, at its expense, all licenses, permits, insurance, and governmental approvals needed to perform its obligations under the Contract.
4. **Contingent Fee Prohibition.** The Contractor has not directed anyone, other than its employee or agent, to solicit the Contract and it has not promised to pay anyone a commission, percentage, brokerage fee, contingent fee, or other consideration contingent on the making of the Contract.
5. **Counterparts and Signature.** The Contract may be executed in several counterparts, each of which may be an original and all of which will be the same instrument. The Contract may be signed in writing or by electronic signature, including by email. An electronic signature, a facsimile copy, or computer image of the Contract will have the same effect as an original signed copy.
6. **Force Majeure.** The parties are not responsible for delay or default caused by fire, riot, acts of God, County-declaration-of-emergency, or war beyond their reasonable control. The parties must make all reasonable efforts to eliminate a cause of delay or default and must, upon cessation, diligently pursue their obligations under the Contract.
7. **Governing Law.** The Contract is governed by the laws of Maryland and the County.
8. **Indemnification.** The Contractor must indemnify the County and its agents from all liability, penalties, costs, damages, or claims (including attorney's fees) resulting from personal injury, death, or damage to property that arises from or is connected to the performance of the work or failure to perform its obligations under the Contract. All indemnification provisions will survive the expiration or termination of the Contract.
9. **Independent Contractor.**
 - a. Contractor is an "Independent Contractor", not an employee. Although the County may determine the delivery schedule for the work and evaluate the

quality of the work, the County will not control the means or manner of the Contractor's performance.

- b. Contractor is responsible for all applicable taxes on any compensation paid under the Contract. Contractor is not eligible for any federal Social Security, unemployment insurance, or workers' compensation benefits under the Contract.
- c. Contractor must immediately provide the County notice of any claim made against Contractor by any third party.

10. Insurance Requirements.

- a. Contractor must have Commercial General Liability Insurance in the amounts listed below. The insurance must include coverage for personal injury, discrimination, and civil rights violation claims. All insurance must name County, its employees, and agents as "ADDITIONAL INSURED". A copy of the certificate of insurance must be filed with the County before the Contract is executed, providing coverage in the amount of \$1,000,000 per occurrence, \$2,000,000 general aggregate, and \$500,000 for property damage.
- b. Contractor must have automobile insurance on all vehicles used in the Contract to protect Contractor against claims for damages resulting from bodily injury, including wrongful death, and property damage that may arise from the operations in connection with the Contract. All insurance must name County, its employees, and agents as "ADDITIONAL INSURED".
- c. Contractor must provide the County with a certification of Workers' Compensation Insurance, with employer's liability in the minimum amount required by Maryland law in effect for each year of the Contract.
- d. All insurance policies must have a minimum 30 days' notice of cancellation. The County must be notified immediately upon cancellation.
- e. When insurance coverage is renewed, Contractor must provide new certificates of insurance prior to expiration of current policies.

- 11. Nondiscrimination.** Contractor must not discriminate against any worker, employee, or applicant because of religion, race, sex, age, sexual orientation, physical or mental disability, or perceived disability. This provision must be incorporated in all subcontracts related to the Contract.

12. Ownership of Documents; Intellectual Property.

- a. All documents prepared under the Contract must be available to the County upon request and will become the exclusive property of the County upon termination or completion of the services. The County may use the documents without restriction or without additional compensation to the Contractor. The County will be the owner of the documents for the purposes of copyright, patent, or trademark registration.
- b. If the Contractor obtains, uses, or subcontracts for any intellectual property, then it must provide an assignment to the County of ownership or use of the property.

- c. The Contractor must indemnify the County from all claims of infringement related to the use of any patented design, device, materials, or process, or any trademark or copyright, and must indemnify the County, its officers, agents, and employees with respect to any claim, action, costs, or infringement, for royalties or user fees, arising out of purchase or use of materials, construction, supplies, equipment, or services covered by the Contract.
- 13. **Payments.** Payments to the Contractor under the Contract will be within 30 days of the County's receipt of a proper invoice from the Contractor. If an invoice remains unpaid 45 days after the invoice was received, interest will accrue at 6% per year.
- 14. **Records.** Contractor must maintain fiscal records relating to the Contract in accordance with generally accepted accounting principles. All other relevant records must be retained by Contractor and kept accessible for at least three years after final payment, termination of the Contract, or until the conclusion of any audit, controversy, or litigation related to the Contract. All subcontracts must comply with these provisions. County may access all records of the Contractor related to the Contract.
- 15. **Remedies.**
 - a. **Corrections of errors and omissions.** Contractor must perform work necessary to correct errors and omissions in the services required under the Contract, without undue delays and cost to the County. The County's acceptance will not relieve the Contractor of the responsibility of subsequent corrections of errors.
 - b. **Set-off.** The County may deduct from any amounts payable to the Contractor any back-charges, penalties, or damages sustained by the County, its agents, or employees caused by Contractor's breach. Contractor will not be relieved of liability for any costs caused by a failure to satisfactorily perform the services.
 - c. **Cumulative.** These remedies are cumulative and without waiver of any others.
- 16. **Responsibility of Contractor.**
 - a. The Contractor must perform the services with the standard of care, skill, and diligence normally provided by a Contractor in the performance of services similar the services.
 - b. Notwithstanding any review, approval, acceptance, or payment for the services by the County, the Contractor will be responsible for the accuracy of any work, design, drawings, specifications, and materials furnished by the Contractor under the Contract.
 - c. If the Contractor fails to conform with subparagraph (a) above, then it must, if required by the County, perform at its own expense any service necessary for the correction of any deficiencies or damages resulting from the Contractor's failure. This obligation is in addition to any other remedy available to the County.

17. **Severability/Waiver.** If a court finds any term of the Contract to be invalid, the validity of the remaining terms will not be affected. The failure of either party to enforce any term of the Contract is not a waiver by that party.
18. **Subcontracting or Assignment.** The Contractor may not subcontract or assign any part of the Contract without the prior written consent of the County. The County may withhold consent for any reason the County deems appropriate.
19. **Termination.** If the Contractor violates any provision of the Contract, the County may terminate the Contract by written notice. All finished or unfinished work provided by the Contractor will, at the County's option, become the County's property. The County will pay the Contractor fair compensation for satisfactory performance that occurred before termination less the amount of damages caused by the Contractor's breach. If the damages are more than the compensation payable to the Contractor, the Contractor will remain liable after termination and the County can affirmatively collect damages.
20. **Termination of Contract for Convenience.** Upon written notice, the County may terminate the Contract when the County determines termination is in the County's best interest. Termination for convenience is effective on the date specified in the County's written notice. The County will pay for reasonable costs allocable to the Contract for costs incurred by the Contractor up to the date of termination. But the Contractor will not be reimbursed for any anticipatory profits that have not been earned before termination.
21. **Termination of Multi-year Contract.** If funds are not available for any fiscal period of the Contract after the first fiscal period, then the Contract will be terminated automatically as of the beginning of unfunded fiscal period. Termination will discharge the Contractor and the County from future performance of the Contract, but not from their rights and obligations existing at the time of termination.
22. **Third Party Beneficiaries.** The County and Contractor are the only parties to the Contract and are the only parties entitled to enforce its terms. Nothing in the Contract gives any benefit or right to third persons unless individually identified by name and expressly described as intended beneficiaries of the Contract.
23. **Use of County Facilities.** Contractor may only County facilities that are needed to perform the Contract. County has no responsibility for the loss or damage to Contractor's personal property which may be stored on County property.
24. **Whole Contract.** The Contract, the Standard Terms, and attachments are the complete agreement between the parties and supersede all earlier agreements, proposals, or other communications between the parties relating to the subject matter of the Contract.



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

DALLAS BAKER JR., P.E.
 DIRECTOR

CHRIS CLASING, P.E.
 DEPUTY DIRECTOR

TEL: 410-632-5623
 FAX: 410-632-1753

MEMORANDUM

TO: Weston Young, P.E. Chief Administrative Officer
FROM: Dallas Baker, P.E. Director of Public Works *Dallas Baker*
DATE: March 8, 2022
SUBJECT: Specifications for General Refuse Collection

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

Public Works is requesting Commissioner approval to advertise the attached bid package for General Refuse Collection services at the various County facilities listed below. The current contract was awarded in 2017, extended to 2022, but has expired as of February 28. This bid package is being advertised to prevent the loss of refuse collection services at County facilities. The current contractor has agreed to honor the existing service agreement until a new contract is in place.

The new contract would be in effect for two years commencing on May 1, 2022 and ending April 30, 2024. We have also asked for informational pricing for additional years 3-5 ending April 30, 2027. The table below illustrates funding that has been approved in the FY22 budget. FY23 budget requests and subsequent approvals should provide the necessary funding for the balance of the service.

| BUILDING | ACCOUNT NO. | APPROVED BUDGET |
|--------------------------------|-----------------------|-----------------|
| Government Center | 100.1090.070.6550.300 | \$2,000.00 |
| Isle of Wight Service Bldg | 100.1090.060.6550.300 | \$1,000.00 |
| Court House | 100.1090.050.6550.300 | \$3,000.00 |
| Animal Control | 100.1101.040.6550.300 | \$500.00 |
| Firing Range | 100.1101.035.6550.300 | \$1,300.00 |
| Fire Training Center | 100.1105.197.6550.300 | \$120.00 |
| Water/Wastewater Admin Office | 555.8001.6550.020 | \$17,000 |
| Water/Wastewater-Mystic Harbor | 545.6550.020 | \$15,000 |
| DPW/Maintenance Office | 100.1201.6550.300 | \$643.00 |
| DPW/Fleet Management | 100.1203.200.6700.650 | \$1,700.00 |

ITEM 9

| BUILDING | ACCOUNT NO. | APPROVED BUDGET |
|-----------------------------------|-----------------------|----------------------------|
| Health Departments | 100.1301.*.6550.300 | \$4,610.00 |
| Commission on Aging | 100.1401.*.6550.300 | \$2,200.00 |
| Recreation | 100.1601.400.6550.300 | \$2,500.00 |
| Boat Landing (West Ocean City) | 100.1204.280.6160.182 | \$2,500.00 |
| Parks | 100.1602.*.6550.300 | \$2,500.00 |
| Library Department | 100.1603.*.6550.300 | \$2,300.00 |
| Jail | 100.1103.6550.300 | \$4,600.00 |
| Bank St. Building | 100.1090.085.6550.300 | \$490.00 |
| | TOTAL | \$63,963.00 |

Should you have any questions, please feel free to contact me.

Attachments

cc: Michael Hutchinson, Maintenance Superintendent

NOTICE TO BIDDERS
Refuse Collection Service
Worcester County Government Buildings

The County Commissioners of Worcester County are currently accepting bids for Refuse Collection service for twenty-three County facilities located throughout the County for a period of two years, with an option to extend for up to five years. Bid specification packages and bid forms are available from the Office of the County Commissioners, Room 1103 – Worcester County Government Center, 1 West Market Street, Snow Hill, Maryland 21863 or may be obtained online at 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, April 4, 2022 in the Office of the County Commissioners at the above address, at which time they will be opened and publicly read aloud. All sealed bid envelopes will be marked “**Refuse Collection Bid**” in the lower left-hand corner. 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 herein, 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 will be directed to Michael N. Hutchinson, Maintenance Superintendent, at mhutchinson@co.worcester.md.us or at 410-632-3766.

INSTRUCTIONS TO BIDDERS

1. BIDS

Bids should be submitted in sealed envelopes that are clearly marked in the lower left-hand corner “**Refuse Collection Bid**”.

2. BID DUE DATE

Bids should be mailed or hand carried to be received in the Office of the County Commissioners located at the Worcester County Government Center, 1 W. Market Street, Room 1103, Snow Hill, Maryland 21863 by or before **Monday, April 4, 2022 at 1:00 p.m.** Bids received after the appointed date and time will not be considered.

3. SCOPE OF WORK

To supply and (front end) service (empty-dispose of contents) the following size (cubic yard) containers for the collection and disposal of refuse at the below listed County locations per the schedule of occurrence.

SERVICE SCHEDULE:

| ID | PROPERTY | ADDRESS | CY | OCCURRENCE |
|----|-------------------------------------|---|----|------------|
| 1 | Snow Hill Library | 307 N. Washington St., Snow Hill | 4 | 2 x Mo. |
| 2 | Berlin Health Dept. | 9730 Healthway Dr., Berlin | 8 | 2 x Wk. |
| 3 | Courthouse/Gov. Ctr. | 1 W. Market St., Snow Hill | 8 | 2 x Wk. |
| 4 | Snow Hill Health Dept. | 6040 Public Landing Rd., Snow Hill | 4 | 2 x Wk. |
| 5 | Chas & Martha Fulton Senior Ctr. | 4767 Snow Hill Rd., Snow Hill | 6 | 1 x Wk. |
| 6 | Isle of Wight Svc. Bldg. | 13070 St. Martins Neck Rd., Bishopville | 4 | 1 x Wk. |
| 7 | Ocean Pines Library | 11107 Cathell Rd., Berlin | 8 | 1 x Wk. |
| 8 | DPW/Maintenance Office | 6113 Timmons Rd., Snow Hill | 6 | 1 x Wk. |
| 9 | Water/Wastewater Admin Off. | 1000 Shore Lane, Berlin | 4 | 1 x Wk. |
| 10 | Water/Wastewater Admin Off. | 1000 Shore Lane, Berlin | 6 | 1 x Wk. |
| 11 | Water/Wastewater Admin Off. | 1000 Shore Lane, Berlin | 8 | 1 x Wk. |
| 12 | Water/Wastewater-Mystic Harbor | 9624 Stephen Decatur Hwy, Berlin | 6 | 1 x Wk. |
| 13 | Animal Control | 6207 Timmons Rd., Snow Hill | 4 | 1 x Wk. |
| 14 | Northern Worcester Cty. Senior Ctr. | 10129 Old Ocean City Blvd., Berlin | 4 | 1 x Wk. |
| 15 | Recreation Center | 6030 Public Landing Rd., Snow Hill | 8 | 1 x Wk. |
| 16 | Parks Office | 6022 Public Landing Rd., Snow Hill | 6 | 1 x Wk. |
| 17 | *West Ocean City Boat Ramp | 12826 Sunset Ave., Ocean City | 4 | 1 x Wk. |
| 18 | Dental Clinic | 107 William St., Berlin | 2 | 1 x Wk. |
| 19 | Fire Training Center | 6743 Central Site Ln., Newark | 2 | 1 x Wk. |
| 20 | Firing Range | 9200 Langmaid Rd., Newark | 6 | 2 x Mo. |
| 21 | *Showell Park | 11281 Racetrack Road, Showell | 8 | 1 x Wk. |
| 22 | Jail | 5022 Joyner Road, Snow Hill | 8 | 5 x Wk. |
| 23 | Bank St. Building | 301-305 Bank St. Snow Hill | 2 | 1 x Mo. |

*West Ocean City Boat Ramp & Showell Park containers will be for 8 months each year April through November.

4. **SPECIFICATIONS**

- A. Contractor will be responsible for clean up of refuse collection area, sidewalk, street or parking lot if during the handling of refuse containers breakage or spillage occurs. The County will be responsible for maintaining an acceptable collection area and access to the collection area.
- B. Normal maintenance and wear and tear on the refuse containers and any replacement of containers that have become damaged will be the responsibility of the contractor at no additional cost to the County. Contractor will keep all refuse containers in good working condition to keep out animals and inclement weather.
- C. A schedule for the collection of the refuse will be furnished to the County upon notification of bid award and is subject to approval by the County.
- D. All collected refuse will be disposed of by the collecting Contractor in accordance of all applicable code and in a facility licensed & permitted to collect this type of refuse. If Bidder intends to use a facility other than the Worcester County DPW Solid Waste Division's Central Site location, Bidder must state the alternate location on the Bid Form submitted.
- E. Contractor shall provide locking bars on the containers at the following locations: Snow Hill Library, Bishopville Isle of Wight Office Building, Ocean Pines Library, Berlin Dental Clinic, Showell Recreational Park.
- F. Contractor shall make all necessary arrangements with the Worcester County Sheriff's Office and the Worcester County Fire Marshal's Office to enter the gated compounds to access the containers at the Worcester County Firearms Training Center and the Fire Training Center both located in Newark, MD.

5. **CONTRACTOR INVOICES**

The Contractor must provide a monthly itemized invoice stating location, charge for container, and tipping fee charge to the DPW-Maintenance Division, 6113 Timmons Road, Snow Hill, Maryland 21863. These fees will not change for the stated bid duration unless there is a change in the County's tipping fees. Increased fees for services will only be approved upon written justification and with the approval of the County Commissioners. If the justification is approved, then the executed agreement will be amended by the County to reflect the required and approved changes.

6. **TERM OF CONTRACT**

This contract will be in effect for two years commencing with May 1, 2022 and ending April 30, 2024. The County Commissioners may elect to extend the contract for up to three additional years (years 3 through 5) based on the informational pricing stated on the bid form. All informational pricing submitted on the current bid form shall remain valid through year April 30, 2027. The above service schedule may be changed without cause if the County so elects. However, the County will provide 30 day advance written notice of its intent to revise the service schedule. Changes that may affect the contracted service may include but are not limited to; increase or reduction in the service sites, increase or decrease in dumpster size, and service occurrence per site.

7. **TAXES**

The County is exempt from all Federal and State 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 the bidder must purchase to complete the work specified in the contract. Bidders prices should reflect the inclusion of federal and state taxes on purchased supplies and materials.

8. **INDEMNIFICATION**

The Contractor must indemnify the County and its agents from all liability, penalties, costs, damages, or claims (including attorney's fees) resulting from personal injury, death, or damage to property that arises from or is connected to the performance of the work or failure to perform its obligations under the Contract. All indemnification provisions will survive the expiration or termination of the Contract.

9. **INDEPENDENT CONTRACTOR**

- A. Contractor is an "Independent Contractor", not an employee. Although the County may determine the delivery schedule for the work and evaluate the quality of the work, the County will not control the means or manner of the Contractor's performance.
- B. Contractor is responsible for all applicable taxes on any compensation paid under the Contract. Contractor is not eligible for any federal Social Security, unemployment insurance, or workers' compensation benefits under the Contract.
- C. Contractor must immediately provide the County notice of any claim made against Contractor by any third party.

10. **LICENSE and INSURANCE**

- A. Contractor will provide a valid copy of their company's business license applicable for the work described in this contract. A copy of their business license shall be included at the time of bid submission. The business license must be renewed and valid for the term of the contract.
- B. Contractor must have automobile insurance on all vehicles used in the Contract to protect Contractor against claims for damages resulting from bodily injury, including wrongful death, and property damage that may arise from the operations in connection with the Contract. All insurance must name County, its employees, and agents as "ADDITIONAL INSURED".
- C. Contractor must have Commercial General Liability Insurance in the amounts listed below. The insurance must include coverage for personal injury, discrimination, and civil rights violation claims. All insurance must name County, its employees, and agents as "ADDITIONAL INSURED". A copy of the certificate of insurance must be filed with the County before the Contract is executed, providing coverage in the amount of \$1,000,000 per occurrence, \$2,000,000 general aggregate, and \$500,000 for property damage.
- D. Contractor must provide the County with a certification of Workers' Compensation Insurance, with employer's liability in the minimum amount required by Maryland law in effect for each year of the Contract.
- E. All insurance policies must have a minimum 30 days' notice of cancellation. The County must be notified immediately upon cancellation.
- F. When insurance coverage is renewed, Contractor must provide new certificates of insurance prior to expiration of current policies.

11. **STANDARD TERMS and CONDITIONS**

Separate of this bid document are the Standard Terms and Conditions for Worcester County. This document will be attached to the executed contract agreement. If the Standard Terms and any other part of the Contract conflict, then the Standard Terms will prevail.

12. **RESPONSIBILITY of CONTRACTOR**

- A. The Contractor must perform the services with the standard of care, skill, and diligence normally provided by a Contractor in the performance of services similar the services.
- B. Notwithstanding any review, approval, acceptance, or payment for the services by the County, the Contractor will be responsible for the accuracy of any work, design, drawings, specifications, and materials furnished by the Contractor under the Contract.
- C. If the Contractor fails to conform with subparagraph (a) above, then it must, if required by the County, perform at its own expense any service necessary for the correction of any deficiencies or damages resulting from the Contractor's failure. This obligation is in addition to any other remedy available to the County.

REFUSE COLLECTION BID FORM

ITEM 9

YEAR 1-2 – PERIOD: May 1, 2022 through April 30, 2024

| ID | PROPERTY | ADDRESS | PRICE/MO. | TERM MONTHS | TWO-YEAR TOTAL |
|--------------------|-------------------------------------|---|-----------|-------------|----------------|
| 1 | Snow Hill Library | 307 N. Washington St., Snow Hill | \$ | 24 | \$ |
| 2 | Berlin Health Dept. | 9730 Healthway Dr., Berlin | \$ | 24 | \$ |
| 3 | Courthouse/Gov. Ctr. | 1 W. Market St., Snow Hill | \$ | 24 | \$ |
| 4 | Snow Hill Health Dept. | 6040 Public Landing Rd., Snow Hill | \$ | 24 | \$ |
| 5 | Chas & Martha Fulton Senior Ctr. | 4767 Snow Hill Rd., Snow Hill | \$ | 24 | \$ |
| 6 | Isle of Wight Svc. Bldg. | 13070 St. Martins Neck Rd., Bishopville | \$ | 24 | \$ |
| 7 | Ocean Pines Library | 11107 Cathell Rd., Berlin | \$ | 24 | \$ |
| 8 | DPW/Maintenance Office | 6113 Timmons Rd., Snow Hill | \$ | 24 | \$ |
| 9 | Water/Wastewater Admin Off. | 1000 Shore Lane, Berlin | \$ | 24 | \$ |
| 10 | Water/Wastewater Admin Off. | 1000 Shore Lane, Berlin | \$ | 24 | \$ |
| 11 | Water/Wastewater Admin Off. | 1000 Shore Lane, Berlin | \$ | 24 | \$ |
| 12 | Water/Wastewater-Mystic Harbor | 9624 Stephen Decatur Hwy, Berlin | \$ | 24 | \$ |
| 13 | Animal Control | 6207 Timmons Rd., Snow Hill | \$ | 24 | \$ |
| 14 | Northern Worcester Cty. Senior Ctr. | 10129 Old Ocean City Blvd., Berlin | \$ | 24 | \$ |
| 15 | Recreation Center | 6030 Public Landing Rd., Snow Hill | \$ | 24 | \$ |
| 16 | Parks Office | 6022 Public Landing Rd., Snow Hill | \$ | 24 | \$ |
| 17 | *West Ocean City Boat Ramp | 12826 Sunset Ave., Ocean City | \$ | 16 | \$ |
| 18 | Dental Clinic | 107 William St., Berlin | \$ | 24 | \$ |
| 19 | Fire Training Center | 6743 Central Site Ln., Newark | \$ | 24 | \$ |
| 20 | Firearm Training Center | 9200 Langmaid Rd., Newark | \$ | 24 | \$ |
| 21 | *Showell Park | 11281 Racetrack Road, Showell | \$ | 16 | \$ |
| 22 | Jail | 5022 Joyner Road, Snow Hill | \$ | 24 | \$ |
| 23 | Bank St. Building | 301-305 Bank St. Snow Hill | \$ | 24 | \$ |
| GRAND TOTAL | | | | | \$ |

*West Ocean City Boat Ramp & Showell Park containers will be for 8 months each year April through November.

**REFUSE COLLECTION BID FORM
INFORMATIONAL – CONTRACT EXTENSION PRICING**

ITEM 9

YEAR 3 – PERIOD: May 1, 2024 through April 30, 2025

| ID | PROPERTY | ADDRESS | PRICE/MO. | TERM MONTHS | ONE-YEAR TOTAL |
|--------------------|-------------------------------------|---|-----------|-------------|----------------|
| 1 | Snow Hill Library | 307 N. Washington St., Snow Hill | \$ | 12 | \$ |
| 2 | Berlin Health Dept. | 9730 Healthway Dr., Berlin | \$ | 12 | \$ |
| 3 | Courthouse/Gov. Ctr. | 1 W. Market St., Snow Hill | \$ | 12 | \$ |
| 4 | Snow Hill Health Dept. | 6040 Public Landing Rd., Snow Hill | \$ | 12 | \$ |
| 5 | Chas & Martha Fulton Senior Ctr. | 4767 Snow Hill Rd., Snow Hill | \$ | 12 | \$ |
| 6 | Isle of Wight Svc. Bldg. | 13070 St. Martins Neck Rd., Bishopville | \$ | 12 | \$ |
| 7 | Ocean Pines Library | 11107 Cathell Rd., Berlin | \$ | 12 | \$ |
| 8 | DPW/Maintenance Office | 6113 Timmons Rd., Snow Hill | \$ | 12 | \$ |
| 9 | Water/Wastewater Admin Off. | 1000 Shore Lane, Berlin | \$ | 12 | \$ |
| 10 | Water/Wastewater Admin Off. | 1000 Shore Lane, Berlin | \$ | 12 | \$ |
| 11 | Water/Wastewater Admin Off. | 1000 Shore Lane, Berlin | \$ | 12 | \$ |
| 12 | Water/Wastewater-Mystic Harbor | 9624 Stephen Decatur Hwy, Berlin | \$ | 12 | \$ |
| 13 | Animal Control | 6207 Timmons Rd., Snow Hill | \$ | 12 | \$ |
| 14 | Northern Worcester Cty. Senior Ctr. | 10129 Old Ocean City Blvd., Berlin | \$ | 12 | \$ |
| 15 | Recreation Center | 6030 Public Landing Rd., Snow Hill | \$ | 12 | \$ |
| 16 | Parks Office | 6022 Public Landing Rd., Snow Hill | \$ | 12 | \$ |
| 17 | *West Ocean City Boat Ramp | 12826 Sunset Ave., Ocean City | \$ | 8 | \$ |
| 18 | Dental Clinic | 107 William St., Berlin | \$ | 12 | \$ |
| 19 | Fire Training Center | 6743 Central Site Ln., Newark | \$ | 12 | \$ |
| 20 | Firearm Training Center | 9200 Langmaid Rd., Newark | \$ | 12 | \$ |
| 21 | *Showell Park | 11281 Racetrack Road, Showell | \$ | 8 | \$ |
| 22 | Jail | 5022 Joyner Road, Snow Hill | \$ | 12 | \$ |
| 23 | Bank St. Building | 301-305 Bank St. Snow Hill | \$ | 12 | \$ |
| GRAND TOTAL | | | | | \$ |

*West Ocean City Boat Ramp & Showell Park containers will be for 8 months each year April 1st through November 30th.

**REFUSE COLLECTION BID FORM
INFORMATIONAL – CONTRACT EXTENSION PRICING**

ITEM 9

YEAR 4 – PERIOD: May 1, 2025 through April 30, 2026

| ID | PROPERTY | ADDRESS | PRICE/MO. | TERM MONTHS | ONE-YEAR TOTAL |
|--------------------|-------------------------------------|---|-----------|-------------|----------------|
| 1 | Snow Hill Library | 307 N. Washington St., Snow Hill | \$ | 12 | \$ |
| 2 | Berlin Health Dept. | 9730 Healthway Dr., Berlin | \$ | 12 | \$ |
| 3 | Courthouse/Gov. Ctr. | 1 W. Market St., Snow Hill | \$ | 12 | \$ |
| 4 | Snow Hill Health Dept. | 6040 Public Landing Rd., Snow Hill | \$ | 12 | \$ |
| 5 | Chas & Martha Fulton Senior Ctr. | 4767 Snow Hill Rd., Snow Hill | \$ | 12 | \$ |
| 6 | Isle of Wight Svc. Bldg. | 13070 St. Martins Neck Rd., Bishopville | \$ | 12 | \$ |
| 7 | Ocean Pines Library | 11107 Cathell Rd., Berlin | \$ | 12 | \$ |
| 8 | DPW/Maintenance Office | 6113 Timmons Rd., Snow Hill | \$ | 12 | \$ |
| 9 | Water/Wastewater Admin Off. | 1000 Shore Lane, Berlin | \$ | 12 | \$ |
| 10 | Water/Wastewater Admin Off. | 1000 Shore Lane, Berlin | \$ | 12 | \$ |
| 11 | Water/Wastewater Admin Off. | 1000 Shore Lane, Berlin | \$ | 12 | \$ |
| 12 | Water/Wastewater-Mystic Harbor | 9624 Stephen Decatur Hwy, Berlin | \$ | 12 | \$ |
| 13 | Animal Control | 6207 Timmons Rd., Snow Hill | \$ | 12 | \$ |
| 14 | Northern Worcester Cty. Senior Ctr. | 10129 Old Ocean City Blvd., Berlin | \$ | 12 | \$ |
| 15 | Recreation Center | 6030 Public Landing Rd., Snow Hill | \$ | 12 | \$ |
| 16 | Parks Office | 6022 Public Landing Rd., Snow Hill | \$ | 12 | \$ |
| 17 | *West Ocean City Boat Ramp | 12826 Sunset Ave., Ocean City | \$ | 8 | \$ |
| 18 | Dental Clinic | 107 William St., Berlin | \$ | 12 | \$ |
| 19 | Fire Training Center | 6743 Central Site Ln., Newark | \$ | 12 | \$ |
| 20 | Firearm Training Center | 9200 Langmaid Rd., Newark | \$ | 12 | \$ |
| 21 | *Showell Park | 11281 Racetrack Road, Showell | \$ | 8 | \$ |
| 22 | Jail | 5022 Joyner Road, Snow Hill | \$ | 12 | \$ |
| 23 | Bank St. Building | 301-305 Bank Street Snow Hill | \$ | 12 | \$ |
| GRAND TOTAL | | | | | \$ |

*West Ocean City Boat Ramp & Showell Park containers will be for 8 months each year April 1st through November 30th.

**REFUSE COLLECTION BID FORM
INFORMATIONAL – CONTRACT EXTENSION PRICING**

ITEM 9

YEAR 5 – PERIOD: May 1, 2026 through April 30, 2027

| ID | PROPERTY | ADDRESS | PRICE/MO. | TERM MONTHS | ONE-YEAR TOTAL |
|--------------------|-------------------------------------|---|-----------|-------------|----------------|
| 1 | Snow Hill Library | 307 N. Washington St., Snow Hill | \$ | 12 | \$ |
| 2 | Berlin Health Dept. | 9730 Healthway Dr., Berlin | \$ | 12 | \$ |
| 3 | Courthouse/Gov. Ctr. | 1 W. Market St., Snow Hill | \$ | 12 | \$ |
| 4 | Snow Hill Health Dept. | 6040 Public Landing Rd., Snow Hill | \$ | 12 | \$ |
| 5 | Chas & Martha Fulton Senior Ctr. | 4767 Snow Hill Rd., Snow Hill | \$ | 12 | \$ |
| 6 | Isle of Wight Svc. Bldg. | 13070 St. Martins Neck Rd., Bishopville | \$ | 12 | \$ |
| 7 | Ocean Pines Library | 11107 Cathell Rd., Berlin | \$ | 12 | \$ |
| 8 | DPW/Maintenance Office | 6113 Timmons Rd., Snow Hill | \$ | 12 | \$ |
| 9 | Water/Wastewater Admin Off. | 1000 Shore Lane, Berlin | \$ | 12 | \$ |
| 10 | Water/Wastewater Admin Off. | 1000 Shore Lane, Berlin | \$ | 12 | \$ |
| 11 | Water/Wastewater Admin Off. | 1000 Shore Lane, Berlin | \$ | 12 | \$ |
| 12 | Water/Wastewater-Mystic Harbor | 9624 Stephen Decatur Hwy, Berlin | \$ | 12 | \$ |
| 13 | Animal Control | 6207 Timmons Rd., Snow Hill | \$ | 12 | \$ |
| 14 | Northern Worcester Cty. Senior Ctr. | 10129 Old Ocean City Blvd., Berlin | \$ | 12 | \$ |
| 15 | Recreation Center | 6030 Public Landing Rd., Snow Hill | \$ | 12 | \$ |
| 16 | Parks Office | 6022 Public Landing Rd., Snow Hill | \$ | 12 | \$ |
| 17 | *West Ocean City Boat Ramp | 12826 Sunset Ave., Ocean City | \$ | 8 | \$ |
| 18 | Dental Clinic | 107 William St., Berlin | \$ | 12 | \$ |
| 19 | Fire Training Center | 6743 Central Site Ln., Newark | \$ | 12 | \$ |
| 20 | Firearm Training Center | 9200 Langmaid Rd., Newark | \$ | 12 | \$ |
| 21 | *Showell Park | 11281 Racetrack Road, Showell | \$ | 8 | \$ |
| 22 | Jail | 5022 Joyner Road, Snow Hill | \$ | 12 | \$ |
| 23 | Bank St. Building | 301-305 Bank Street, Snow Hill | \$ | 12 | \$ |
| GRAND TOTAL | | | | | \$ |

*West Ocean City Boat Ramp & Showell Park containers will be for 8 months each year April 1st through November 30th.

REFUSE COLLECTION BID FORM

SIGNATURE PAGE

Name: _____ **(Print)**

Signature: _____

Date: ____/____/____

Company/Firm: _____

Telephone: _____

Company Address: _____

Fax: _____

City: _____ **State:** _____

**Email
Address:** _____

Zip: _____

NOTE: BID FORM MUST BE SIGNED TO BE VALID

REFUSE COLLECTION SERVICE

2022 BIDDERS LIST

| | |
|---|--|
| <p>Chesapeake Waste Industries, Inc. 7353 Brick Kiln Road Salisbury, Maryland 21801 Phone: 410-742-0099 Fax: 410-742-4420 Email: service@chesapeakewaste.com</p> | <p>Bay Area Disposal LLC. 28438 Old Eden Rd. Eden, MD. 211822 Phone: 410-860-6607 Fax: 410-257-0323</p> |
| <p>Bennett Waste Janet Bennett 515 S. Camden Avenue Fruitland, MD 21826 Phone: 410-749-3116 Fax: 410-749-6088 Email: Bennett5911@gmail.com</p> | <p>Waste Management Kim Linus 11323 Trussum Pond Rd. Laurel, DE. 19923 Phone: 302-604-0530 Email: klinus@wm.com</p> |
| <p>Republic Services Greg Rund 907 Willow Grove Rd. Felton, DE. 19943 Phone: 484-787-9425 Cell: 443-553-5592 Email: grund@republicservices.com</p> | |

EXHIBIT A

Worcester County Maryland
Standard Terms

The provisions below are applicable to all Worcester County ("County") contracts. These provisions are not a complete agreement. These provisions must be attached to an executed document that identifies the work to be performed, compensation, term, incorporated attachments, and any special conditions ("Contract"). If the Standard Terms and any other part of the Contract conflict, then the Standard Terms will prevail.

1. **Amendment.** Amendments to the Contract must be in writing and signed by the parties.
2. **Bankruptcy.** If a bankruptcy proceeding by or against the Contractor is filed, then:
 - a. The Contractor must notify the County immediately; and
 - b. The County may cancel the Contract or affirm the Contract and hold the Contractor responsible for damages.
3. **Compliance with Law.** Contractor must comply with all applicable federal, state, and local law. Contractor is qualified to do business in the State of Maryland. Contractor must obtain, at its expense, all licenses, permits, insurance, and governmental approvals needed to perform its obligations under the Contract.
4. **Contingent Fee Prohibition.** The Contractor has not directed anyone, other than its employee or agent, to solicit the Contract and it has not promised to pay anyone a commission, percentage, brokerage fee, contingent fee, or other consideration contingent on the making of the Contract.
5. **Counterparts and Signature.** The Contract may be executed in several counterparts, each of which may be an original and all of which will be the same instrument. The Contract may be signed in writing or by electronic signature, including by email. An electronic signature, a facsimile copy, or computer image of the Contract will have the same effect as an original signed copy.
6. **Force Majeure.** The parties are not responsible for delay or default caused by fire, riot, acts of God, County-declaration-of-emergency, or war beyond their reasonable control. The parties must make all reasonable efforts to eliminate a cause of delay or default and must, upon cessation, diligently pursue their obligations under the Contract.
7. **Governing Law.** The Contract is governed by the laws of Maryland and the County.
8. **Indemnification.** The Contractor must indemnify the County and its agents from all liability, penalties, costs, damages, or claims (including attorney's fees) resulting from personal injury, death, or damage to property that arises from or is connected to the performance of the work or failure to perform its obligations under the Contract. All indemnification provisions will survive the expiration or termination of the Contract.
9. **Independent Contractor.**
 - a. Contractor is an "Independent Contractor", not an employee. Although the County may determine the delivery schedule for the work and evaluate the

quality of the work, the County will not control the means or manner of the Contractor's performance.

- b. Contractor is responsible for all applicable taxes on any compensation paid under the Contract. Contractor is not eligible for any federal Social Security, unemployment insurance, or workers' compensation benefits under the Contract.
- c. Contractor must immediately provide the County notice of any claim made against Contractor by any third party.

10. Insurance Requirements.

- a. Contractor must have Commercial General Liability Insurance in the amounts listed below. The insurance must include coverage for personal injury, discrimination, and civil rights violation claims. All insurance must name County, its employees, and agents as "ADDITIONAL INSURED". A copy of the certificate of insurance must be filed with the County before the Contract is executed, providing coverage in the amount of \$1,000,000 per occurrence, \$2,000,000 general aggregate, and \$500,000 for property damage.
- b. Contractor must have automobile insurance on all vehicles used in the Contract to protect Contractor against claims for damages resulting from bodily injury, including wrongful death, and property damage that may arise from the operations in connection with the Contract. All insurance must name County, its employees, and agents as "ADDITIONAL INSURED".
- c. Contractor must provide the County with a certification of Workers' Compensation Insurance, with employer's liability in the minimum amount required by Maryland law in effect for each year of the Contract.
- d. All insurance policies must have a minimum 30 days' notice of cancellation. The County must be notified immediately upon cancellation.
- e. When insurance coverage is renewed, Contractor must provide new certificates of insurance prior to expiration of current policies.

- 11. Nondiscrimination.** Contractor must not discriminate against any worker, employee, or applicant because of religion, race, sex, age, sexual orientation, physical or mental disability, or perceived disability. This provision must be incorporated in all subcontracts related to the Contract.

12. Ownership of Documents; Intellectual Property.

- a. All documents prepared under the Contract must be available to the County upon request and will become the exclusive property of the County upon termination or completion of the services. The County may use the documents without restriction or without additional compensation to the Contractor. The County will be the owner of the documents for the purposes of copyright, patent, or trademark registration.
- b. If the Contractor obtains, uses, or subcontracts for any intellectual property, then it must provide an assignment to the County of ownership or use of the property.

- c. The Contractor must indemnify the County from all claims of infringement related to the use of any patented design, device, materials, or process, or any trademark or copyright, and must indemnify the County, its officers, agents, and employees with respect to any claim, action, costs, or infringement, for royalties or user fees, arising out of purchase or use of materials, construction, supplies, equipment, or services covered by the Contract.
- 13. **Payments.** Payments to the Contractor under the Contract will be within 30 days of the County's receipt of a proper invoice from the Contractor. If an invoice remains unpaid 45 days after the invoice was received, interest will accrue at 6% per year.
- 14. **Records.** Contractor must maintain fiscal records relating to the Contract in accordance with generally accepted accounting principles. All other relevant records must be retained by Contractor and kept accessible for at least three years after final payment, termination of the Contract, or until the conclusion of any audit, controversy, or litigation related to the Contract. All subcontracts must comply with these provisions. County may access all records of the Contractor related to the Contract.
- 15. **Remedies.**
 - a. **Corrections of errors and omissions.** Contractor must perform work necessary to correct errors and omissions in the services required under the Contract, without undue delays and cost to the County. The County's acceptance will not relieve the Contractor of the responsibility of subsequent corrections of errors.
 - b. **Set-off.** The County may deduct from any amounts payable to the Contractor any back-charges, penalties, or damages sustained by the County, its agents, or employees caused by Contractor's breach. Contractor will not be relieved of liability for any costs caused by a failure to satisfactorily perform the services.
 - c. **Cumulative.** These remedies are cumulative and without waiver of any others.
- 16. **Responsibility of Contractor.**
 - a. The Contractor must perform the services with the standard of care, skill, and diligence normally provided by a Contractor in the performance of services similar the services.
 - b. Notwithstanding any review, approval, acceptance, or payment for the services by the County, the Contractor will be responsible for the accuracy of any work, design, drawings, specifications, and materials furnished by the Contractor under the Contract.
 - c. If the Contractor fails to conform with subparagraph (a) above, then it must, if required by the County, perform at its own expense any service necessary for the correction of any deficiencies or damages resulting from the Contractor's failure. This obligation is in addition to any other remedy available to the County.

17. **Severability/Waiver.** If a court finds any term of the Contract to be invalid, the validity of the remaining terms will not be affected. The failure of either party to enforce any term of the Contract is not a waiver by that party.
18. **Subcontracting or Assignment.** The Contractor may not subcontract or assign any part of the Contract without the prior written consent of the County. The County may withhold consent for any reason the County deems appropriate.
19. **Termination.** If the Contractor violates any provision of the Contract, the County may terminate the Contract by written notice. All finished or unfinished work provided by the Contractor will, at the County's option, become the County's property. The County will pay the Contractor fair compensation for satisfactory performance that occurred before termination less the amount of damages caused by the Contractor's breach. If the damages are more than the compensation payable to the Contractor, the Contractor will remain liable after termination and the County can affirmatively collect damages.
20. **Termination of Contract for Convenience.** Upon written notice, the County may terminate the Contract when the County determines termination is in the County's best interest. Termination for convenience is effective on the date specified in the County's written notice. The County will pay for reasonable costs allocable to the Contract for costs incurred by the Contractor up to the date of termination. But the Contractor will not be reimbursed for any anticipatory profits that have not been earned before termination.
21. **Termination of Multi-year Contract.** If funds are not available for any fiscal period of the Contract after the first fiscal period, then the Contract will be terminated automatically as of the beginning of unfunded fiscal period. Termination will discharge the Contractor and the County from future performance of the Contract, but not from their rights and obligations existing at the time of termination.
22. **Third Party Beneficiaries.** The County and Contractor are the only parties to the Contract and are the only parties entitled to enforce its terms. Nothing in the Contract gives any benefit or right to third persons unless individually identified by name and expressly described as intended beneficiaries of the Contract.
23. **Use of County Facilities.** Contractor may only use County facilities that are needed to perform the Contract. County has no responsibility for the loss or damage to Contractor's personal property which may be stored on County property.
24. **Whole Contract.** The Contract, the Standard Terms, and attachments are the complete agreement between the parties and supersede all earlier agreements, proposals, or other communications between the parties relating to the subject matter of the Contract.



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

DALLAS BAKER JR., P.E.
 DIRECTOR

CHRIS CLASING, P.E.
 DEPUTY DIRECTOR

TEL: 410-632-5623
 FAX: 410-632-1753

M E M O R A N D U M

TO: Weston Young, Chief Administrative Officer
FROM: Dallas Baker, Jr., P.E., Director of Public Works *Dallas Baker*
DATE: March 8, 2022
SUBJECT: St. Martin's by the Bay, USDA Funding Application

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

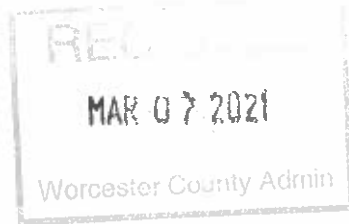
**WATER AND
 WASTEWATER**
 TEL: 410-641-5251
 FAX: 410-641-5185

Public Works is requesting Commissioner approval for Dallas Baker and Chris Clasing to act on behalf of the Commissioners to apply for grants/loans and submit documentation to the U.S. Dept. of Agriculture (USDA) through their RDAApply.com website. We have been working with USDA to secure funding for the St. Martin's by the Bay project. John Ross was the County's authorized signatory for submittals to USDA's RDAApply.com website, with his retirement, new signatories need to be authorized. The process for applying is on-line at the website RDAApply.com where an applicant creates an account then makes the application on-line, uploading the Preliminary Engineering Report and completing other portions of the application.

Previous Deputy Director, John Ross has created an account and has begun the process of completing the application. To continue the application process, myself and Deputy Director Chris Clasing need to have documentation from the County Commissioners authorizing us to complete and submit the application on their behalf.

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

cc: Chris Clasing



Worcester County

Government Center

Department of Human Resources
One West Market Street, Room 1301
Snow Hill, Maryland 21863-1213
410-632-0090
Fax: 410-632-5614

STACEY E. NORTON
Human Resources Director
HOPE CARMEAN
Benefits Manager
EDDIE CARMAN
Risk Manager
JEFF KYGER
Risk Management Specialist

ANN HANKINS
Human Resources Specialist
KELLY BRINKLEY
Human Resources Specialist
TARA ARMSTRONG
Office Assistant V

To: Weston Young, Chief Administrative Officer
From: Stacey Norton, Human Resources Director *Stacey Norton*
Date: March 4, 2022
Subject: FY 23 Benefits Recommendations Open Session

Below you will find the FY 23 benefit recommendations from the Health Benefits Committee and PSA Insurance and Financial Services, Inc.

The CareFirst renewal for active employees and retirees under 65 was an increase of 12.72% or \$3,447,441. PSA Insurance and Financial Services, Inc. was successful in negotiations and if we make no changes, we will have a 9.74% increase (\$2,639,990) for the medical, dental, and pharmacy plan totaling \$29,740,991. The plan includes County and Board of Education active employees and retirees. It also includes the Commission on Aging active employees.

We will be in year 2 of a 2-year rate guarantee for retirees over 65 in the CareFirst Medicare Advantage plan for a renewal cost of \$4,130,100.

We have the following seven recommendations for FY 23:

1. **Dental:** Stay with CareFirst for a 2% reduction or \$23,000 annual savings
2. **Vision:** Stay with VSP and we will be in year 3 of a 4-year rate guarantee
3. **Life and Disability:** Stay with Guardian and we will be in year 4 of a 4-year rate guarantee
4. **Medical/Pharmacy:** Stay with CareFirst for active members and retirees under 65 and the CareFirst Medicare Advantage Program in partnership with Retiree First for retirees over 65.
5. **Call margin:** increase from 8% to 10% to save an estimated \$610K

6. **Stop Loss:** Change the specific stop loss deductible from \$250K to \$300K for an estimated savings of \$551K
7. **Add Prudent Rx:** Active members and retirees under 65 that use specialty drugs that participate with Prudent RX will no longer pay the \$30 or \$60 co pay as the drug manufacturers will pay the co pay. Members must “consent” to participate by phone with Prudent Rx and in some cases a 3-way phone call with the drug manufacturer. Members that do not consent to participate will have to pay a 30% coinsurance for all specialty medications exclusively dispensed by CVS specialty pharmacy. Prudent RX will bill us a 25% administrative fee of the savings they broker with the drug manufacturer monthly. Potential plan savings are estimated at \$395K and are not included in the FY 23 premium rates.

If these recommendations are approved, it will result in an increase of 7.6% (\$2,058,845) and a \$414 PCORI fee. We recommend that this be taken from the Rate Stabilization Reserve fund to keep medical and pharmacy premiums flat for FY 23. Dental rates will decrease 2%.

We are also requesting Commissioner approval for PSA Insurance & Financials Services, Inc. to do request for proposals (RFPs) for the following plans:

- 1) Medical, Pharmacy, and Dental
- 2) Life and Long-Term Disability – current contract expires 6/30/23
- 3) Flexible Savings Account and Dependent Care Account Administration
- 4) Pharmacy audit services (may start in FY 23)

We have to notify CareFirst of our renewal decision by April 1, 2022.

I look forward to discussing this with you during the open session at the March 15, 2022 meeting.

Thank you for your support and consideration.



Worcester County Government

One West Market Street | Room 1103 | Snow Hill MD 21863-1195

(410) 632-1194 | (410) 632-3131 (fax) | admin@co.worcester.md.us | www.co.worcester.md.us

MEMORANDUM

TO: Worcester County Commissioners
FROM: Joseph E. Parker III, Deputy Chief Administrative Officer
DATE: March 9, 2022
RE: Draft Letter of Support for Ocean City Museum Society Grant Application

On behalf of Christine Okerblom, the Curator at the Ocean City Life Saving Station Museum, the Commissioners are requested to approve a support letter. The Ocean City Museum Society is seeking funds to restore the interior of a 1910 building located in downtown Ocean City, Maryland. Formerly known as the Bank of Ocean City, this building will be reopening as a historic structure and a local museum. The Ocean City Museum Society is seeking fifty thousand dollars in capital grant funding through the Maryland Heritage Areas grant program to help fund this restoration project. These funds are intended to restore the interior walls, ceilings, and original hardwood floors. We are seeking a letter of support from the Worcester County Commissioners to submit with the grant proposal.

Joseph Parker

From: Weston S. Young
Sent: Monday, March 7, 2022 1:47 PM
To: Joseph Parker
Subject: FW: *EXTERNAL*:OC Museum/ MHAA grant for 1910 bank building restoration project
Attachments: Letter of Support- OCLSSM (1) (4).docx

From: Christine Okerblom <christine@ocmuseum.org>
Sent: Friday, March 4, 2022 1:07 PM
To: Weston S. Young <weston.young@co.worcester.md.us>
Subject: *EXTERNAL*:OC Museum/ MHAA grant for 1910 bank building restoration project

CAUTION: This email originated from an external email domain which carries the additional risk that it may be a phishing email and/or contain malware.

Good afternoon, Weston Young

My name is Christine Okerblom, and I am the Curator at the Ocean City Life Saving Station Museum. The Ocean City Museum Society is seeking funds to restore the interior of a 1910 building located in downtown Ocean City, Maryland. Formerly known as the Bank of Ocean City. The Ocean City Museum Society will be reopening this historic structure as a museum. We are seeking fifty thousand dollars in capital grant funding through the Maryland Heritage Areas grant program to help fund this restoration project. With these funds in place, we will restore the interior walls, ceilings, and original hardwood floors. We are seeking a letter of support from our County Commissioners to submit with our grant proposal.

I have attached a draft letter of support to this email.

Please get in touch with me if you have any questions regarding this upcoming project. I appreciate your support as it plays a significant role in moving forward with our goals to turn this historic structure into a museum.

I am in need of a letter of support by March 18th, which is the deadline line for the grant application.

Thank you.

Christine Okerblom

Curator
 Ocean City Life-Saving Station Museum

P: 410-289-4991
 E: christine@ocmuseum.org

813 S. Atlantic Ave
 Ocean City, MD, 21842

TEL: 410-632-1194
FAX: 410-632-3131
WEB: www.co.worcester.md.us



COMMISSIONERS
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OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

March 15, 2022

WESTON S. YOUNG, P.E.
CHIEF ADMINISTRATIVE OFFICER
JOSEPH E. PARKER, III
DEPUTY CHIEF ADMINISTRATIVE OFFICER
ROSCOE R. LESLIE
COUNTY ATTORNEY

Andrew Arvizu
Maryland Heritage Areas Authority
C/O Maryland Historical Trust
100 Community Place, 3rd Floor
Crownsville, MD 21032-2023

Dear Mr. Arvizu,

The Worcester County Commissioners are pleased to support the efforts of the Ocean City Museum Society (OCMS) to restore the 1910 bank building, located in downtown Ocean City, Maryland. Established in 1978, the OCMS is a 501 c3 nonprofit whose mission is to inspire and support the interpretation and appreciation of the cultural and natural history of Ocean City and the Worcester County coastal region.

For 33 years, the OCMS has been maintaining the interior of the Ocean City Life Saving Station Museum. They have installed 2,000 square feet of exhibits and have planned decades of programs and events that reflect Worcester County's rich history. Successful exhibit installations have provided information on the United States Life-Saving Service, commercial and sport fishing, female entrepreneurs, and the history of the town's promenade.

Restoring the 1910 bank building will allow the OCMS to preserve one of Ocean City's historic buildings and provide additional space to expand exhibits, programs, and events, to include displays of historic downtown businesses, many of which were historically owned and operated by Black Americans. Other exhibits will include a Native American exhibit and Ocean City's hospitality industry history.

This exciting project will offer innumerable benefits to the Ocean City community and those visiting the resort town. Restoring this historic downtown structure will provide visitors with new opportunities to learn more about Worcester County's rich history. Thanking you in advance for supporting the OCMS's efforts to restore the 1910 bank building.

Sincerely,

Joseph M. Mitrecic
President

----- Forwarded message -----

From: Worcester County School Bus Contractors Association
<worcestercountybuscontractors@gmail.com>

Date: Mon, Feb 21, 2022 at 10:22 AM

Subject: Worcester County School Bus Contractor Compensation 2022-2023

To: <jnordstrom@co.worcester.md.us>, <dpurnell@co.worcester.md.us>,
<jchurch@co.worcester.md.us>, <telder@co.worcester.md.us>, <cbertino@co.worcester.md.us>,
<mbunting@co.worcester.md.us>, <jmitrecic@co.worcester.md.us>

Cc: Alan Hudson <romarlanfarms@gmail.com>, Wanda Gray <>wandagrays294@yahoo.com>, Nancy
Donoway <donowaytab@gmail.com>, Harry Wimbrow <wimbrowfarms@yahoo.com>, Karen Merritt
<klmerritt1573@gmail.com>

Dear Worcester County Commissioners,

The Worcester County School Bus Contractors Association Budget Committee is reaching out to you in advance of your meeting March 1, 2022 where you will receive the Worcester County Board of Education Budget Proposal for the 2022-2023 school year. We have, over the last two plus months, met with Mr. Tolbert, Dr. Abt and Kim Heiser regarding our budget proposal for 2022-2023 school year to the WCBOE on behalf of the Worcester County School Bus Contractors. We have also pleaded our case to The Worcester County Board of Education on February 15, 2022. Despite our best effort the WCBOE voted 7-0 to approve Mr Tolbert's budget for student transportation, specifically school bus contractor compensation. We have secured a meeting with the Worcester County Commissioners on March 15, 2022 to further enlighten you to the mounting challenges we face in an effort to continue to provide uninterrupted safe transportation to thousands of families across Worcester County. In advance of that meeting we ask that you review the attached documents so we may use our time to engage in thoughtful dialogue on March 15, 2022 that communicates the severity of the situation before us. We are happy to answer any questions you may have in advance of our meeting as well as any questions you pose to us at the meeting. We are, as we have stated many times throughout this process, committed to providing the safest, most dependable transportation possible to our Worcester County School Families and to the WCBOE. We find ourselves however at a crossroads where our business is no longer economically sustainable under the current and proposed compensation package by the WCBOE. We are hopeful that you, our County Commissioners, will carefully consider our interim budget proposal and push back to the WCBOE to make adjustments that will allow us to provide the exceptional service we have for many years. We thank you in advance for making yourselves available to us. We look forward to meeting with you on the 15th.

Sincerely,

Worcester County School Bus Contractors Budget Committee

Worcester County Bus Contractors Association

Budget Consideration



Worcester County WINS!!!



- Worcester County is one of only 3 counties across the state of Maryland who has had ZERO impact to the transportation of school students.
- Worcester County Board of Education spares no expense to attract, hire and retain the best of the best when it comes to teachers, administration and support staff, boasting the highest cost per student in the Commonwealth.
- Worcester County Board of Education successfully navigated the challenges the pandemic has imposed on our community, and continues to address, adapt, and accomplish many achievements despite an everchanging landscape.
- Worcester County Board of Education made sound business decisions at the onset of the pandemic and statewide shutdown, choosing to pay school bus contractors throughout the duration of the pandemic; a wise and well thought out proposition on the part of our Worcester County Transportation Board.



ITEM 13

| | | | |
|-----------------------------------|--------------------|---|--------------------|
| Bus Contract based on minimums | | Basic Bus Expenses | |
| Mileage & Fuel (70 Miles per day) | \$20,160.00 | Bus Payment (115000) | \$20,412.50 |
| Hours (3 Hours per day) | \$12,193.20 | Planned Maintenance | \$4,449.00 |
| Admin Fee | \$3,500.00 | Fuel (8 Miles per gallon) | \$5,490.00 |
| PVA Allotment | \$20,115.00 | DEF | \$150.00 |
| Air Conditioning Allotment | \$1,133.00 | Warranty (must be paid within 1st year) | \$6,750.00 |
| | | Vehicle Insurances | \$1,000.00 |
| Total Yearly Income | \$57,101.20 | Misc Charges (cell phone, Personal Mileage, Supplies, etc) | \$1,500.00 |
| | | Certification(includes new charge for CDL Certification with State) | \$4,000.00 |
| | | Taxes | \$1,576.24 |
| | | Medical Insurance (1 person) | \$6,822.22 |
| | | Retirement Contribution 6% of Income | \$3,426.07 |
| | | Total Yearly Expenses | \$55,576.03 |

Total Yearly Income after Expenses **\$1,525.17**

Average Hourly Income **\$2.82**

76% below Maryland's Minimum Wage



Mileage & Maintenance

Current Reimbursement for School Year 2021-2022

- Fuel=.6700 per mile
- Maintenance=.9300 per mile
- Total Reimbursement=\$1.60 per mile
- Minimum Contract = 70 Miles per day

Proposed Reimbursement for School Year 2022-2023

- Fuel=.6700 per mile
- Maintenance=\$1.13 per Mile
- Total Reimbursement Proposed = \$1.80 per mile **Increase of 12.5%**
- Minimum Contract Proposed = 100 Miles per day. **Increase of 43%**



ITEM 13

| Bus # | Unplanned Maitenance | Rental Fee | Age of Bus | Total Expense |
|-----------|----------------------|------------|------------|---------------|
| #45 | \$5000.00 | \$1,395.00 | 5 Years | \$7,895.00 |
| #51 | \$17,480.00 | \$1,596.00 | 7 Years | \$19,076.00 |
| #74 | \$14,000.00 | \$6,510.00 | 6 Years | \$20,510.00 |
| #26 | \$21,637.00 | Owns Spare | 4 Years | \$21,637.00 |
| #26 Spare | \$5,200.00 | | | \$5,200.00 |
| | | | | \$17,279.50 |
| | | | | 13 - 6 |

Living Wage, Contractor Commitment & Competition



- A large majority of Worcester County School Bus Drivers have 2 or more jobs to supplement their income as drivers.
- Current hourly rates for CDL Class B drivers in Maryland range from entry level @ \$16.00 per hour-\$60.00 per hour. Businesses hiring CDL Class B drivers in surrounding area include Mountaire, Holts, and Waste Management starting upwards of \$30.00 per hour.
- Many companies are offering sign-on bonuses up to \$10,000.00, with complete benefits packages including 401k and tuition reimbursement.
- St Mary's County is offering school bus contractors a 10K sign-on Bonus paid over 2 years. Frederick County has recently joined ranks and is also offering lucrative bonus incentives. Anne Arundel County has approved a \$5.00 per hour raise plus retention and hiring bonuses. Howard County is committing \$2 million dollars in retention bonuses for drivers. Baltimore, Harford, Somerset, Wicomico and numerous other counties are working to improve pay rates and incentivize School Bus Drivers income.



Hourly Rate & Benefits

Current Hourly Rate Reimbursement for School Year 2021-2022

- \$22.58 Per Hour Flat Rate
- Minimum Hours per Day = 3 Hours
- Minimum 70 Miles Per Day
- Health Benefits Offered at 100% out of Pocket of Contractor
- No 401K or Pension Benefit Option

Proposed Hourly Rate Reimbursement for 2022-2023

- \$30.00 Per Hour for Contracted Bus Runs **Increase of 33%**
- \$35.00 Per Hour for After School Academy, Summer School, & Field Trips **Increase of 55%**
- Minimum Hours per Day = 5 Hours **Increase of 66%**
- Minimum 100 Miles Per Day=
- Bonus Pay of \$2500.00 per year after 2 years of service throughout contract tenure.

Per Vehicle Allotment

Current Reimbursement for Busses placed in service 2007-2022

- PVA has only increased at an avg rate of 1.6% per year for the last 15 years
- 2014 through 2018 **No Increase-** \$18,952
- 2021/2022-\$20,115

Proposed Reimbursement for Busses placed in service 2022-2023

- 2015/2021=**2.5% compounded Per Vehicle Allotment adjustment for remaining length of service on busses placed in service on or after 2015.**
- 2022/2023=\$22527.98 **Increase of 2.5% compounded from 2015.**
- Cost of new bus Thomas Bus in 2021-115,000. Cost of that same bus in 2022 is estimated to cost 120,000; a 4.2% increase.



Administrative Fee, Spare Bus Fee, Lift Gates & A/C

Current Reimbursement Rates

- 2021-2022 Administrative Fee = \$3500.00
- 2021-2022 Spare Bus Fee = \$6489.00
- 2021-2022 Lift Gate Fee \$1133.00
- 2021-2022 Air Conditioning Fee = \$1133.00

Proposed Reimbursement Rates

- 2022-2023 Administrative Fee = \$5000.00. This is based on 1 hour per day for 180 days @ \$30.00 per hour.
- 2022-2023 Spare Bus Fee = \$8000.00. **Increase of 23%**
- 2022-2023 Lift Gate Fee = \$1750.00 **Increase of 54%**
- 2022-2023 Air Conditioning Fee=\$1750.00 **Increase of 54%**



Field Trips

Current Reimbursement for Field Trips 2021-2022

- Fuel=.6700 per mile
- Maintenance=.9300 per mile
- Total Reimbursement=\$1.60 per mile
- \$22.58 Per Hour Flat Rate
- Minimum Rate=\$70.00

Proposed Reimbursement for Field Trips 2022-2023

- Fuel=.6700 per mile
- Maintenance=\$1.13 per Mile
- Total Reimbursement Requested = \$1.80 per mile **Increase of 12.5%**
- \$35.00 Per Hour for After School Academy, Summer School, & Field Trips **Increase of 55%**
- Minimum Rate=\$125.00 **Increase of 78%**



ITEM 13

Bus Contract at Adjusted Minimums

| | |
|------------------------------------|--------------------|
| Mileage & Fuel (100 Miles per day) | \$32,400.00 |
| Hours (5 Hours per day) | \$27,000.00 |
| Admin Fee | \$5,000.00 |
| PVA Allotment | \$21,978.52 |
| Air Conditioning Allotment | \$1,750.00 |
| Total Yearly Income | \$88,128.52 |

Basic Bus Expenses Adjusted

| | |
|---|--------------------|
| Bus Payment (115000) | \$20,412.50 |
| Planned Maintenance | \$4,449.00 |
| Fuel (8 Miles per gallon) | \$7,200.00 |
| DEF | \$195.00 |
| Warranty (must be paid within 1st year) | \$6,750.00 |
| Vehicle Insurances | \$1,000.00 |
| Misc Charges (cell phone, Personal Mileage, Supplies, etc) | \$1,500.00 |
| Certification(includes new charge for CDL Certification with State) | \$4,000.00 |
| Taxes | \$9,440.53 |
| Medical Insurance (1 person) | \$6,822.22 |
| Retirement Contribution 6% of Income | \$5,287.71 |
| Total Yearly Expenses | \$67,056.96 |

\$21,071.56


Average Hourly Wage Adjusted

13- 12 \$23.41



Benefits

- Health Insurance Cost=\$20,576.30 for family coverage
- 401k/Retirement-Based on current contract reimbursements bus contractors struggle to save for retirement.
- Bonuses-Today no bonus structure exists but one is clearly a possibility as other counties are enacting bonuses to hire and retain drivers.



Based on recent events surrounding
Covid-19 WCBCA requests a clause
added to all Bus Contractors
contracts that guarantees continued
compensation at 100% regardless of
school session status.

We recognize the challenges around this proposal.



We hope you recognize the commitment and contribution our school bus drivers make every day to our School Board and to our communities we serve.

Thank you



Thank you, Superintendent Taylor, President McComas, VP Ferrante, Mr. Buchanan, Mr. Smack, Mr. Andes, Mr. Gordy, and Mr. Passwaters for allowing us to address the Worcester County Board of Education today.

Before we jump into our message, The Worcester County School Bus Contractors would like to acknowledge, and express our gratitude, to each of you as well as to Kimberly Heiser for making sound business decisions at the onset of the pandemic and statewide shutdown by choosing to pay school bus contractors throughout the duration of the pandemic; a wise and well thought out proposition on the part of our Worcester County Transportation Board & The Worcester County Board of Education.

Your forethought in continuing to pay School Bus Contractors paid off when school resumed. Worcester County didn't miss a beat. We were only 1 of 3 counties in Maryland to boast no interruptions in student transportation.

Additionally, we would like to also express our appreciation for the relationship we have with Kim

Heiser and the Board of Transportation. The support, guidance, and open-door atmosphere that Kim has created is remarkable. Kim and her staff work tirelessly to create an environment of trust and mutual respect-we are all lucky to have you as a business partner.

My Name is Lori Thompson. I am the acting secretary for the Worcester County School Bus Contractors Association and I am addressing you on behalf of the 69 School Bus Contractors in Worcester County.

Today the School Bus Contractors of Worcester County are appealing to the Worcester County Board of Education to review and reconsider the budget proposed to you for student transportation, specifically School Bus Contractor compensation for the 2022-2023 school year. On February 1, 2022, we sent to you, the Worcester County Board of Education, our proposed budget in its entirety. We

have provided each of you a hard copy of our proposal for your reference.

The budget proposal we are presenting requires a significant investment on the part of our school board. We understand the implications and challenges it creates for you, our leaders. We also know that we can't continue to provide the exceptional level of safety & service we have delivered for many years without a substantial investment on the part of our School Board, County Commissioners, and our community.

We have attended 3 sessions to discuss our proposal with Dr. Abt, Mr. Tolbert, and Ms. Heiser over the last 2 months. We have received an email detailing the proposed budget for transportation that Mr. Tolbert has submitted to you today.

His proposal is as follows:

SBC Hourly Wage=\$25.00

SBC Mileage Reimbursement=\$1.62

SBC PVA-\$20,920

We are asking that the Board consider the following increases over and above what Mr. Tolbert has presented:

SBC Hourly Wage=\$26.29 (halfway to the proposed \$30.00)

SBC Mileage Reimbursement=\$1.80 per mile (We can't operate our buses without it Safety!)

SBC Administrative Fee=\$5000.00

SBC PVA=\$20,920.00

Pres McComas, Superintendent Taylor, and remaining board members we are not asking you for what we want. We are begging you for what we NEED to stay safely on the road.

Unfortunately, for all of us, the pandemic has forever altered so many aspects of our lives. Our countries logistical infrastructure is one of those areas that has taken an enormous hit. We school bus contractors are impacted beyond measure as a result.

Labor has increased by 36%. Parts have sky rocketed as the price of steel continues to rise, and the supply chain that delivers those parts to distributors is in turmoil.

Today we have School Bus Contractors, in essence, working for free because their bus is out of service and the parts they need are unavailable for the unforeseeable future. They are paying a bus payment and having to pay to rent a bus to ensure they are delivering on their commitment to you.

We have School Bus Contractors who have had to take out

large unsecured high interest loans and credit cards to

purchase and pay for parts and repairs because our current compensation doesn't allow us to save for a rainy day.

We have talked a lot about the "What" now let's talk about the value of "Why". Why is it important that we can continue to operate without disruption? Our community needs us!

Someone somewhere once said "You know our School Bus

Contractors are the 1ST and last touchpoints a parent and

student has to our Worcester County School System. And Yes that is true. But there is more to it than that; We wear many hats. We are in some cases the 1st people to exchange kind words a child today. We are the people that deliver them full of anticipation to the big game and the people that bring them home safely to celebrate their win. We are the people who

drive them to field trips to learn more about our world, and we are the people who work late into the evening so they may attend after school academy and not be home alone.

We are the people who are a captive audience for those students who just need to talk and know someone is listening.

We are disciplinarians, counselors, first aid responders, and we protect them as if they were our own.

We are teachers, we are caregivers, we are advocates and

sometimes detectives. We are delivering scholars and Presidents, athletes and entertainers, doctors, lawyers, welders and chefs and we are COMMITTED to providing the safest possible transportation to thousands of our communities school children each and every day of the year.

We are not asking you for what we want, we are begging you for what we need.

Worcester County Board of Education we respectfully request you reconsider the budget for school bus contractor compensation today and adopt the amended proposal we reviewed with you here. Additionally

we ask that we may have continued dialogue with the

appropriate parties to negotiate a compensation package that allows us a living wage.

In closing we thank you for your time and consideration. We hope you see the value in what we contribute to WCBOE and we are grateful for the opportunity to address you today.



Worcester County Department of Environmental Programs
 Worcester County Government Center, 1 West Market Street, Rm 1306 | Snow Hill MD 21863
 Tel: (410) 632-1220 | Fax: (410) 632-2012

Memorandum

To: Weston S. Young, P.E., Chief Administrative Officer

From: Robert J. Mitchell, LEHS, REHS/RS
 Director, Environmental Programs

A handwritten signature in blue ink, appearing to be "RM", is placed over the name Robert J. Mitchell.

Subject: Request for Allocation of EDUs for Sea Oaks Village, LLC

Date: 3/7/22

Please be advised we received a completed application from Hugh Cropper, representing Sea Oaks Village, LLC (owner) for the allocation of nineteen (19) equivalent dwelling unit (EDU's) of sanitary sewer service from the Mystic Harbour Sanitary Service Area (MHSSA) to serve Phase II of this development. Phase II included 76 townhomes and recreation facilities with the initial allocation. The development was allocated 29 EDUs in July of 2021 to be assigned to 29 of those 76 units, an additional allocation of 18 EDUs was granted in September of 2021, and another allocation of 10 EDUs was granted in January 2022. This request would be for an additional 19 units to complete the residential homes planned for this development. The subject property contains the Sea Oaks Village, and is identified on Tax Map 26 as Parcel 274.

I offer the following staff report for your consideration with regard to this request.

Summary of Request: Sea Oaks Village, LLC is requesting an allocation of nineteen (19) equivalent dwelling unit (EDUs) of sewer service from the MHSSA to serve the proposed Phase II construction of eighteen residential homes within the Sea Oaks Village development located on Worcester County Tax Map 26 Parcel 274, which has been subsequently subdivided as the community has progressed through development stages. The subject property, currently sits on the westerly side of Stephen Decatur Highway (Rt 611), approximately 2,000 feet south of the Sunset Avenue intersection, is currently zoned R-2 Multi-Family Residential (35.71 acres) and C-1, Neighborhood Commercial (4.219 acres), and is currently designated S-1 in the County Master Water and Sewerage Plan which indicates an area of existing or planned sewer service to be built within 2 years, but does not guarantee service or obligate the provision of services in that time frame. Applicant will also be required to purchase corresponding water service from the Mystic Harbour water system if the sewer EDUs are allocated to this project. Project was reviewed by the Technical Review Committee (TRC) at their meeting on April 14, 2021.

According to our calculations, in order to serve the proposed build-out of Phase II development of nineteen (19) homes, **nineteen (19) sewer EDUs are required.**

Current Available Capacity - North: After the January 2022 revision there are currently 36 available EDUs allocated in Area 1 (north of the airport) for the following uses: Vacant or Multi-Lot properties (3 EDUs), Infill and Intensification (15 EDUs), Commercial (11 EDUs), and Single Family Dwellings (7 EDUs). Granting the request for Sea Oaks Village would require the allocation of 53% (19 of 36) of the total remaining EDUs in Area 1.

Background on Original Allocation of New Sewer Capacity in the Mystic Harbour: The expansion of the Mystic Harbour WWTP and Funding From USDA in 2008 was predicated upon the need for infill and intensification of properties along the Route 50 commercial corridor and vicinity, service to vacant or multi-lot properties, single family dwellings converting from septic systems to public sewer, and commercial properties. The Worcester County Planning Commission recommended a rating system to rank priority allocations of the additional EDUs with highest priority for (1) infill lots, (2) expansion of existing facilities, (3) replacement of septic tanks, and (4) new development. The initial request addressed priority 1 as infill of the previously undeveloped properties in West Ocean City.

Previous Allocation of EDUs to this Property: This property is currently allocated one hundred twenty (120) Mystic water EDUs and sewer EDU's for Phases I and II of the development. This request will be the final request for this property and will permit buildout of the community.

Options for Commissioners' Action on the Request:

Note – All options are based on an allocation of 10 Mystic sewer EDUs based on flow rates.

Option 1 - Approve the allocation for a total of 19 EDUs to the property by utilizing twelve (12) sewer EDUs from the Infill and Intensification category from Area 1 and seven (7) sewer EDUs from the Single Family Dwellings category from Area 1. Owner will also need to connect to Mystic water and purchase nineteen (19) water EDUs to compliment the sewer allocation required.

Option 2 - Deny the request for allocation of nineteen (19) Mystic sewer EDUs to this property.

I will be available to answer any questions which you may have with regard to this application in order for the County Commissioners to make the most informed decision on this request.

Attachment

LAW OFFICES

BOOTH CROPPER & MARRINER

A PROFESSIONAL CORPORATION

9927 STEPHEN DECATUR HIGHWAY, F-12

OCEAN CITY, MARYLAND 21842

(410) 213-2681

FAX (410) 213-2685

CURTIS H. BOOTH
 HUGH CROPPER IV
 THOMAS C. MARRINER*
 ELIZABETH ANN EVINS
 LYNDSEY J. RYAN
 LISA D. SPARKS**

*ADMITTED MD & DC

**ADMITTED MD, DC & VA

EASTON OFFICE

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 EASTON, MD 21601
 (410) 822-2929
 FAX (410) 820-6586

WEBSITE
www.bbcmllaw.com

February 10, 2022

Mr. Weston S. Young, P.E., CAO
 Worcester County Commissioners
 One West Market Street, Room 1103
 Snow Hill, Maryland 21863

RE: **Sea Oaks Village, LLC, Mystic Harbour Sanitary Service Area**

Dear Mr. Young:

This is the final EDU request for Sea Oaks.

By way of background, on November 20, 2018, Phase I, Step II, Floating Zone, was approved by the Worcester County Commissioners for the Sea Oaks Village RPC. According to the Master Plan, the property is designed for 135 residential units, which is a residential density of approximately 3.8 units per acre.

This is a mixed-use project, consistent with the Worcester County Comprehensive Plan. On December 5, 2019, the Planning Commission approved a Major Site Plan for contractors' shops (12,000 square feet) and retail (11,480 square feet).

The Phase I Subdivision/Site Plan was recorded on July 17, 2020, for 59 residential units, which included a swimming pool and other residential amenities. On April 14, 2021, the Technical Review Committee considered Phase II of Sea Oaks Village RPC, consisting of 76 townhomes with a sports court. Those comments are attached for your reference.

Phase I required 63 EDUs (59 EDUs for the 59 residential units; 4 EDUs for the commercial) which were allocated by the Worcester County Commissioners. Then, on July 6, 2021, the Worcester County Commissioners allocated an additional 29 EDUs, for an additional 29 townhome units in the first sub-phase of Phase II. Most recently, 18 EDUs were allocated on September 21, 2021 and 10 EDUs were allocated on January 11,

2022. The community's pump station was accepted by the County on January 11, 2022 as well.

This is an application for 19 EDUs, representing the fourth and final sub-phase of Phase II. As you can tell from the history of application over time, Sea Oaks has obtained EDUs incrementally. The present application would serve the remaining townhouse pads in Phase II. For the Sea Oaks project to proceed in the RPC (Residential Planned Community) process, it is a requirement that all necessary EDUs are allocated. As a matter of practicality, Phase II must be addressed in its entirety through this process.

At this time, the Phase I residential units are well under construction. There is significant demand for these residential units in West Ocean City with units selling very quickly, typically before completion. The spring sales season is expected to be busy. Sea Oaks and its builder look forward to completing the whole development of 135 townhomes, as designated on the Master Plan.

The approval of the remaining 19 EDUs will provide Worcester County citizens with much needed housing opportunities.

The applicant respectfully requests that the allocation of 19 EDUs for the Sea Oaks Village RPC be granted by the Worcester County Commissioners.

Respectfully submitted,



Hugh Cropper IV
hcropper@bbcmllaw.com
Attorney for Sea Oaks
Village, LLC

HC/tgb

Enclosures

CC: Lisa D. Sparks, Attorney at Law
Margaret Witherup, Attorney at Law
Steve Murphy, Sea Oaks Village, LLC
Chris Reda, Sea Oaks Village, LLC

Worcester County - Department of Public Works - Water and Wastewater Division
Myotis Harbour Sewer Service Application

Name: Sea Oaks Village, LLC Date: February 10, 2022

Mailing address: 341 E. Fort Avenue, Suite 202, Baltimore, MD 21230

Address of service location: Stephen Decatur Hwy, Ocean City, MD 21842

Property identification (sect # & map/parcel): Map 26; P10 Parcel 274; 10-296900

Type of project (circle one below):

Single Family Minor Site Plan Major Site Plan Residential Planned Community

Type of service requested (circle one): Residential Commercial

If commercial, list type of business, square footage and number of seats in restaurant (if applicable):

EDU's/gallons assigned to property: _____ EDU's to be purchased: _____

If developer new construction, will you be providing the meter (circle one) Yes No N/A

Name & license number of licensed plumber providing connection from meter to building:

Name & phone number of person to contact with regards to this application/account:

Hugh Cropper 410-213-2681 hcropper@bbcmilaw.com

Signature: [Signature] Date: February 10, 2022

Attachments required to be submitted with application:

Single Family- Copy of permit application.

Minor Site Plans- Copy of TRC report or documentation of administrative waiver.

Major Site Plans- Copy of TRC report.

Residential Planned Community- Copy of Planning Commission's findings/recommendation for Step 1.

NOTICE: Please review attached Resolution No. 17-19 which details the EDU allocation process and the time frame in which the EDUs must be utilized or returned to the County for future allocation and utilization. If mains are to be installed by applicant a separate "Small Sewer and Water Project Agreement" will be required.

OFFICE USE ONLY:

Date received: _____ By: _____

Environmental Programs approval: _____ Date: _____

Treasurer's Office approval: _____ Date: _____

Public Work's approval: _____ Date: _____

FEE PAID:

Deposit \$1,000 per EDU X _____ (EDU's) = \$ _____

Remaining Balance \$6,700 per EDU X _____ (EDU's) = \$ _____

Date received: _____ By: _____

RETURN TO:

Worcester County Treasurer's Office

Attn: Jessica Wilson

P.O. Box 349

Snow Hill, MD 21863

FULL POLICY ATTACHED AND INCORPORATED.

SEA OAKS VILLAGE LLC
 410.404-4393
 841 E. FORT AVE, SUITE 152
 BALTIMORE, MD 21230

DATE 2/10/22

PAY TO THE ORDER OF Worcester County

Nineteen thousand and 00/100 \$ 19,00.00

FIRSTTRUST BANK
 800.220.BANK / firsttrust.com
 EDU Application

MEMO [Signature]



Worcester County Department of Environmental Programs

Worcester County Government Center, 1 West Market Street, Rm 1306 | Snow Hill MD 21863

Tel: (410) 632-1220 | Fax: (410) 632-2012

Memorandum

To: Weston S. Young, P.E., Chief Administrative Officer

From: Robert J. Mitchell, LEHS, REHS/RS
Director, Environmental Programs

A handwritten signature in blue ink, appearing to be "R. Mitchell", written over the "From:" line.

Subject: EV Charging Station – Worcester County Governmental Center Parking Lot

Date: 3/8/22

Recently, staff from Environmental Programs have been working with Worcester County Public Library staff on informational needs for potential grant funding for Library projects. As part of that work, a short teleconference was held with Delmarva Power representatives on their public initiatives. Delmarva Power's various electric vehicle (EV) programs in Maryland include the public charging program where they were tasked to site 100 chargers at local government sites. The attached brochure details their launch of Delmarva's EV charging network. As the network rolls out, EV drivers will have the option to charge their vehicles at any of the 100 Delmarva-owned Level 2 smart chargers or DC fast chargers throughout the Delmarva Power service area. They are looking at additional spaces in Snow Hill in addition to the Recreation Center to locate these EV charging stations. One location would be a single (1) space within the Washington Street parking lot for the Governmental Center. The County would be required to give Delmarva an easement for that space and they would handle the marking and installation. I have detailed a couple of potential options where this single parking space could be located within this lot:

Potential Washington Street Lot Spaces



ITEM 15

Electric vehicles are becoming more common and the charging network maps are public and are part of EV vehicle phone applications. This digital integration into the country's transportation network does bring additional traffic, including foot traffic, to the local businesses and institutions adjacent to these stations.

As Delmarva Power is still interested in this location for one of their EV charging stations, would the County Commissioners be in favor of allowing an easement for a single space in the Washington Street lot to be used for one of these stations?

Attachment

Why choose an EV?



Convenience

Skip the gas station and charge at home.



Responsibility

Lower your emissions and carbon footprint.



Low cost of ownership

Spend less on overall vehicle maintenance.



Fuel savings

Save money—electricity is less expensive than gas.



Tax incentives and rebates

Get money back for purchasing an EV and installing smart chargers.



Satisfying ride

Have fun driving a high-performance vehicle.



Smart tech

Experience the most advanced technology.

Why is Delmarva Power offering this program?

The EVsmart Program fuels progress on Maryland's Air Quality and Chesapeake Bay goals, which include having 300,000 zero-emission vehicles on the road by 2025. Studies show that about 125,000 EVs and 27,000 public chargers would need to be added to Delmarva Power's service territory. Through the EVsmart Program, Delmarva Power hopes to encourage more customers to adopt EVs.

What are the benefits of a Level 2 smart charger?

With a Level 2 smart charger, you can charge your EV up to six times faster than a wall outlet, adding up to 20 miles of range per hour of charging. You can also set charging reminders, schedule charging and track energy usage right from your smart charger app.

Who qualifies for the EVsmart residential Level 2 smart charger rebate?

Active Delmarva Power residential customers who have purchased and installed an eligible Level 2 smart charger after July 1, 2019, and who have secure home Wi-Fi to operate their Level 2 smart chargers, qualify for this rebate. Additionally, Delmarva Power must be able to access customer EV charging data.

What are the benefits of multifamily property chargers?

More existing and prospective tenants are expected to start requesting EV charging as an amenity. Delmarva Power's rebates help offset the cost of this investment. Home charging currently makes up 75% of all EV charging, so multifamily property managers and owners are influential in increasing EV adoption.

Questions?

Visit us at delmarva.com/ElectricVehicles.

EVsmart
LIFE, FULLY CHARGED

DRIVING THE CHARGE FOR ELECTRIC VEHICLES

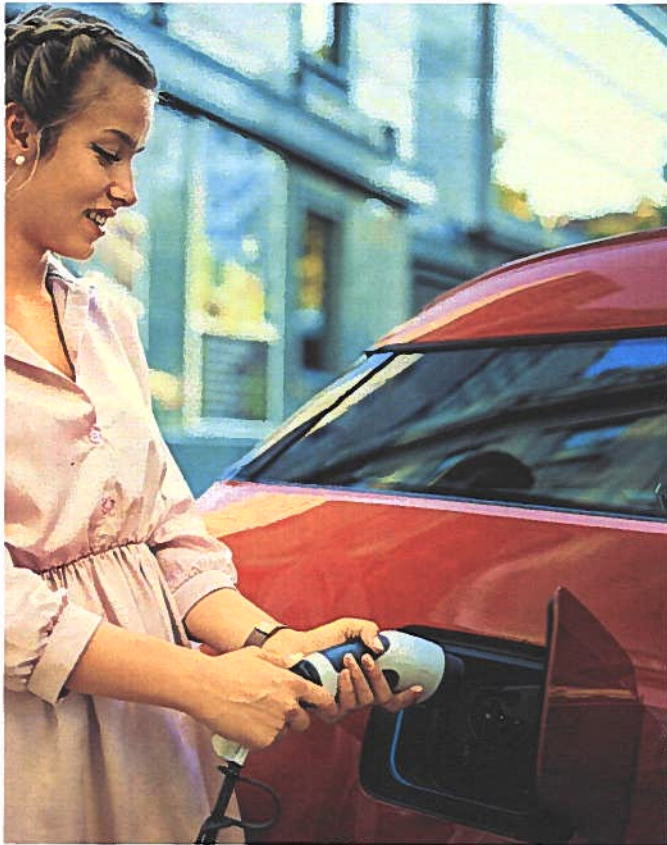


**delmarva
power**
An Exelon Company

Introducing Delmarva Power's EVsmart Program

How and when an electric vehicle (EV) is charged plays a huge part in getting the most out of it. Whether you're an EV driver, considering an EV, or even a multifamily property owner, Delmarva Power's EVsmart Program gives you the rebates, tools, and information you need to charge faster, smarter, and more conveniently than ever before.

For more information, email plugin@delmarva.com, or visit delmarva.com/ElectricVehicles.



EV 101

Through our EV toolkit, you can learn the basics of EV charging, use savings calculators to compare the cost of gas versus electric-powered vehicles, view state and federal tax incentives available for EV owners, and locate an EV dealer in your area. Check out the toolkit at delmarva.com/ElectricVehicles.

Residential Charger Rebate

If you are a Delmarva Power residential customer, live in a single-family house (attached or detached), and install a Level 2 smart charger at your home, you may be eligible for a rebate up to \$300.* Upgrading to a Level 2 smart charger allows you to charge your vehicle significantly faster than with a standard charger. It also allows you to better control (and even schedule) when your EV charges by using an optional smartphone app.

Note that to participate you must connect your charger to your home Wi-Fi and agree to share your charging data with Delmarva Power. Learn more or apply for a rebate at delmarva.com/ElectricVehicles.

Multifamily Property Rebate

If you are a multifamily property manager or owner, you may be eligible for a 50% discount on the purchase of qualified Level 2 smart chargers and a 100% discount on installation at your property.* Adding EV chargers as an amenity increases your property's value to current and prospective residents, especially as electric vehicles become more mainstream. Learn more at delmarva.com/ElectricVehicles.

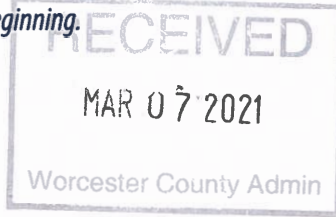
Public Charging Network

Delmarva Power will launch its own EV charging network by fall 2019. As the charging network rolls out, EV drivers will have the option to charge their vehicle at any of the 100 Delmarva Power-owned Level 2 smart chargers or DC Fast Chargers throughout the Delmarva Power service area. Delmarva Power's charging rates will be comparable to other public charging options and give you the flexibility and peace of mind to drive farther.

* While supplies last



Books are just the beginning.



To: Weston Young
 From: Jennifer Ranck *JK*
 Date: March 7, 2022
 Re: EBSCO Solar Grant

The Library requests permission to apply for a grant from EBSCO Solar for the Berlin branch. EBSCO is the library's vendor for periodicals and current library customers are eligible to apply. If awarded, EBSCO will pay for the initial installation through the grant. The County will own the system and will be responsible for all post-installation/ongoing maintenance of the solar array.

From the outset of the Berlin Library project, Former Library Board President Ron Cascio and Library Director Mark Thomas set high performance goals for the building. By using passivhaus principles, energy demand is greatly reduced and energy costs for the building remain low. The design included the provision for photovoltaics to offset some or all of its energy use. If the grant is successful, the Berlin branch could be a net-zero energy building.

EBSCO Solar applications will be accepted until April 29, 2022.

Thank you for your consideration and please let me know if you require any further information.



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

DALLAS BAKER JR., P.E.
 DIRECTOR

CHRIS CLASING, P.E.
 DEPUTY DIRECTOR

TEL: 410-632-5623
 FAX: 410-632-1753

M E M O R A N D U M

TO: Weston Young, P.E., Chief Administrative Officer
FROM: Dallas Baker, Jr., P.E., Director *Dallas Baker*
DATE: March 7, 2022
SUBJECT: County Building Automation System Upgrades

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

.....

We are requesting \$248,840.00 for Building Automation System upgrades and changes at the Government Center - \$61,870.00, Courthouse - \$109,970.00 and Berlin Health Department - \$77,000.00. The Assigned Fund balance sheet has \$350,000.00 allocated for "Building HVAC Automation System Controls (various buildings)" that could be used to fund this project. We are requesting to single source with Modern Controls for this project and it is recommended for this project to move forward with waiving of bids and approvals of the attached proposals.

In 2018 Modern Controls was selected over Seiberlich Trane and Johnson Controls to begin performing building automation upgrades as our preferred vendor. Modern Controls has upgraded systems at the States Attorney, Recreation Center, Snow Hill, Ocean City and Berlin's Libraries, Snow Hill Health Department and some areas of the Government Center, Courthouse and Berlin Health Department. This upgrade was to incorporate these systems in a single user interface with remote access to enable select system changes while off-site. They have provided exemplary service and installations along with reliable support thus far.

These building automation upgrades within our HVAC systems will include areas of the Government Center, Courthouse and Berlin Health Department facilities not addressed in the past. This includes the removal of factory operating controls on all roof top units to provide complete control over each unit. Using the current factory settings and controls limits our ability to control air flow, outside air intake, adequate and proper ventilation. This also incorporates 44 fan coil units (27 at Berlin Health and 17 in the Courthouse) into our system that are currently standalone units with their own separate thermostat control. These standalone units are constantly and consistently an issue when trying to regulate and control space temperatures. Also included is the removal of auxiliary controls for (6) duct heaters at the Government Center in Emergency Services, Dispatch and E.O.C. These auxiliary controls can enable

heat while air conditioning is enabled working against each other. Another important part of these proposals is to incorporate temperature monitoring of all Main Distribution and Independent Distribution Framework rooms to ensure proper space conditioning of the County's information technology systems.

COVID has identified some shortcomings in our ability to properly control various HVAC equipment. Along with the improvements above, these upgrades would completely replace the antiquated and proprietary Reliable Controls Automation System at the Berlin Health Department. This is a system we have continuous issues with and lack control over that limits our ability to address air quality.

Should you have any questions, please feel free to contact me.

Attachments

cc: Chris Clasing, Deputy Director
Michael Hutchinson, Maintenance Superintendent



February 18, 2022

Proposal# 21-0406

Page# 1

To: Mike Hutchinson
Worcester County Department of Public Works

RE: Berlin Health Department Controls Retrofit

Mike,

We are pleased to provide a proposal to labor and materials to replace the remaining Reliable controls system with new controllers and a BACnet system.

Scope of Work:

Fan Coils (Qty:27)

- ☐ Furnish and install new DDC controller at each fan coil.
- ☐ Furnish and install new BACnet communication wire between new controllers and existing Jace.
- ☐ Furnish and install new supply air temperature sensor.
- ☐ Furnish and install a new space temperature / humidity / CO2 sensor.
- ☐ Furnish and install new condensate pan sensor.
- ☐ Furnish and install new RIB relays/Current switches for supply fan control/status.
- ☐ Furnish and install wiring to connect new end devices to new DDC controller.
- ☐ Develop programming to match existing DDC control sequence including alarming, configuration, and commissioning.
- ☐ Update graphics to reflect the new control.

Air Handling Unit (Qty:1)

- ☐ Furnish and install new DDC controller at unit.
- ☐ Furnish and install new BACnet communication wire between new controller and existing Jace.
- ☐ Furnish and install new supply air temperature sensor.
- ☐ Furnish and install a new space temperature / humidity / CO2 sensor.
- ☐ Furnish and install new condensate pan sensor.
- ☐ Furnish and install new RIB relays/Current switches for supply fan control/status.
- ☐ Furnish and install wiring to connect new end devices to new DDC controller.
- ☐ Develop programming to match existing DDC control sequence including alarming, configuration, and commissioning.
- ☐ Update graphics to reflect the new control.

Central Plant

- ☐ Furnish and install new DDC controller with expansion module at central plant.
- ☐ Furnish and install new BACnet communication wire between new controller and existing Jace.
- ☐ Furnish and install new strap on supply temperature sensor for Chilled Water System.
- ☐ Furnish and install new strap on return temperature sensor for Chilled Water System.
- ☐ Furnish and install new strap on supply temperature sensor for Chiller.
- ☐ Furnish and install new strap on return temperature sensor for Chiller.
- ☐ Furnish and install new strap on supply temperature sensor for Hot Water System
- ☐ Furnish and install new strap on return temperature sensor for Hot Water System.
- ☐ Furnish and install new strap on supply temperature sensor for each Boiler (Qty:3).



February 18, 2022

Proposal# 21-0406
Page# 2

- ☐ Furnish and install new strap on return temperature sensor for each Boiler (Qty:3).
- ☐ Furnish and install wiring to connect new end devices to new DDC controller.
- ☐ Update graphics to reflect the new control.

IT Server Room

- ☐ Furnish and install new space temperature sensor.
- ☐ Furnish and install wiring to connect new temperature sensor to closest BACnet controller.
- ☐ Develop programming to match existing DDC control sequence including alarming, configuration, and commissioning.

Fan Coil Units and Air Handling Unit Quoted Price \$65,730.00

Central Plant Quoted Price \$12,840.00

IT Server Room Quoted Price \$640.00

Discounted Quoted Price If All Quotes Are Accepted \$77,000.00**Clarifications:**

- ☐ Price is valid until April 1, 2022, but will be subject to price increases after this date.
- ☐ Proposal does not include after hours or weekend labor.
- ☐ Proposal does not include any work associated with existing conditions or deficiencies.

I hope this provides you with everything you need. Please feel free to call if you have any questions or concerns regarding this proposal.

Sincerely,

Corey Ferguson

Corey Ferguson
Technical Sales Specialist
(p): 302-584-5146

I accept this above contract:

Authorized Signature

Date



February 18, 2022

Proposal# 21-0410
Page# 1

To: Mike Hutchinson
Worcester County Department of Public Works

RE: Government Center – Projects

Mike,

We are pleased to provide a proposal to labor and materials to add control to six (6) duct heaters in the EOC and Call center, add monitoring and alarming to IT rooms, add control to two air handlers in Commissioners Room and additional control in County Admin work rooms.

Scope of Work:

EOC and 911 Call Center Duct Heaters (Qty:6)

- ☐ Furnish and install a new DDC controller at each unit.
- ☐ Furnish and install new BACnet communication wire to existing Jace.
- ☐ Furnish and install a new supply air temperature sensor.
- ☐ Furnish and install a new space temperature / humidity / CO2 sensor.
- ☐ Develop programming to match existing DDC control sequence including configuration and commissioning.
- ☐ Update Graphics to reflect the new unit control.

IT Server Rooms (Qty:3)

- ☐ Furnish and install a new space temperature sensor.
- ☐ Furnish and install wiring to tie into nearest existing local controllers.
- ☐ Develop programming to match existing DDC control sequence including alarming, configuration, and commissioning.
- ☐ Update Graphics to reflect the new unit control.

Commissioner's Room Air Handler (Qty:2)

- ☐ Furnish and install new DDC controller for each unit.
- ☐ Furnish and install new BACnet communication wire to existing Jace.
- ☐ Furnish and install new outside, return, HP coil, and electric duct heater air temperature sensors.
- ☐ Furnish and install new filter sensor.
- ☐ Furnish and install a new space temperature / humidity / CO2 sensor.
- ☐ Furnish and install new condensate pan sensor.
- ☐ Furnish and install new RIB relay/current switches for supply fan status/control.
- ☐ Furnish and install new actuators for outside air damper.
- ☐ Develop programming to match existing DDC control sequence for staging of electric heaters for dehumidification and temperature control, as well as alarming and commissioning.
- ☐ Integrate existing UV clarifiers to new DDC controller and add a runtime calculation.
- ☐ Update graphics to reflect the new unit control.

County Admin Heat Pump Units (Qty:2)

- ☐ Furnish and install a new DDC controller at each unit.



February 18, 2022

Proposal# 21-0410

Page# 2

- ☐ Furnish and install new BACnet communication wire to closest controller.
- ☐ Furnish and install new HP coil and electric duct heater air temperature sensors.
- ☐ Furnish and install a new space temperature and humidity sensor.
- ☐ Furnish and install new condensate pan sensor.
- ☐ Develop programming to match existing DDC control sequence including configuration and commissioning, with dehumidification control.
- ☐ Update Graphics to reflect the new unit control.

911 Call Center Daikin

- ☐ Furnish and install a new Gateway for units to communicate with the BAS system.
- ☐ Furnish and install wiring to tie into nearest existing local controller.
- ☐ Update graphics to reflect the new unit visibility.

| | |
|---|--------------------|
| Duct Heaters Quoted Price | \$13,470.00 |
| IT Server Rooms Quoted Price | \$1,930.00 |
| Commissioner's Room Air Handling Units Quoted Price | \$23,750.00 |
| County Admin Heat Pumps Quoted Price | \$12,710.00 |
| 911 Call Center Daikin Quoted Price | \$11,980.00 |
| Discounted Quoted Price If All Quotes Are Accepted | \$61,870.00 |

Clarifications:

- ☐ Price is valid until April 1, 2022 but will be subject to price increases after this date.
- ☐ Proposal does not include after hours or weekend labor.
- ☐ Proposal does not include any work associated with existing conditions or deficiencies.

I hope this provides you with everything you need. Please feel free to call if you have any questions or concerns regarding this proposal.

Sincerely,

Corey Ferguson
 Technical Sales Specialist
 (p): 302-584-5146

I accept this above contract:

 Authorized Signature

Date



February 18, 2022

Proposal# 21-0413

Page# 1

To: Mike Hutchinson
Worcester County Department of Public Works

RE: Courthouse – Projects

Mike,

We are pleased to provide a proposal to labor and materials to add controls to seventeen (17) Fan Coil units in the Courthouse, replace hot water system controllers, replace controllers in six (6) air handling units, provide monitoring for two (2) IT server rooms and new controls on the file room AHU.

Scope of Work:

Fan Coils (Qty:17)

- ☐ Furnish and install new DDC controller at each fan coil.
- ☐ Furnish and install new BACnet communication wire between new controllers and existing Jace.
- ☐ Furnish and install new supply air temperature sensor.
- ☐ Furnish and install a new space temperature / humidity / CO2 sensor.
- ☐ Furnish and install new condensate pan sensor.
- ☐ Furnish and install new RIB relays/Current switches for supply fan control/status.
- ☐ Furnish and install wiring to connect new end devices to new DDC controller.
- ☐ Develop programming to match existing DDC control sequence including alarming, configuration, and commissioning.
- ☐ Update graphics to reflect the new control.

Hot Water System (Qty:1)

- ☐ Furnish and install new DDC controller for the hot water system.
- ☐ Furnish and install new BACnet communication wire to existing Jace.
- ☐ Furnish and install new hot water system supply and return temperature sensors.
- ☐ Develop programming to match existing DDC control sequence for boilers 1 & 2 and their associated pumps, as well as alarming and commissioning.
- ☐ Update graphics to reflect the new system control.

Air Handler (Qty:6)

- ☐ Furnish and install new DDC controller for each unit.
- ☐ Furnish and install new BACnet communication wire to existing Jace.
- ☐ Furnish and install new outside, return, HP coil, and electric duct heater air temperature sensors.
- ☐ Furnish and install new filter sensor.
- ☐ Furnish and install a new space temperature / humidity / CO2 sensor.
- ☐ Furnish and install new condensate pan sensor.
- ☐ Furnish and install new RIB relay/current switches for supply fan status/control.
- ☐ Furnish and install new actuators for outside air damper.
- ☐ Develop programming to match existing DDC control sequence for staging of electric heaters for dehumidification and temperature control, as well as alarming and commissioning.
- ☐ Update graphics to reflect the new unit control.



February 18, 2022

Proposal# 21-0413

Page# 2

IT Server Rooms (Qty:2)

- ☐ Furnish and install new space temperature sensor.
- ☐ Furnish and install wiring to connect new temperature sensor to closest BACnet controller.
- ☐ Develop programming to match existing DDC control sequence including alarming, configuration, and commissioning.

File Room Air Handler (Qty:1)

- ☐ Furnish and install a new DDC controller.
- ☐ Furnish and install new DDC controller for each unit.
- ☐ Furnish and install new BACnet communication wire to existing Jace.
- ☐ Furnish and install new outside, return, HP coil, and electric duct heater air temperature sensors.
- ☐ Furnish and install new filter sensor.
- ☐ Furnish and install a new space temperature / humidity sensor.
- ☐ Furnish and install new condensate pan sensor.
- ☐ Furnish and install new RIB relay/current switches for supply fan status/control.
- ☐ Furnish and install new actuators for outside air damper.
- ☐ Develop programming to match existing DDC control sequence for staging of electric heaters for dehumidification and temperature control, as well as alarming and commissioning.
- ☐ Update graphics to reflect the new unit control.



February 18, 2022

Proposal# 21-0413
Page# 3

| | |
|--|--------------|
| Fan Coil Units Quoted Price | \$39,650.00 |
| Hot Water System Quoted Price | \$3,800.00 |
| Air Handling Units Quoted Price | \$59,275.00 |
| IT Server Rooms Quoted Price | \$1,290.00 |
| File Room Air Handling Unit Quoted Price | \$9,970.00 |
| <hr/> | |
| Discounted Quoted Price If All Quotes Are Accepted | \$109,970.00 |

Clarifications:

- ☐ Price is valid until April 1, 2022 but will be subject to price increases after this date.
- ☐ Proposal does not include after hours or weekend labor.
- ☐ Proposal does not include any work associated with existing conditions or deficiencies.

I hope this provides you with everything you need. Please feel free to call if you have any questions or concerns regarding this proposal.

Sincerely,

Corey Ferguson

Corey Ferguson
Technical Sales Specialist
(p): 302-584-5146

I accept this above contract:

 Authorized Signature

Date



Worcester County Administration

One West Market St. Room 1103 | Snow Hill MD 21863 | (410) 632-1194 | www.co.worcester.md.us

ITEM 18

March 7, 2022

Worcester County Commissioners
One West Market Street
County Government Center - Room 1103
Snow Hill, MD 21863

RE: Requested FY2023 Operating Budget

Commissioners:

In accordance with Section 4-201 of the County Government Article of the Code of Public Local Laws of Worcester County, Maryland, enclosed are the Worcester County Departmental Operating Budget Requests for Fiscal Year 2023.

General Fund revenues based on current tax rates are estimated to be \$218,040,884. Requested general fund operating expenditures total \$229,285,111. This leaves a shortfall of \$11,244,227 which must be reconciled, either with reductions in expenditures, additional revenues or a combination of the two. Since the State budget is not finalized, the County could be further burdened by State cuts, continued unfunded mandates and/or the transfer of State responsibilities. Listed below are significant budget variances as compared to the current year:

Anticipated General Fund Revenues

The estimated revenues for FY2023 total \$218,040,884 which is an increase of \$1,531,673 or 1% more than the current year.

- Net Property Tax Revenues increased by \$4,122,207, primarily as a result of increased assessments and Homeowner Tax Credits. These estimates are based on the current tax rate of \$0.845 per \$100 of the assessed value for the Real property.
- Income Tax revenue increased by \$4,500,000 and is estimated at \$34,500,000. This is based on the tax rate of 2.25%, which became effective January 1, 2020 and is primarily based on the market conditions and estimates for the current year. The pass through to Municipalities is included for \$2.3 million
- Other Local Taxes increased by \$130,000 and includes an increase of \$30,000 for Room Tax administration and \$100,000 in Room Tax collections for Unincorporated areas in the County, both estimates are based on the current trends.
- State Shared Revenues increased by \$103,288 which is a result of an increase in Highway User Revenues.
- Licenses and Permits increased by \$66,855 and includes an increase of \$52,455 in Health Permits.
- Charges for Services decreased by \$1,415,909 with a decrease of \$1,500,000 due to terminating the agreement with Jail ICE housing.
- Interest on investments decreased \$100,000 based on current rates of return.
- Other Revenue increased by \$1,885 with an increase for rent revenue in Boat Landings.
- Federal grants project an overall increase of \$9,413 due to increased estimate for a Homeland Security EMPG grant.

- State grants decreased overall by \$202,057 and is primarily due to a decrease in Program Open Space.
- Transfers in:
 - Planned use of Casino/Local Impact Grant Funds decreased by \$1,358,893 for the debt payment for the Worcester Technical High School in FY23 and purchase of Public Safety vehicles.

Major Requested General Fund Expenditures

The Requested expenditures for FY2023 total \$229,285,111 which is an increase of \$12,775,900 or 6% more than the current year. Significant budget variances are listed below:

County Departments and Agencies

- State's Attorney increased by \$856,388
 - Increased by \$726,069 in salaries for new positions.
 - Increased by \$159,489 in supplies & materials for new employee startup costs and software.
- Elections Office increased by \$130,084
 - Increased by \$41,211 in salaries for reclassification by the State Board of Elections of certain positions in FY2023 and step and COLA increases.
 - Increased by \$84,493 in supplies & materials mainly due to increased voting machine leases, supplies and new poll books.
- Sheriff's Office increased by \$778,326
 - Increased by \$204,617 in salaries and includes two new positions for review and editing of bodycam videos.
 - Increased by \$643,184 in supplies & materials and includes \$493,883 for body cameras.
 - Decreased by \$181,165 in capital equipment of which \$610,000 is for new vehicles to replace 10 older vehicles and an Armored Rescue Vehicle for \$324,401.
- Emergency Services decreased by \$170,971
 - Increased by \$272,314 in supplies & materials and includes an increase of \$243,000 for radio equipment and an increase of \$83,500 for AED units.
 - Decreased by \$389,000 in public safety equipment due completion of a one-time project for a P-25 radio interference mitigation upgrade in FY22.
- Fire Company Grant is included for \$2,520,000 based on the current funding of \$250,000 to each fire company and the supplement for \$20,000.
- Ambulance Grants is included for \$6,293,169 an increase of \$173,537 based on Calendar Year 2021 runs.
- Public Works increased by \$473,478
 - Increased by \$160,800 in maintenance & services and includes an increase in consulting services of \$110,000.
 - Increased by \$300,000 in capital for replacement of above ground fuel facility.
- Maintenance increased by \$117,891
 - Increased by \$114,308 in salaries which includes the Project Manager position.
- Roads increased by \$1,109,577
 - Increased by \$574,530 in supplies & materials and includes an increase of \$500,000 in blacktop overlay for road surfaces.
 - Increased by \$464,362 in capital equipment for and includes \$146,010 for a dump truck and \$242,017 for a long reach mower.
- Health Department increased by \$322,842
 - Increased by \$319,890 in matching appropriation for COLA and step increases.
- Recreation decreased by \$494,269
 - Decreased by \$452,570 in supplies & materials and includes a \$500,000 decrease in Program Open Space grant expenditures.
- Parks increased by \$499,564
 - Increased by \$490,200 in supplies & materials and includes a \$484,000 increase in Program Open Space grant expenditures.

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- Grants to Towns increased \$617,776
 - Increased by \$617,776 for Town requests presented to the County Commissioners on March 1, 2022.
- Salary, Insurance & Benefits increased \$2,577,790
 - Increased by \$1,825,724 for salaries for County employees and personnel requests which includes a 3% COLA and step increase
 - Increased by \$286,518 for Other Post-Employment Benefits for a total of \$8,500,000, which is in excess of the 22.2% percent required by the FY20 income tax increase. OPEB funding to be allocated to the Trust fund for the County employees and Board of Education for \$4,250,000 each.
- Debt Service increased by \$798,147
 - Increase due to the expected 2022 bond interest.

Board of Education

- The Board of Education has requested \$101,188,605, including one-time capital funding requests, from the County, an increase of \$3,890,584 over the current year adopted budget as shown below. School construction debt is paid by the County on behalf of the Board of Education. It is not reflected in the Board's budget; however, it is included in the County's operating budget. The Board's operating and capital budget request is \$101,188,605 plus debt of \$12,725,856 which totals \$113,914,461 or 52.2% of the County's total estimated revenue.

| | FY2023 Requested <u>Budget</u> | FY2022 Adopted <u>Budget</u> | Dollar Variance <u>+/- FY2022</u> |
|---|--------------------------------------|------------------------------------|---|
| County Appropriation MOE* | \$97,885,597 | \$96,041,968 | +1,843,629 |
| County Appropriation in addition to required MOE | 2,100,350 | | +2,100,350 |
| County Appropriation: Technology + Capital Outlay * | 300,000 | 300,000 | +0 |
| County Appropriation: Retirement for Non-Teachers | 697,658 | 660,253 | +37,405 |
| School Construction Projects | 205,000 | 295,800 | -90,800 |
| Sub-Total County Appropriation | <u>\$101,188,605</u> | <u>\$97,298,021</u> | <u>+3,890,584</u> |
| State and Other Funding Sources | 23,079,654 | 21,095,167 | +1,984,487 |
| Total Unrestricted Budget | <u>\$124,268,259</u> | <u>\$118,393,188</u> | <u>+5,875,071</u> |
| Restricted Programs: Pocomoke Middle ** | 50,000 | 50,000 | +0 |
| Restricted: Federal and State Programs | 28,993,332 | 19,686,133 | +9,307,199 |
| Total | <u>\$153,311,591</u> | <u>\$138,129,321</u> | <u>+15,182,270</u> |

*Fiscal 2023 County Appropriation is calculated by the escalator provision using the Fiscal 2022 Maintenance of Effort (MOE) level of \$96,341,968 as the baseline:

1. An MOE escalator provision will take effect in FY23 and is estimated to be 2.21% which is based on a draft released by MSDE in February. This provision was enacted as part of Senate Bill 848 of 2012, Section 5-202(d)(ii)2 and became effective FY15. Due to a negative statewide average the escalator has affected FY17-FY23.
2. As of March 7, the Board of Education has not received an official MOE calculation from the State Department of Education.

**FY2023 and FY2022 Construction projects and restricted programs is funded through fund balance.

Board of Education Requested Salary Increase:

The Board of Education submission includes the following salary request:

- The salary package for the Board of Education reflects a payroll increase of \$4,025,396, which includes a step, longevity step for those eligible and salary scale adjustments as negotiated with a 4% COLA for Teachers and 4.5% COLA for Support Staff employees.
- The bus contracts account increase over FY22 is \$247,876 and includes an increase in the hourly rate from \$22.58 per hour to \$25.00 per hour, increase in per mile rate from \$1.60 per mile to \$1.62 per mile, and \$20,920 PVA.
- Starting Teacher pay would increase 4.0% from \$47,795 to \$49,707.

Budget Adoption Schedule

The first budget review session with selected County Departments and Agencies is scheduled for March 22nd and another is scheduled for March 29th. These sessions provide the opportunity for your detailed review of the various budget requests. The Public Hearing on the Requested Operating Budget is scheduled for Tuesday, May 3rd, 2022 at 7:00 p.m. at the Worcester County Government Center. Additional budget work sessions are scheduled for May 10th, and May 17th. The FY2023 General Fund Operating Budget must be adopted on June 7th, 2022.

Respectfully Submitted,



Weston S. Young
Chief Administrative Officer

WSY:cis

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Attachments: FY23 Requested Summary – Pages 7-13
FY23 Revenue by Account Classification – Pages 14-17
Budget Work Session Agenda March 22, 2022 –Page 18
Budget Work Session Agenda March 29, 2022 – Page 19
Exhibit 1 – Board of Education Unrestricted Revenues
Exhibit 2 – Board of Education Restricted Revenues

BOARD OF EDUCATION OF WORCESTER COUNTY

REVENUES

| REVENUE SOURCE | APPROVED FY 22 | REQUESTED FY 23 |
|---|----------------------|----------------------|
| UNRESTRICTED REVENUES | | |
| COUNTY | | |
| Appropriation - Current Expense | \$96,041,968 | \$99,985,947 |
| STATE (Thornton Funding) * | | |
| Foundation Program | 7,019,022 | 7,980,405 |
| Special Education | 1,651,336 | 2,166,970 |
| Transportation | 3,392,268 | 3,697,479 |
| Compensatory Education | 7,827,456 | 7,993,597 |
| Limited English Proficiency | 412,622 | 448,740 |
| OTHER | | |
| Tuition | 70,000 | 70,000 |
| Other | 80,000 | 80,000 |
| Prior Year's Fund Balance** | 567,011 | 567,011 |
| Restricted Programs Reimbursements | 75,452 | 75,452 |
| TOTAL UNRESTRICTED REVENUE | \$117,137,135 | \$123,065,601 |
| OTHER REQUESTS - COUNTY | | |
| RECURRING | | |
| Appropriation - Technology | \$200,000 | \$200,000 |
| Appropriation - Capital Outlay | 100,000 | 100,000 |
| NONRECURRING | | |
| Appropriation - Technology | 0 | 0 |
| Appropriation - School Construction | 295,800 | 205,000 |
| OTHER | | |
| Appropriation - Retirement Expenses | 660,253 | 697,658 |
| Appropriation - County Share of Teacher Pension | *** | *** |
| TOTAL OTHER REQUESTS - COUNTY | \$1,256,053 | \$1,202,658 |
| TOTAL COUNTY APPROPRIATION | 97,298,021 | 101,188,605 |
| TOTAL BUDGET - ALL FUNDS | \$118,393,188 | \$124,268,259 |

* State funding is based upon current law. Subject to final legislative action, these amounts could change.

Any decrease in State funding would result in an increased amount being requested from the County.

** A detailed summary of the utilization of the FY21 fund balance is included on page 3.

*** Effective for FY17, this amount is now included under the budget category of Fixed Charges.

RESTRICTED PROGRAMS - LOCAL, STATE AND FEDERAL

Restricted funds listed below can only be spent as authorized by the administering agency (State and Federal government).
The level of funding indicated for each program is an estimate. Projects may be discontinued or reduced in scope depending upon funds allocated by the funding source

| | | |
|--|---------------------|---------------------|
| TOTAL ANTICIPATED RESTRICTED FUNDING | \$29,043,332 | |
| | ACTUAL | ESTIMATED |
| | FY 22 | FY 23 |
| <u>FEDERAL FUNDS</u> | | |
| Title I Educationally Disadvantaged | \$1,766,870 | \$1,767,000 |
| Title III Language Acquisition | 17,920 | 17,000 |
| Special Education | 2,100,000 | 2,100,000 |
| JR ROTC Program | 118,000 | 118,000 |
| Title IIA, Systems of Support for Excellent Teaching & Leading | 219,607 | 219,000 |
| Career & Technology Education | 81,892 | 81,000 |
| Adult Education | 50,557 | 50,000 |
| Title IV Student Support and Academic Enrichment | 142,551 | 142,000 |
| ESSER I | 1,565,973 | 0 * |
| ESSER II Grant | 1,941,000 | 3,500,000 * |
| ESSER III Grant | 2,399,400 | 12,000,000 * |
| <u>STATE FUNDS</u> | | |
| Judy Hoyer Early Childcare And Education | 330,000 | 330,000 |
| Adult Education | 182,387 | 182,000 |
| Blueprint for Maryland's Future | 868,084 | |
| Pre-Kindergarten | | 936,033 |
| Concentration of Poverty | | 779,493 |
| College & Career Ready (CCR) | | 103,345 |
| Transitional Supplemental Instruction | | 102,042 |
| National Board Certified | | 14,782 |
| Student Tutoring, Summer School, Trauma/Behavior | 841,892 | |
| Teachers Retirement & Pension | 7,060,000 | 6,551,637 |
| <u>LOCAL FUNDS</u> | | |
| Pocomoke Middle School Grant | 50,000 | 50,000 |
| TOTAL RESTRICTED REVENUE | \$19,736,133 | \$29,043,332 |

*CARES/ESSER funding was awarded to assist with additional expenses related to the COVID pandemic. Round 1 expires September 30, 2022,
Round 2 expires September 30, 2023 and Round 3 expires September 30, 2024

WORCESTER COUNTY
Summary
FY2023 Revenue Estimate

| | FY2023 Estimate | FY2022 Adopted | (\$) Difference (%) | |
|-------------------------------------|----------------------------|---------------------------|----------------------------|-----------|
| Property Taxes | \$ 152,507,544 | \$ 148,385,337 | \$ 4,122,207 | 3% |
| Income Taxes | 34,500,000 | 30,000,000 | 4,500,000 | 15% |
| Other Local Taxes | 16,941,000 | 16,811,000 | 130,000 | 1% |
| State Shared | 2,572,746 | 2,469,458 | 103,288 | 4% |
| Licenses & Permits | 2,496,231 | 2,429,376 | 66,855 | 3% |
| Charges for Services | 1,512,005 | 2,927,095 | (1,415,090) | -48% |
| Interest on Investments | 100,000 | 200,000 | (100,000) | -50% |
| Fines & Forfeits | 29,000 | 29,000 | 0 | 0% |
| Misc./Sale of Assets/Other Revenue | 383,728 | 381,843 | 1,885 | 0% |
| Federal Grants | 378,886 | 369,473 | 9,413 | 3% |
| State Grants | 4,120,744 | 4,322,801 | (202,057) | -5% |
| Transfers In - Casino/Local Impact | 2,499,000 | 3,857,893 | (1,358,893) | -35% |
| Transfers In - Other Funds | 0 | 4,325,935 | (4,325,935) | -100% |
| Transfers In - Budget Stabilization | 0 | 0 | 0 | N/A |
| TOTAL REVENUES | \$ 218,040,884 | \$ 216,509,211 | \$ 1,531,673 | 1% |

FY 2023 Requested General Fund Budget

| | FY2023 Request | FY2022 Adopted | (\$) Difference (%) | |
|-------------------------------|-------------------|-------------------|------------------------|-----|
| County Commissioners & Admin. | | | | |
| Personnel Services | 1,071,216 | 1,010,110 | 61,106 | 6% |
| Supplies & Materials | 49,512 | 40,969 | 8,543 | 21% |
| Maintenance & Services | 36,590 | 34,660 | 1,930 | 6% |
| Other Charges | 46,246 | 44,047 | 2,199 | 5% |
| Interfund Charges | (83,219) | (81,229) | (1,990) | 2% |
| Capital Equipment | 32,000 | 0 | 32,000 | N/A |
| | 1,152,345 | 1,048,557 | 103,788 | 10% |
| Circuit Court | | | | |
| Personnel Services | 1,099,664 | 1,100,340 | (676) | 0% |
| Supplies & Materials | 218,231 | 212,231 | 6,000 | 3% |
| Maintenance & Services | 112,765 | 110,765 | 2,000 | 2% |
| Other Charges | 8,932 | 8,932 | 0 | 0% |
| Capital Equipment | 0 | 0 | 0 | N/A |
| | 1,439,592 | 1,432,268 | 7,324 | 1% |
| Orphan's Court | | | | |
| Personnel Services | 28,500 | 21,000 | 7,500 | 36% |
| Supplies & Materials | 1,100 | 1,100 | 0 | 0% |
| Other Charges | 6,800 | 6,800 | 0 | 0% |
| | 36,400 | 28,900 | 7,500 | 26% |

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| | FY2023 Request | FY2022 Adopted | (\$) Difference (%) | |
|---------------------------------|-------------------|-------------------|------------------------|-------|
| State's Attorney | | | | |
| Personnel Services | 2,357,734 | 1,631,665 | 726,069 | 44% |
| Supplies & Materials | 212,787 | 53,298 | 159,489 | 299% |
| Maintenance & Services | 21,450 | 17,450 | 4,000 | 23% |
| Other Charges | 27,580 | 25,750 | 1,830 | 7% |
| Interfund Charges | 0 | 0 | 0 | N/A |
| Capital Equipment | 0 | 35,000 | (35,000) | -100% |
| | 2,619,551 | 1,763,163 | 856,388 | 49% |
| Treasurer | | | | |
| Personnel Services | 1,384,159 | 1,364,448 | 19,711 | 1% |
| Supplies & Materials | 163,820 | 152,690 | 11,130 | 7% |
| Maintenance & Services | 2,500 | 2,400 | 100 | 4% |
| Other Charges | 4,900 | 4,900 | 0 | 0% |
| Interfund Charges | (246,799) | (242,489) | (4,310) | 2% |
| Capital Equipment | 0 | 0 | 0 | N/A |
| | 1,308,580 | 1,281,949 | 26,631 | 2% |
| Elections Office | | | | |
| Personnel Services | 580,643 | 539,432 | 41,211 | 8% |
| Supplies & Materials | 600,908 | 516,415 | 84,493 | 16% |
| Maintenance & Services | 156,539 | 152,159 | 4,380 | 3% |
| Other Charges | 17,150 | 17,150 | 0 | 0% |
| Capital Equipment | 0 | 0 | 0 | N/A |
| | 1,355,240 | 1,225,156 | 130,084 | 11% |
| Human Resources | | | | |
| Personnel Services | 534,798 | 496,811 | 37,987 | 8% |
| Supplies & Materials | 28,340 | 21,757 | 6,583 | 30% |
| Maintenance & Services | 29,500 | 27,500 | 2,000 | 7% |
| Other Charges | 4,000 | 4,000 | 0 | 0% |
| Interfund Charges | (76,363) | (70,342) | (6,021) | 9% |
| Capital Equipment | 0 | 0 | 0 | N/A |
| | 520,275 | 479,726 | 40,549 | 8% |
| Development Review & Permitting | | | | |
| Personnel Services | 1,680,838 | 1,564,022 | 116,816 | 7% |
| Supplies & Materials | 309,655 | 290,429 | 19,226 | 7% |
| Maintenance & Services | 111,933 | 107,973 | 3,960 | 4% |
| Other Charges | 40,726 | 27,776 | 12,950 | 47% |
| Interfund Charges | (87,385) | (87,385) | 0 | 0% |
| Capital Equipment | 24,000 | 36,000 | (12,000) | -33% |
| | 2,079,767 | 1,938,815 | 140,952 | 7% |
| Environmental Programs | | | | |
| Personnel Services | 1,248,178 | 1,146,921 | 101,257 | 9% |
| Supplies & Materials | 292,172 | 262,837 | 29,335 | 11% |
| Maintenance & Services | 98,045 | 98,045 | 0 | 0% |
| Other Charges | 3,495 | 2,873 | 622 | 22% |
| Interfund Charges | (28,750) | (28,750) | 0 | 0% |
| Capital Equipment | 0 | 74,000 | (74,000) | -100% |
| | 1,613,140 | 1,555,926 | 57,214 | 4% |

| | FY2023 Request | FY2022 Adopted | (\$) Difference (%) | |
|--------------------------|-------------------|-------------------|------------------------|-------|
| Information Technology | | | | |
| Personnel Services | 631,731 | 581,811 | 49,920 | 9% |
| Supplies & Materials | 33,830 | 17,577 | 16,253 | 92% |
| Maintenance & Services | 2,540 | 1,920 | 620 | 32% |
| Other Charges | 7,600 | 6,450 | 1,150 | 18% |
| Interfund Charges | (31,287) | (31,287) | 0 | 0% |
| Capital Equipment | 0 | 0 | 0 | N/A |
| | 644,414 | 576,471 | 67,943 | 12% |
| Other General Government | | | | |
| Supplies & Materials | 1,302,724 | 1,082,773 | 219,951 | 20% |
| Maintenance & Services | 897,563 | 915,510 | (17,947) | -2% |
| Other Charges | 1,151,555 | 1,139,226 | 12,329 | 1% |
| Capital Equipment | 0 | 175,000 | (175,000) | -100% |
| | 3,351,842 | 3,312,509 | 39,333 | 1% |
| Sheriff's Department | | | | |
| Personnel Services | 7,037,514 | 6,832,897 | 204,617 | 3% |
| Supplies & Materials | 1,549,965 | 906,781 | 643,184 | 71% |
| Maintenance & Services | 578,701 | 536,011 | 42,690 | 8% |
| Other Charges | 128,109 | 59,109 | 69,000 | 117% |
| Capital Equipment | 934,401 | 1,115,566 | (181,165) | -16% |
| | 10,228,690 | 9,450,364 | 778,326 | 8% |
| Emergency Services | | | | |
| Personnel Services | 1,891,732 | 1,889,827 | 1,905 | 0% |
| Supplies & Materials | 1,423,726 | 1,151,412 | 272,314 | 24% |
| Maintenance & Services | 170,903 | 212,850 | (41,947) | -20% |
| Other Charges | 25,900 | 40,143 | (14,243) | -35% |
| Interfund Charges | 0 | 0 | 0 | N/A |
| Capital Equipment | 191,000 | 580,000 | (389,000) | -67% |
| | 3,703,261 | 3,874,232 | (170,971) | -4% |
| County Jail | | | | |
| Personnel Services | 6,617,076 | 6,541,128 | 75,948 | 1% |
| Supplies & Materials | 946,168 | 965,060 | (18,892) | -2% |
| Maintenance & Services | 2,146,111 | 2,223,158 | (77,047) | -3% |
| Other Charges | 16,056 | 16,056 | 0 | 0% |
| Capital Equipment | 0 | 25,725 | (25,725) | -100% |
| | 9,725,411 | 9,771,127 | (45,716) | 0% |
| Fire Marshal's Office | | | | |
| Personnel Services | 492,622 | 458,374 | 34,248 | 7% |
| Supplies & Materials | 68,103 | 40,091 | 28,012 | 70% |
| Maintenance & Services | 26,460 | 19,460 | 7,000 | 36% |
| Other Charges | 23,285 | 22,260 | 1,025 | 5% |
| Capital Equipment | 51,000 | 47,500 | 3,500 | 7% |
| | 661,470 | 587,685 | 73,785 | 13% |

| | FY2023 Request | FY2022 Adopted | (\$) Difference (%) | |
|-------------------------------|-------------------|-------------------|------------------------|-------|
| Volunteer Fire & Ambulance | | | | |
| Supplies & Materials | 81,152 | 0 | 81,152 | N/A |
| Maintenance & Services | 19,996 | 19,104 | 892 | 5% |
| Other Charges | 9,508,173 | 9,322,690 | 185,483 | 2% |
| Capital Equipment | 0 | 0 | 0 | N/A |
| | 9,609,321 | 9,341,794 | 267,527 | 3% |
| Public Works Department | | | | |
| Personnel Services | 549,086 | 598,577 | (49,491) | -8% |
| Supplies & Materials | 25,685 | 24,160 | 1,525 | 6% |
| Maintenance & Services | 202,046 | 41,246 | 160,800 | 390% |
| Other Charges | 14,690 | 2,865 | 11,825 | 413% |
| Interfund Charges | (91,996) | (140,815) | 48,819 | -35% |
| Capital Equipment | 300,000 | 0 | 300,000 | N/A |
| | 999,511 | 526,033 | 473,478 | 90% |
| Maintenance Division | | | | |
| Personnel Services | 1,257,916 | 1,143,608 | 114,308 | 10% |
| Supplies & Materials | 73,424 | 52,012 | 21,412 | 41% |
| Maintenance & Services | 99,938 | 77,038 | 22,900 | 30% |
| Other Charges | 7,500 | 6,600 | 900 | 14% |
| Capital Equipment | 94,500 | 136,129 | (41,629) | -31% |
| | 1,533,278 | 1,415,387 | 117,891 | 8% |
| Roads Division | | | | |
| Personnel Services | 1,679,273 | 1,682,560 | (3,287) | 0% |
| Supplies & Materials | 1,807,156 | 1,232,626 | 574,530 | 47% |
| Maintenance & Services | 714,933 | 668,842 | 46,091 | 7% |
| Other Charges | 29,846 | 1,965 | 27,881 | 1419% |
| Capital Equipment | 464,362 | 0 | 464,362 | N/A |
| | 4,695,570 | 3,585,993 | 1,109,577 | 31% |
| Boat Landings | | | | |
| Supplies & Materials | 330,000 | 350,000 | (20,000) | -6% |
| Maintenance & Services | 51,250 | 37,155 | 14,095 | 38% |
| Capital Equipment | 0 | 0 | 0 | N/A |
| | 381,250 | 387,155 | (5,905) | -2% |
| Homeowner Convenience Centers | | | | |
| Personnel Services | 252,791 | 252,791 | 0 | 0% |
| Supplies & Materials | 10,700 | 9,150 | 1,550 | 17% |
| Maintenance & Services | 259,060 | 259,060 | 0 | 0% |
| Other Charges | 0 | 0 | 0 | N/A |
| Interfund Charges | 206,441 | 200,547 | 5,894 | 3% |
| Capital Equipment | 65,000 | 81,000 | (16,000) | -20% |
| | 793,992 | 802,548 | (8,556) | -1% |

| | FY2023 Request | FY2022 Adopted | (\$) Difference (%) | |
|--------------------------------|-------------------|-------------------|------------------------|-------|
| Recycling | | | | |
| Personnel Services | 477,493 | 474,164 | 3,329 | 1% |
| Supplies & Materials | 19,500 | 17,150 | 2,350 | 14% |
| Maintenance & Services | 198,775 | 198,325 | 450 | 0% |
| Other Charges | 0 | 1,314 | (1,314) | -100% |
| Interfund Charges | 167,041 | 159,924 | 7,117 | 4% |
| Capital Equipment | 80,000 | 25,637 | 54,363 | 212% |
| | 942,809 | 876,514 | 66,295 | 8% |
| Health Department | | | | |
| Supplies & Materials | 500 | 3,000 | (2,500) | -83% |
| Maintenance & Services | 421,454 | 416,002 | 5,452 | 1% |
| Other Charges | 5,577,863 | 5,257,973 | 319,890 | 6% |
| Capital Equipment | 0 | 0 | 0 | N/A |
| | 5,999,817 | 5,676,975 | 322,842 | 6% |
| Mosquito Control Division | | | | |
| Personnel Services | 60,446 | 101,257 | (40,811) | -40% |
| Supplies & Materials | 3,450 | 4,650 | (1,200) | -26% |
| Maintenance & Services | 23,850 | 20,450 | 3,400 | 17% |
| Other Charges | 70,200 | 70,200 | 0 | 0% |
| Capital Equipment | 0 | 32,396 | (32,396) | -100% |
| | 157,946 | 228,953 | (71,007) | -31% |
| Commission on Aging | | | | |
| Supplies & Materials | 183,383 | 183,383 | 0 | 0% |
| Maintenance & Services | 189,400 | 202,200 | (12,800) | -6% |
| Other Charges | 1,142,000 | 1,181,600 | (39,600) | -3% |
| Capital Equipment | 0 | 36,600 | (36,600) | -100% |
| | 1,514,783 | 1,603,783 | (89,000) | -6% |
| Social Service Groups | | | | |
| Personnel Services | 0 | 0 | 0 | N/A |
| Other Charges | 838,368 | 795,078 | 43,290 | 5% |
| | 838,368 | 795,078 | 43,290 | 5% |
| Wor-Wic Community College | | | | |
| Other Charges | 2,530,242 | 2,530,242 | 0 | 0% |
| Capital Equipment | 0 | 0 | 0 | N/A |
| | 2,530,242 | 2,530,242 | 0 | 0% |
| Board of Education | | | | |
| Personnel Services | 79,340,670 | 73,705,080 | 5,635,590 | 8% |
| Supplies & Materials | 3,732,333 | 3,632,333 | 100,000 | 3% |
| Maintenance & Services | 8,662,925 | 8,159,629 | 503,296 | 6% |
| Other Charges | 31,832,789 | 32,105,804 | (273,015) | -1% |
| Interfund Charges | (23,079,654) | (21,095,167) | (1,984,487) | 9% |
| Capital Equipment | 494,542 | 494,542 | 0 | 0% |
| Total Operating Budget | 100,983,605 | 97,002,221 | 3,981,384 | 4% |
| School Debt Service | 12,725,856 | 12,469,356 | 256,500 | 2% |
| Total Operating & Debt Service | 113,709,461 | 109,471,577 | 4,237,884 | 4% |

| | FY2023 Request | FY2022 Adopted | (\$) Difference (%) | |
|---------------------------------|-------------------|-------------------|------------------------|-------|
| Recreation Department | | | | |
| Personnel Services | 984,264 | 1,055,748 | (71,484) | -7% |
| Supplies & Materials | 583,740 | 1,036,310 | (452,570) | -44% |
| Maintenance & Services | 178,528 | 171,328 | 7,200 | 4% |
| Other Charges | 56,235 | 37,450 | 18,785 | 50% |
| Capital Equipment | 47,300 | 43,500 | 3,800 | 9% |
| | 1,850,067 | 2,344,336 | (494,269) | -21% |
| Parks Department | | | | |
| Personnel Services | 468,503 | 455,469 | 13,034 | 3% |
| Supplies & Materials | 867,321 | 377,121 | 490,200 | 130% |
| Maintenance & Services | 190,773 | 147,743 | 43,030 | 29% |
| Other Charges | 11,700 | 9,800 | 1,900 | 19% |
| Capital Equipment | 87,000 | 135,600 | (48,600) | -36% |
| | 1,625,297 | 1,125,733 | 499,564 | 44% |
| Library | | | | |
| Personnel Services | 2,013,949 | 2,008,945 | 5,004 | 0% |
| Supplies & Materials | 463,525 | 454,500 | 9,025 | 2% |
| Maintenance & Services | 390,172 | 363,272 | 26,900 | 7% |
| Other Charges | 9,900 | 9,000 | 900 | 10% |
| Capital Equipment | 0 | 25,000 | (25,000) | -100% |
| | 2,877,546 | 2,860,717 | 16,829 | 1% |
| Recreation & Culture | | | | |
| Other Charges | 242,439 | 70,000 | 172,439 | 246% |
| | 242,439 | 70,000 | 172,439 | 246% |
| Extension Service | | | | |
| Supplies & Materials | 17,014 | 16,135 | 879 | 5% |
| Maintenance & Services | 2,500 | 2,500 | 0 | 0% |
| Other Charges | 223,164 | 187,582 | 35,582 | 19% |
| Capital Equipment | 0 | 0 | 0 | N/A |
| | 242,678 | 206,217 | 36,461 | 18% |
| Natural Resources | | | | |
| Supplies & Materials | 73,935 | 1,700 | 72,235 | 4249% |
| Other Charges | 538,554 | 508,554 | 30,000 | 6% |
| | 612,489 | 510,254 | 102,235 | 20% |
| Economic Development Department | | | | |
| Personnel Services | 119,025 | 119,025 | 0 | 0% |
| Supplies & Materials | 241,500 | 160,502 | 80,998 | 50% |
| Maintenance & Services | 62,750 | 62,750 | 0 | 0% |
| Other Charges | 19,875 | 24,675 | (4,800) | -19% |
| Capital Equipment | 0 | 0 | 0 | N/A |
| | 443,150 | 366,952 | 76,198 | 21% |
| Tourism Department | | | | |
| Personnel Services | 284,219 | 281,285 | 2,934 | 1% |
| Supplies & Materials | 255,026 | 254,451 | 575 | 0% |
| Maintenance & Services | 812,134 | 765,609 | 46,525 | 6% |
| Other Charges | 8,050 | 6,300 | 1,750 | 28% |
| | 1,359,429 | 1,307,645 | 51,784 | 4% |

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| | FY2023 Request | FY2022 Adopted | (\$) Difference (%) | |
|-----------------------------|-------------------|-------------------|---------------------|-----|
| Taxes Shared W/Towns | | | | |
| Other Charges | 2,642,357 | 2,642,357 | 0 | 0% |
| | 2,642,357 | 2,642,357 | 0 | 0% |
| Grants to Towns | | | | |
| Supplies & Materials | 150,000 | 0 | 150,000 | N/A |
| Other Charges | 6,741,867 | 6,274,091 | 467,776 | 7% |
| | 6,891,867 | 6,274,091 | 617,776 | 10% |
| Insurance & Benefits | | | | |
| Maintenance & Services | 5,000 | 5,000 | 0 | 0% |
| Health, OPEB & Other | 24,586,244 | 22,008,454 | 2,577,790 | 12% |
| | 24,591,244 | 22,013,454 | 2,577,790 | 12% |
| Debt Service | | | | |
| Interfund Charges | 14,486,078 | 13,687,931 | 798,147 | 6% |
| Less: Alloc. Brd of Ed Debt | (12,725,856) | (12,469,356) | (256,500) | 2% |
| | 1,760,222 | 1,218,575 | 541,647 | 44% |
| Interfund | | | | |
| Interfund Charges | 0 | 0 | 0 | N/A |
| | 0 | 0 | 0 | N/A |
| TOTAL EXPENDITURES | \$ 229,285,111 | \$ 216,509,211 | \$ 12,775,900 | 6% |

| FY2023 General Fund Revenue by Account Classification | | | | | | |
|---|----------------|---|---------------------------|---------------------|----------------|------------|
| | Account Number | Account Description | FY2023 Estimated Revenues | 2022 Adopted Budget | \$ Variance | % Variance |
| Fund: 100 - General Fund | | | | | | |
| REVENUES | | | | | | |
| PROP TAX - Property Taxes | | | | | | |
| | 4000 | Full Year Real Property Taxes | 144,497,408.0000 | 140,014,320.0000 | 4,483,088.0000 | 3.2% |
| | 4010 | Personal Property Taxes | 380,250.0000 | 407,184.0000 | (26,934.0000) | -6.6% |
| | 4020 | Corporation Property Taxes | 4,689,750.0000 | 5,021,941.0000 | (332,191.0000) | -6.6% |
| | 4030 | Railroad & Utility Property Tax | 4,365,693.0000 | 4,048,395.0000 | 317,298.0000 | 7.8% |
| | 4035 | Railroad Real Property | 2,577.0000 | 2,738.0000 | (161.0000) | -5.9% |
| | 4040 | Half Year Real Property Taxes | 147,875.0000 | 150,000.0000 | (2,125.0000) | -1.4% |
| | 4050 | Tax Additions & Abatements | (158,200.0000) | (283,200.0000) | 125,000.0000 | -44.1% |
| | 4060 | Interest on Delinquent Taxes | 800,000.0000 | 700,000.0000 | 100,000.0000 | 14.3% |
| | 4070 | Discounts Allowed on Taxes | (500,000.0000) | (475,000.0000) | (25,000.0000) | 5.3% |
| | 4080 | Tax Credits For Assessment I | (1,717,809.0000) | (1,201,041.0000) | (516,768.0000) | 43.0% |
| Account Classification Total: PROP TAX - Property Taxes | | | \$152,507,544.00 | \$148,385,337.00 | \$4,122,207.00 | 2.8% |
| INC TAX - Income Tax | | | | | | |
| | 4100 | Income Tax | 34,500,000.0000 | 30,000,000.0000 | 4,500,000.0000 | 15.0% |
| Account Classification Total: INC TAX - Income Tax | | | \$34,500,000.00 | \$30,000,000.00 | \$4,500,000.00 | 15.0% |
| OTHER TAX - Other Taxes | | | | | | |
| | 4200 | Admission & Amusement Taxes | 600,000.0000 | 600,000.0000 | 0.0000 | 0.0% |
| | 4210 | Recordation Taxes | 9,000,000.0000 | 9,000,000.0000 | 0.0000 | 0.0% |
| | 4240 | Food Tax | 81,000.0000 | 81,000.0000 | 0.0000 | 0.0% |
| | 4250 | Room Tax | 210,000.0000 | 180,000.0000 | 30,000.0000 | 16.7% |
| | 4250.040 | Room Tax Due to Unincorporated Areas | 1,050,000.0000 | 950,000.0000 | 100,000.0000 | 10.5% |
| | 4340 | Transfer Tax | 6,000,000.0000 | 6,000,000.0000 | 0.0000 | 0.0% |
| Account Classification Total: OTHER TAX - Other Taxes | | | \$16,941,000.00 | \$16,811,000.00 | \$130,000.00 | 0.8% |
| ST SHRD - State Shared | | | | | | |
| | 4300 | Highway Users Taxes | 1,222,266.0000 | 1,118,978.0000 | 103,288.0000 | 9.2% |
| | 4310 | 911 Fees | 1,350,480.0000 | 1,350,480.0000 | 0.0000 | 0.0% |
| Account Classification Total: ST SHRD - State Shared | | | \$2,572,746.00 | \$2,469,458.00 | \$103,288.00 | 4.2% |
| FRNCH - Franchise Fees | | | | | | |
| | 4400 | Franchise Fees | 22,500.0000 | 22,500.0000 | 0.0000 | 0.0% |
| Account Classification Total: FRNCH - Franchise Fees | | | \$22,500.00 | \$22,500.00 | \$0.00 | 0.0% |
| LOSS DSP ASTS - Gain/Loss on Disposal of Assets | | | | | | |
| | 4600 | Sale Of Fixed Assets | 40,000.0000 | 40,000.0000 | 0.0000 | 0.0% |
| Account Classification Total: LOSS DSP ASTS - Gain/Loss on Disposal of Assets | | | \$40,000.00 | \$40,000.00 | \$0.00 | 0.0% |
| LIC/PRMT - Licenses and Permits | | | | | | |
| | 4900 | Liquor Licenses | 800,000.0000 | 800,000.0000 | 0.0000 | 0.0% |
| | 4905 | Vending Machine Licenses | 75,000.0000 | 65,000.0000 | 10,000.0000 | 15.4% |
| | 4910 | Traders Licenses | 80,000.0000 | 80,000.0000 | 0.0000 | 0.0% |
| | 4915 | Occupational Licenses | 4,000.0000 | 30,000.0000 | (26,000.0000) | -86.7% |
| | 4920 | Bingo Permits | 12,000.0000 | 5,000.0000 | 7,000.0000 | 140.0% |
| | 4927 | Rental License Fee | 175,000.0000 | 175,000.0000 | 0.0000 | 0.0% |
| | 4930 | Building Permits | 315,000.0000 | 300,000.0000 | 15,000.0000 | 5.0% |
| | 4932 | Electrical Permits | 15,000.0000 | 15,000.0000 | 0.0000 | 0.0% |
| | 4933 | Commercial Plumbing Plan Review | 2,500.0000 | 2,500.0000 | 0.0000 | 0.0% |
| | 4935 | Marriage Licenses | 20,000.0000 | 20,000.0000 | 0.0000 | 0.0% |
| | 4936 | Civil Ceremony | 1,000.0000 | 1,000.0000 | 0.0000 | 0.0% |
| | 4941 | Shoreline Construction Permit | 20,000.0000 | 19,000.0000 | 1,000.0000 | 5.3% |
| | 4942 | Timber Harvest Permit | 3,000.0000 | 3,000.0000 | 0.0000 | 0.0% |
| | 4943 | SEC/SWM Permit | 25,000.0000 | 22,000.0000 | 3,000.0000 | 13.6% |
| | 4945.010 | Environmental Permits Burn Permit | 600.0000 | 600.0000 | 0.0000 | 0.0% |
| | 4945.020 | Environmental Permits Campground Permit | 3,325.0000 | 3,325.0000 | 0.0000 | 0.0% |
| | 4945.030 | Environmental Permits Septic Permit | 24,000.0000 | 23,500.0000 | 500.0000 | 2.1% |
| | 4945.040 | Environmental Permits Waste Hauler Permit | 3,000.0000 | 2,100.0000 | 900.0000 | 42.9% |
| | 4945.050 | Environmental Permits Well Permit | 16,800.0000 | 16,800.0000 | 0.0000 | 0.0% |
| | 4945.060 | Environmental Permits Other | 300.0000 | 300.0000 | 0.0000 | 0.0% |
| | 4945.070 | Environmental Permits Water & Sewer Review | 10,000.0000 | 10,000.0000 | 0.0000 | 0.0% |
| | 4950 | Health Permits | 432,556.0000 | 380,101.0000 | 52,455.0000 | 13.8% |
| | 4955 | Raffle Permits | 1,800.0000 | 1,800.0000 | 0.0000 | 0.0% |
| | 4960 | Plumbing Permits | 55,000.0000 | 52,000.0000 | 3,000.0000 | 5.8% |
| | 4965 | Gas Permits | 20,000.0000 | 20,000.0000 | 0.0000 | 0.0% |
| | 4970 | Forestry Conservation Review Fees | 6,000.0000 | 6,000.0000 | 0.0000 | 0.0% |
| | 4980 | Landfill Permits-Household | 320,000.0000 | 320,000.0000 | 0.0000 | 0.0% |
| | 4982 | PAYT Tags - Household | 8,000.0000 | 8,000.0000 | 0.0000 | 0.0% |
| | 5060.100 | Licenses and Permits Board of Zoning Appeal Fee | 18,000.0000 | 18,000.0000 | 0.0000 | 0.0% |
| | 5060.300 | Licenses and Permits Site Plan Review | 11,000.0000 | 11,000.0000 | 0.0000 | 0.0% |

| FY2023 General Fund Revenue by Account Classification | | | | | | |
|---|----------------|---|---------------------------|---------------------|------------------|------------|
| | Account Number | Account Description | FY2023 Estimated Revenues | 2022 Adopted Budget | \$ Variance | % Variance |
| | 5060.400 | Licenses and Permits Rezoning Fee | 4,000.0000 | 4,000.0000 | 0.0000 | 0.0% |
| | 5060.500 | Licenses and Permits Subdivision Review Fee | 12,000.0000 | 12,000.0000 | 0.0000 | 0.0% |
| | 5060.600 | Licenses and Permits Text Amendment Application Fee | 2,000.0000 | 2,000.0000 | 0.0000 | 0.0% |
| | 5060.700 | Licenses and Permits Nat Resources Text Amendment App | 350.0000 | 350.0000 | 0.0000 | 0.0% |
| Account Classification Total: LIC/PRMT - Licenses and Permits | | | \$2,496,231.00 | \$2,429,376.00 | \$66,855.00 | 2.8% |
| CHG SVC - Charges for Services | | | | | | |
| | 4850.010 | Credit Card Fees Environmental Programs | 6,000.0000 | 0.0000 | 6,000.0000 | N/A |
| | 4850.020 | Credit Card Fees DRP | 3,200.0000 | 0.0000 | 3,200.0000 | N/A |
| | 4850.030 | Credit Card Fees States Attorney | 2,100.0000 | 0.0000 | 2,100.0000 | N/A |
| | 4940 | Shoreline Construction Application Fee | 25,000.0000 | 20,000.0000 | 5,000.0000 | 25.0% |
| | 5047 | Stormwater Management Review Fee | 80,000.0000 | 78,000.0000 | 2,000.0000 | 2.6% |
| | 5065.100 | Sheriff Fees Sheriff Fees - Paper Service | 30,000.0000 | 30,000.0000 | 0.0000 | 0.0% |
| | 5065.300 | Sheriff Fees Sheriff Fees - Parking Fines | 100.0000 | 100.0000 | 0.0000 | 0.0% |
| | 5065.400 | Sheriff Fees Animal Control Fees | 5,000.0000 | 5,000.0000 | 0.0000 | 0.0% |
| | 5065.700 | Sheriff Fees Contractual Services | 7,000.0000 | 7,000.0000 | 0.0000 | 0.0% |
| | 5070.100 | Sale of Publications & Copies Commissioners | 350.0000 | 700.0000 | (350.0000) | -50.0% |
| | 5070.300 | Sale of Publications & Copies Dev. Review & Permitting | 500.0000 | 500.0000 | 0.0000 | 0.0% |
| | 5070.600 | Sale of Publications & Copies Elections | 300.0000 | 300.0000 | 0.0000 | 0.0% |
| | 5070.700 | Sale of Publications & Copies Circuit Court | 200.0000 | 200.0000 | 0.0000 | 0.0% |
| | 5070.900 | Sale of Publications & Copies Environmental Programs | 5.0000 | 5.0000 | 0.0000 | 0.0% |
| | 5075 | Library Use Charges | 5,000.0000 | 2,500.0000 | 2,500.0000 | 100.0% |
| | 5076 | Library Erate Reimbursement | 850.0000 | 850.0000 | 0.0000 | 0.0% |
| | 5080 | County Share Vehicle Tag Fee | 3,500.0000 | 3,500.0000 | 0.0000 | 0.0% |
| | 5085 | Liquor Advertising Fees | 1,200.0000 | 1,200.0000 | 0.0000 | 0.0% |
| | 5090 | Firearms Training Center Fee | 8,000.0000 | 8,000.0000 | 0.0000 | 0.0% |
| | 5095.200 | Payments For Jail Use ICE Housing | 0.0000 | 1,500,000.0000 | (1,500,000.0000) | -100.0% |
| | 5095.400 | Payments For Jail Use State Housing | 50,000.0000 | 50,000.0000 | 0.0000 | 0.0% |
| | 5095.600 | Payments For Jail Use Social Security | 6,000.0000 | 8,000.0000 | (2,000.0000) | -25.0% |
| | 5095.700 | Payments For Jail Use State Mental Health Reimb. | 20,000.0000 | 20,000.0000 | 0.0000 | 0.0% |
| | 5095.800 | Payments For Jail Use Pretrial Fees | 5,000.0000 | 8,000.0000 | (3,000.0000) | -37.5% |
| | 5100.100 | Fire Inspection Fees Plan Review Fee | 100,000.0000 | 100,000.0000 | 0.0000 | 0.0% |
| | 5100.200 | Fire Inspection Fees Fire Safety Fee | 25,000.0000 | 25,000.0000 | 0.0000 | 0.0% |
| | 5100.600 | Fire Inspection Fees Fire Inspections QAP | 25,000.0000 | 20,000.0000 | 5,000.0000 | 25.0% |
| | 5105.100 | Public Works Revenues Pipe Sales | 15,000.0000 | 15,000.0000 | 0.0000 | 0.0% |
| | 5107 | Roads Department Fees | 5,000.0000 | 5,000.0000 | 0.0000 | 0.0% |
| | 5110 | Recreation Fees | 260,000.0000 | 240,000.0000 | 20,000.0000 | 8.3% |
| | 5115 | Mosquito Control Charges | 50,000.0000 | 50,000.0000 | 0.0000 | 0.0% |
| | 5120 | Circuit Court Bar Library | 5,000.0000 | 5,000.0000 | 0.0000 | 0.0% |
| | 5127 | Recreation Center Rental Fees | 10,000.0000 | 10,000.0000 | 0.0000 | 0.0% |
| | 5128 | Recreation Sponsorships | 2,000.0000 | 2,000.0000 | 0.0000 | 0.0% |
| | 5142 | Election Filing Fee | 0.0000 | 400.0000 | (400.0000) | -100.0% |
| | 5155 | CommunityService Fees | 70,000.0000 | 70,000.0000 | 0.0000 | 0.0% |
| | 5162 | Seacrets Security | 50,000.0000 | 50,000.0000 | 0.0000 | 0.0% |
| | 5165 | Critical Area Review Fees | 29,000.0000 | 28,000.0000 | 1,000.0000 | 3.6% |
| | 5167 | Water/Sewer Plan Amendment Fee | 2,000.0000 | 2,000.0000 | 0.0000 | 0.0% |
| | 5175.200 | Donations Sponsorship Program Recreation | 10,000.0000 | 7,500.0000 | 2,500.0000 | 33.3% |
| | 5175.205 | Donations Sponsorship Program Youth Scholarship Donations | 1,500.0000 | 0.0000 | 1,500.0000 | N/A |
| | 5181 | First Offender Program Fees | 10,000.0000 | 10,000.0000 | 0.0000 | 0.0% |
| | 5185 | Recycling Revenue | 104,500.0000 | 92,400.0000 | 12,100.0000 | 13.1% |
| | 5186 | Metal Recycling Revenue | 42,000.0000 | 40,000.0000 | 2,000.0000 | 5.0% |
| | 5195 | Tire Revenue | 32,000.0000 | 30,000.0000 | 2,000.0000 | 6.7% |
| | 5215 | Motor Coach Fees | 30,000.0000 | 30,000.0000 | 0.0000 | 0.0% |
| | 5220.010 | Park Fees Field Rental | 15,000.0000 | 7,000.0000 | 8,000.0000 | 114.3% |
| | 5220.020 | Park Fees Pavilion Rental | 3,500.0000 | 3,500.0000 | 0.0000 | 0.0% |
| | 5220.030 | Park Fees Tree of Life | 800.0000 | 800.0000 | 0.0000 | 0.0% |
| | 5220.035 | Park Fees Tournament Rental | 35,000.0000 | 20,000.0000 | 15,000.0000 | 75.0% |
| | 5220.040 | Park Fees User Fees | 0.0000 | 240.0000 | (240.0000) | -100.0% |
| | 5225 | Concession Stand Fees | 65,000.0000 | 65,000.0000 | 0.0000 | 0.0% |
| | 5226 | Special Events Fees | 200,000.0000 | 200,000.0000 | 0.0000 | 0.0% |
| | 5227 | Tournament Fees | 15,000.0000 | 15,000.0000 | 0.0000 | 0.0% |
| | 5230.010 | Environmental Fees Perk Test Fee | 10,000.0000 | 9,000.0000 | 1,000.0000 | 11.1% |
| | 5230.020 | Environmental Fees Plat Review Fee | 6,000.0000 | 6,000.0000 | 0.0000 | 0.0% |
| | 5230.030 | Environmental Fees Water Sample Fee | 400.0000 | 400.0000 | 0.0000 | 0.0% |
| | 5240 | Shared Facility/Service Area Fee | 500.0000 | 500.0000 | 0.0000 | 0.0% |

| FY2023 General Fund Revenue by Account Classification | | | | | | |
|---|----------------|---|---------------------------|---------------------|------------------|------------|
| | Account Number | Account Description | FY2023 Estimated Revenues | 2022 Adopted Budget | \$ Variance | % Variance |
| | 5245 | Solar Renewable Energy Credits | 1,000.0000 | 1,000.0000 | 0.0000 | 0.0% |
| | 5435 | BRF Admin Fee | 22,500.0000 | 22,500.0000 | 0.0000 | 0.0% |
| Account Classification Total: CHG SVC - Charges for Services | | | \$1,512,005.00 | \$2,927,095.00 | (\$1,415,090.00) | -48.3% |
| INT/PEN - Interest & Penalties | | | | | | |
| | 4700 | Interest On Investments | 100,000.0000 | 200,000.0000 | (100,000.0000) | -50.0% |
| Account Classification Total: INT/PEN - Interest & Penalties | | | \$100,000.00 | \$200,000.00 | (\$100,000.00) | -50.0% |
| FINES - Fines & Forfeitures | | | | | | |
| | 5300 | Court Fines | 25,000.0000 | 25,000.0000 | 0.0000 | 0.0% |
| | 5310 | Civil Infraction Fines | 4,000.0000 | 4,000.0000 | 0.0000 | 0.0% |
| Account Classification Total: FINES - Fines & Forfeitures | | | \$29,000.00 | \$29,000.00 | \$0.00 | 0.0% |
| MISC - Miscellaneous | | | | | | |
| | 4260.010 | Rents/State Revenue Boat Landings | 72,000.0000 | 70,114.0000 | 1,886.0000 | 2.7% |
| | 4260.020 | Rents/State Revenue County Administration | 71,199.0000 | 71,199.0000 | 0.0000 | 0.0% |
| | 4260.030 | Rents/State Revenue Elections | 14,229.0000 | 14,230.0000 | (1.0000) | 0.0% |
| | 4270 | Rents-Tower Site/Contrib & Donat | 23,300.0000 | 23,300.0000 | 0.0000 | 0.0% |
| | 4800 | Other Miscellaneous Revenue | 80,000.0000 | 80,000.0000 | 0.0000 | 0.0% |
| | 5420 | Retiree Drug Subsidy | 60,000.0000 | 60,000.0000 | 0.0000 | 0.0% |
| Account Classification Total: MISC - Miscellaneous | | | \$320,728.00 | \$318,843.00 | \$1,885.00 | 0.6% |
| INTGOV FED - Intergovernmental - Federal Revenues | | | | | | |
| | 5541 | Traffic Safety SHA | 1,500.0000 | 1,500.0000 | 0.0000 | 0.0% |
| | 5600 | Federal Payments In Lieu of Taxe | 20,305.0000 | 20,305.0000 | 0.0000 | 0.0% |
| | 5625 | CDBG Housing Rehab Grant | 150,000.0000 | 150,000.0000 | 0.0000 | 0.0% |
| | 5664.020 | US Fish and Wildlife Service Other General Government | 7,000.0000 | 7,000.0000 | 0.0000 | 0.0% |
| | 5675 | Child Support Enforcement Grant | 9,000.0000 | 9,000.0000 | 0.0000 | 0.0% |
| | 5745.300 | Homeland Security Grant SHSGP | 92,273.0000 | 104,000.0000 | (11,727.0000) | -11.3% |
| | 5745.600 | Homeland Security Grant EMPG | 95,547.0000 | 74,407.0000 | 21,140.0000 | 28.4% |
| | 5785 | MDE Beach Monitoring Grant | 3,261.0000 | 3,261.0000 | 0.0000 | 0.0% |
| Account Classification Total: INTGOV FED - Intergovernmental - Federal Revenues | | | \$378,886.00 | \$369,473.00 | \$9,413.00 | 2.5% |
| INTGOV ST - Intergovernmental - State Revenues | | | | | | |
| | 5515 | DHCD Housing Administration Fee | 7,000.0000 | 7,000.0000 | 0.0000 | 0.0% |
| | 5517 | Other Housing Rehab Income | 4,000.0000 | 4,000.0000 | 0.0000 | 0.0% |
| | 5525 | Conservation Easement Administrative Fee | 20,000.0000 | 20,000.0000 | 0.0000 | 0.0% |
| | 5530 | Eastern Shore Library Grant | 75,000.0000 | 75,000.0000 | 0.0000 | 0.0% |
| | 5543 | Dental Program Reimbursement | 16,721.0000 | 22,220.0000 | (5,499.0000) | -24.7% |
| | 5630 | Water System Monitoring Grant | 17,560.0000 | 17,560.0000 | 0.0000 | 0.0% |
| | 5635 | Police Protection Grant | 244,113.0000 | 244,113.0000 | 0.0000 | 0.0% |
| | 5640 | State Library Aid | 174,602.0000 | 174,602.0000 | 0.0000 | 0.0% |
| | 5645 | Share of State Park Receipts | 425,000.0000 | 425,000.0000 | 0.0000 | 0.0% |
| | 5650 | State Aid for Fire Companies | 367,650.0000 | 379,707.0000 | (12,057.0000) | -3.2% |
| | 5655 | Program Open Space Grant - Parks | 730,000.0000 | 607,500.0000 | 122,500.0000 | 20.2% |
| | 5656 | Program Open Space Grant - Recreation | 0.0000 | 450,000.0000 | (450,000.0000) | -100.0% |
| | 5660 | Waterway Improvement Grants | 330,000.0000 | 275,000.0000 | 55,000.0000 | 20.0% |
| | 5662 | BRF Operations & Maintenance Grant | 35,000.0000 | 35,000.0000 | 0.0000 | 0.0% |
| | 5663 | Share of State Forest Land | 70,000.0000 | 70,000.0000 | 0.0000 | 0.0% |
| | 5680 | State Grant for Critical Areas | 9,000.0000 | 10,000.0000 | (1,000.0000) | -10.0% |
| | 5688 | MD Dept of Aging Grant | 54,712.0000 | 54,608.0000 | 104.0000 | 0.2% |
| | 5690 | SSTAP Grant | 126,975.0000 | 126,975.0000 | 0.0000 | 0.0% |
| | 5700 | 911 ENSB Grant | 153,595.0000 | 136,700.0000 | 16,895.0000 | 12.4% |
| | 5705 | State Grant for Tourism | 160,000.0000 | 160,000.0000 | 0.0000 | 0.0% |
| | 5725 | Family Support Grant | 351,495.0000 | 351,495.0000 | 0.0000 | 0.0% |
| | 5730 | Septic System BRF Grant Program | 240,000.0000 | 240,000.0000 | 0.0000 | 0.0% |
| | 5732 | Conservation Easements Reimbursements | 50,000.0000 | 60,000.0000 | (10,000.0000) | -16.7% |
| | 5757 | Trial Jury Reimbursement | 54,000.0000 | 54,000.0000 | 0.0000 | 0.0% |
| | 5760 | Drug Court Grant | 224,706.0000 | 224,706.0000 | 0.0000 | 0.0% |
| | 5762 | Heroin Coordinator Grant | 50,615.0000 | 50,615.0000 | 0.0000 | 0.0% |
| | 5905 | Sheriff-Sex Offender Grant | 10,000.0000 | 10,000.0000 | 0.0000 | 0.0% |
| | 5910 | Sher-Health Tobacco Enforcement | 3,000.0000 | 3,000.0000 | 0.0000 | 0.0% |
| | 5912 | Sher-Health Underage Drinking | 4,000.0000 | 4,000.0000 | 0.0000 | 0.0% |
| | 5925 | MALPF Admin Fee | 12,000.0000 | 0.0000 | 12,000.0000 | N/A |
| | 5940 | Intern Program Grant | 100,000.0000 | 30,000.0000 | 70,000.0000 | 233.3% |
| Account Classification Total: INTGOV ST - Intergovernmental - State Revenues | | | \$4,120,744.00 | \$4,322,801.00 | (\$202,057.00) | -4.7% |
| OTH REV - Other Revenue | | | | | | |
| | 5845 | Salary Reimbursement | 500.0000 | 500.0000 | 0.0000 | 0.0% |
| Account Classification Total: OTH REV - Other Revenue | | | \$500.00 | \$500.00 | \$0.00 | 0.0% |

| FY2023 General Fund Revenue by Account Classification | | | | | | |
|---|----------------|---------------------------------|---------------------------|---------------------|------------------|------------|
| | Account Number | Account Description | FY2023 Estimated Revenues | 2022 Adopted Budget | \$ Variance | % Variance |
| TRNS IN - Transfers In | | | | | | |
| | 5511 | Casino/Local Impact Grant Funds | 2,499,000.0000 | 3,857,893.0000 | (1,358,893.0000) | -35.2% |
| | 5975 | Transfers | 0.0000 | 4,325,935.0000 | (4,325,935.0000) | -100.0% |
| Account Classification Total: TRNS IN - Transfers In | | | \$2,499,000.00 | \$8,183,828.00 | (\$5,684,828.00) | -69.5% |
| REVENUES Total | | | \$218,040,884.00 | \$216,509,211.00 | \$1,531,673.00 | 0.7% |
| Fund REVENUE Total: 100 - General Fund | | | \$218,040,884.00 | \$216,509,211.00 | \$1,531,673.00 | 0.7% |
| REVENUE GRAND Totals: | | | \$218,040,884.00 | \$216,509,211.00 | \$1,531,673.00 | 0.7% |

AGENDA

WORCESTER COUNTY COMMISSIONERS

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

FISCAL YEAR 2023 Budget Meetings

The public is invited to view this meeting live online at – <https://worcestercountymd.swagit.com/live>

Budget Work Session; Tuesday, March 22, 2022

| | | |
|-----------|---|---------------------|
| 9:00 AM - | Call to Order meet with Departments -FY2023 Budget Requests | <u>Department #</u> |
| 9:01 AM - | Circuit Court, Judge Shockley | 1002 |
| | Emergency Services, Billy Birch | 1102 |
| | Solid Waste, Barbara Hitch..... | 680 |
| | Homeowner Convenience, Barbara Hitch..... | 1205 |
| | Recycling, Barbara Hitch | 1206 |
| | Waste & Waste Water, Barbara Hitch | 5XX |

Break

| | |
|--|----------|
| Elections, Patricia Jackson..... | 1006 |
| Treasurer's Office, Phil Thompson | 1005 |
| Other General Government – MIS, Phil Thompson..... | 1090.025 |
| Debt Service, Phil Thompson..... | 1975 |
| Development, Review, Permitting, Jennifer Keener | 1008 |

12:00 NOON -

Lunch

| | | |
|-----------|---|----------|
| 1:00 PM - | Environmental Programs, Bob Mitchell..... | 1010 |
| | Information Technology, Brian Jones..... | 1011 |
| | Other General Government – Information Technology, Brian Jones..... | 1090.020 |
| | Jail, Fulton Holland..... | 1103 |
| | Library, Jennifer Ranck | 1603 |
| | Health Department, Becky Jones | 1301 |
| | Commission on Aging, John Dorrough | 1401 |
| | Recreation, Kelly Rados..... | 1601 |
| | Parks, Kelly Rados..... | 1602 |
| | Boat Landings, Kelly Rados..... | 1204 |
| | Sheriff, Matt Crisafulli..... | 1101 |

4:00 PM - **Adjourn**

AGENDAS ARE SUBJECT TO CHANGE UNTIL THE TIME OF CONVENING

Hearing Assistance Units Available – see Joseph Parker, DCAO

Please be thoughtful and considerate of others.

Turn off your cell phones & pagers during the meeting!

AGENDA

WORCESTER COUNTY COMMISSIONERS

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

FISCAL YEAR 2023 Budget Meetings

The public is invited to view this meeting live online at – <https://worcestercountymd.swagit.com/live>

Budget Work Session; Tuesday, March 29, 2022

| | | |
|-----------|---|---------------------|
| 9:00 AM - | Call to Order meet with Departments -FY2023 Budget Request | <u>Department #</u> |
| 9:01 AM - | Board of Education, Lou Taylor | 1505 |
| | Public Works Admin/Fleet, Dallas Baker/Derrick Babcock..... | 1203 |
| | Roads, Kevin Lynch | 1202 |
| | Maintenance, Mike Hutchinson | 1201 |
| | Mosquito, Mike Hutchinson | 1302 |

Break

| | |
|---|------|
| State's Attorney, Kris Heiser | 1004 |
| Economic Development, Melanie Pursel..... | 1801 |
| Tourism, Melanie Pursel..... | 1803 |

12:00 NOON - **Lunch**

| | | |
|-----------|---|----------|
| 1:00 PM - | Fire Marshall, Matt Owens | 1104 |
| | Fire Training Center, Matt Owens..... | 1105.197 |
| | Extension Office, Karen Reddersen..... | 1701 |
| | Volunteer Fire and Ambulance, Chief Bowers..... | 1105 |
| | Human Resources, Stacey Norton..... | 1007 |
| | County Administration, Weston Young | 1001 |
| | Orphans Court | 1003 |
| | Other General Government..... | 1090 |
| | Natural Resources | 1702 |
| | Taxes Shared w/Towns..... | 1901 |
| | Grants to Town | 1902 |
| | Benefits..... | 1950 |
| | Interfund..... | 1985 |
| | Social Service Groups (non-profit book)..... | 1402 |
| | Recreation & Culture (non-profit book) | 1604 |

4:00 PM - **Adjourn**

AGENDAS ARE SUBJECT TO CHANGE UNTIL THE TIME OF CONVENING

Hearing Assistance Units Available – see Joseph Parker, DCAO
Please be thoughtful and considerate of others.
Turn off your cell phones & pagers during the meeting!



Worcester County Administration

One West Market St. Room 1103 | Snow Hill MD 21863 | (410) 632-1194 | www.co.worcester.md.us

ITEM 19

March 9, 2022

Worcester County Commissioners
One West Market Street
County Government Center - Room 1105
Snow Hill, MD 21863

RE: Requested FY2023 Enterprise Fund Operating Budgets

Commissioners:

In accordance with the County Government Article of the Code of Public Local Laws of Worcester County MD, the Worcester County Enterprise Fund Operating Budget Requests for Fiscal Year 2023 will be included in your Budget Work Session packages for your review and discussion on March 22, 2022.

Enterprise Funds

Enterprise Funds are used to account for functions of the County in which user charges are collected to cover the cost of the service being provided. The County uses enterprise funds to account for its water and wastewater, and solid waste operations.

Water and Wastewater Enterprise Fund

The proposed budget contains no rate adjustments for West Ocean City. The proposed budget does contain rate adjustments for Assateague Pointe, Briddletown, Edgewater Acres, Landings, Lighthouse Sound, Mystic Harbor, Newark, Ocean Pines, Riddle Farm and River Run service areas. These adjustments are necessary in order to provide a revenue stream sufficient to support the water and wastewater operations.

Solid Waste Enterprise Fund

The proposed budget contains rate adjustments for house trailers. This adjustment will provide additional revenue to support the solid waste operations.

The Public Works Director provides direct oversight of the solid waste operations, homeowner convenience centers, and recycling operations. For this reason, we will present the homeowner convenience centers and recycling budgets with the Solid Waste Enterprise Fund.

Budget Adoption Schedule

The budget review session with the Enterprise Fund Departments is scheduled for March 22, 2022. This session provides the opportunity for your detailed review of the various budget requests. Additional budget work sessions are scheduled for May 10th and May 17th, 2022 also if needed. The Public Hearings on the Requested Enterprise Fund Operating Budgets are scheduled for Tuesday, June 7, 2022 at the Government Center. The FY2023 Enterprise Fund Operating Budget will be adopted on Tuesday, June 21, 2022.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'W. Young', with a long horizontal flourish extending to the right.

Weston S. Young
Chief Administrative Officer

ELENA J. MCCOMAS
PresidentTODD A. FERRANTE
Vice-President

JON M. ANDES, Ed.D.

WILLIAM E. BUCHANAN

WILLIAM L. GORDY

NATHANIEL J. PASSWATERS

DONALD C. SMACK, SR.



The Board of Education of Worcester County
6270 Worcester Highway | Newark, Maryland 21841
Telephone: (410) 632-5000 | Fax: (410) 632-0364
www.worcesterk12.org

Administration

LOUIS H. TAYLOR
Superintendent of SchoolsC. DWAYNE ABT, Ed.D.
Chief Safety & Human Relations
OfficerDENISE R. SHORTS
Chief Academic Officer, Gr. PK-8VINCENT E. TOLBERT, CPA
Chief Financial OfficerANNETTE E. WALLACE, Ed.D.
Chief Operating & Academic Officer,
Gr. 9-12

March 8, 2022

Mr. Weston Young
Chief Administrative Officer
Office of the County Commissioners
Worcester County Government Center
One W. Market Street, Room 1103
Snow Hill, MD 21863-1195

Dear Mr. Young:

Attached is a **draft** Maintenance of Effort calculation for fiscal year 2023. The Maryland State Department of Education has not yet released the official Maintenance of Effort forms for FY23. As outlined in the attachment, estimated maintenance of effort funding, based on preliminary projections provided by MSDE, would require an increase of \$1,843,629 in county funding for FY2023. Funding at this level will not allow us to meet our budgetary requests as included in our FY23 Proposed Operating Budget.

Please contact me with any questions regarding this information.

Sincerely,

Louis H. Taylor
Superintendent of Schools

**Worcester County - Maintenance of Effort Level
Estimated - FY2023**

| <u>Line #</u> | | |
|---------------|--|--------------|
| 1 | FY 2022 Highest Appropriation | \$96,341,968 |
| 2 | FTE Enrollment - FY2021: | 6,421.00 |
| 3 | Appropriation per Student - FY 2022: | \$15,004.20 |
| | PLUS | |
| | Increase to Per Pupil Amount if Applicable | |
| | Increase in Local Wealth Per Pupil % | 2.21% |
| 4 | Additional Per Pupil Amount | \$331.91 |
| 5 | Adjusted per Pupil Amount | \$15,336.11 |
| 6 | FTE Enrollment - FY2023 (Actual student enrollment = 6,403) | 6,402.25 |
| 7 | FY 2023 Maintenance of Effort Funding Level (Est.): (6,402.25 FTE X \$15,004.20 FY22 per pupil funding + 2.21%) | \$98,185,597 |
| 8 | County FY22 Maintenance of Effort Funding Level | \$96,341,968 |
| 9 | Change in FY23 Maintenance of Effort Level (Est.): | \$1,843,629 |

* (In the 2012 legislative session, the State amended the MOE requirements to include an Educational Effort component. Based on information received from the State, a 2.21% increase in local per pupil funding will be required in Maintenance of Effort funding for FY21.)

** (State funding formula excludes pre-kindergarten, part-time, and non-resident students from total FTE counts.)



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

OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

WESTON S. YOUNG, P.E.
CHIEF ADMINISTRATIVE OFFICER
JOSEPH E. PARKER, III
DEPUTY CHIEF ADMINISTRATIVE OFFICER
ROSCOE R. LESLIE
COUNTY ATTORNEY

March 7, 2022

TO: Worcester County Commissioners
FROM: Karen Hammer, Administrative Assistant V
SUBJECT: Upcoming Board Appointments - Terms Beginning January 1, 2022

Attached, please find copies of the Board Summary sheets for all County Boards or Commissions (11), which have current or upcoming vacancies (19). The annual report for each board is also included. I have circled the members whose terms have expired or will expire on each of these boards.

Action Item: Adult Public Guardianship Board-Roberta Baldwin, Dept. of Social Services and Melissa Banks, Public Health Nurse – are available for reappointment.

President Mitrecic - You have **One (1)** positions open:

- Marie Campione-Lawrence (**Resigned**) - Social Services Advisory Board

Commissioner Bunting – You have **Two (2)** position needed:

- David Deutsch - Term Ending – Dec. 21- Ethics Board
- Gregory Sauter – Resigned – Dec. 21 – Water and Sewer Advisory Council Ocean Pines

Commissioner Nordstrom - You have **Three (3)** position needed:

- Glen Holland – Term Ending – Dec. 21 – Agricultural Preservation Advisory Board
- Mark Frostrom – Term Ending – Dec. 21 - LMB
- Sharon Dryden - **Resigned** – Social Services Advisory Board

Commissioner Church – You have **Five (5)** position open:

- Martin Kwesko – Term Ending – Dec. 21-Water & Sewer Advisory Council, Mystic Harbour
- Richard Jendrek – passed – Water & Sewer Advisory Council, Mystic Harbour
- Bruce Burns -passed - Water & Sewer Advisory Council, Mystic Harbour
- Keith Swanton - Term Ending-Dec. 21- Water & Sewer Advisory Council, West Ocean City
- Elizabeth Rodier - Term Ending-Dec. 21- Commission for Women- Not a Reappointment

Commissioner Purnell – You have **assigned all positions**

Commissioner Elder – You have **assigned all positions**

Commissioner Bertino - You have **assigned all positions**



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SNOW HILL, MARYLAND

21863-1195

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CHIEF ADMINISTRATIVE OFFICER
JOSEPH E. PARKER, III
DEPUTY CHIEF ADMINISTRATIVE OFFICER
ROSCOE R. LESLIE
COUNTY ATTORNEY

All Commissioners:

- **(3) – Adult Public Guardianship Board- (2) Terms Ending: Available for Reappointment - Roberta Baldwin and Melissa Banks,** (1) Vacancy/Resignation – Dr. Kenneth Widra – Psychiatrist – The Health Department is researching for a suitable candidate for this position.
- **(1) -Drug and Alcohol Abuse Council - 1 Position -** (Passing of Dr. Cragway, Jr., also Knowledgeable of Substance Abuse Treatment), Mr. Orris hopes to have recommendations for The Commissioners later this year, **however**, if the Commissioners have someone they'd like to appoint, please advise.
- **(4) - At Large position on Local Development Council For the Ocean Downs Casino-4 yr.** Mark Wittmyer (Business – Ocean Pines) Terms Ending – Dec. 21 for (3) – Gee Williams (Church), Bob Gilmore (Bertino), David Massey (At-Large- Business O.P.)
- **(1) - Water and Sewer Advisory Council – Ocean Pines (D-6-Bunting)–** (1) Term Ending and Resignation Dec. 21.- Gregory Sauter
- **(3) - Water and Sewer Advisory Council – Mystic Harbour** (Passing of Richard Jendrek and Bruce Burns) (1) – Term Ending-Dec. 21- Martin Kwesko
- **(1) - Water and Sewer Advisory Council- West Ocean City –** (1) Term Endings – Dec. 21 – Todd Ferrante and Keith Swanton
- **(1) – Commission for Women** –Elizabeth Rodier, (Church) does not choose to be reappointed.

Pending Board Appointments - By Commissioner

District 1 - Nordstrom p. 6 - Agricultural Preservation Board - Glen Holland
 p. 10 - LMB - Mark Frostrom
 p. 12 - Social Services - Sharon Dryden

District 2 - Purnell

Thank you! All of your positions are assigned.

District 3 - Church p. 17 - Water & Sewer - Mystic Harbour - Martin Kwesko
 p. 17 - Water & Sewer - Mystic Harbour - Richard Jendrek
 p. 17 - Water & Sewer - Mystic Harbour - Bruce Burns
 p. 19 - Water and Sewer Advisory Board -West Ocean City - Keith Swanton
 p. 20 - Commission for Women - Elizabeth Rodier

District 4 - Elder Thank you! All of your positions are assigned.

District 5 - Bertino Thank you! All of your positions are assigned.

District 6 - Bunting p. 9 – Ethics Board – David Deutsch
 p. 15 – Water and Sewer Advisory Council Ocean Pines – Gregory Sauter - resigned

District 7 - Mitrecic p. 12 - Social Services Advisory Board – Maire Campione Lawrence

All Commissioners

p. 4 (3) – Adult Public Guardianship Board- (2) Terms Ending, (1) Vacancy - Psychiatrist

p. 7 (1) -Drug and Alcohol Abuse Council - 1 Position - (Passing of Dr. Cragway, Jr., also Knowledgeable of Substance Abuse Treatment), Mr. Orris hopes to have recommendations for The Commissioners later this year, **however**, if the Commissioners have someone they'd like to appoint, please advise.

p. 11 (4) - At Large position on Local Development Council For the Ocean Downs Casino-4 yr. Mark Wittmyer (Business – Ocean Pines) Terms Ending – Dec. 21 for (3) – Gee Williams (Church), Bob Gilmore (Bertino), David Massey (At-Large- Business O.P.)

p. 14 (3) - Water and Sewer Advisory Council – Mystic Harbour (Passing of Richard Jendrek and Bruce Burns) (1) – Term Ending-Dec. 21- Martin Kwesko

p. 15 (1) - Water and Sewer Advisory Council, Ocean Pines – (1) Term Ending - Gregory Sauter

p. 16 (1) - Water and Sewer Advisory Council- West Ocean City – (1) Term Endings – Dec. 21 – Keith Swanton

p. 17 (1) – Commission for Women – Elizabeth Rodier (Church) does not choose to be reappointed.

ADULT PUBLIC GUARDIANSHIP BOARD

Reference: PGL Family Law 14-402, Annotated Code of Maryland

Appointed by: County Commissioners

Function: Advisory
Perform 6-month reviews of all guardianships held by a public agency.
Recommend that the guardianship be continued, modified or terminated.

Number/Term: 11/3 year terms
Terms expire December 31st

Compensation: None, travel expenses (under Standard State Travel Regulations)

Meetings: Semi-annually

Special Provisions: 1 member must be a professional representative of the local department
1 member must be a physician
1 member must be a psychiatrist from the local department of health
1 member must be a representative of a local commission on aging
1 member must be a representative of a local nonprofit social services organization
1 member must be a lawyer
2 members must be lay individuals
1 member must be a public health nurse
1 member must be a professional in the field of disabilities
1 member must be a person with a physical disability

Staff Contact: Department of Social Services - Roberta Baldwin (410-677-6872)

Current Members:

| <u>Member's Name</u> | <u>Representing</u> | <u>Years of Term(s)</u> |
|----------------------|---------------------------------------|-------------------------------|
| Roberta Baldwin | Local Dept. Rep. - Social Services | 03-06-09-12-15-18, 18-21 |
| Melissa Banks | Public Health Nurse | *02-03-06-09-12-15-18, 18-21 |
| Dr. Kenneth Widra | Psychiatrist | 18-21 |
| Dr. William Greer | Physician | 07-10-13-16-19, 19-22 |
| Richard Collins | Lawyer | 95-98-01-04-07-10-13-16-19-22 |
| Nancy Howard | Lay Person | *17-19, 19-22 |
| Connie Wessels | Lay Person | *15-16-19, 19-22 |
| Brandy Trader | Non-profit Soc. Service Rep. | *15-17, 17-20, 20-23 |
| LuAnn Siler | Commission on Aging Rep. | 17-20, 20-23 |
| Jack Ferry | Professional in field of disabilities | *14-14-17-20, 20-23 |
| Thomas Donoway | Person with physical disability | 17-20, 20-23 |

Reappoint

* = Appointed to fill an unexpired term

ADULT PUBLIC GUARDIANSHIP BOARD
(Continued)

ITEM 21

Prior Members:

Dr. Donald Harting
Maude Love
Thomas Wall
Dr. Dorothy Holzworth
B. Randall Coates
Kevin Douglas
Sheldon Chandler
Martha Duncan
Dr. Francis Townsend
Luther Schultz
Mark Bainum
Thomas Mulligan
Dr. Paul FloryBarbara Duerr
Craig Horseman
Faye Thornes
Mary Leister
Joyce Bell
Ranndolph Barr
Elsie Briddell
John Sauer
Dr. Timothy Bainum
Ernestine Bailey
Terri Selby (92-95)
Pauline Robbins (92-95)
Darryl Hagey
Dr. Ritchie Shoemaker (92-95)
Barry Johansson (93-96)
Albert Straw (91-97)
Nate Pearson (95-98)

Since 1972

Dr. William Greer, III (95-98)
Rev. Arthur L. George (95-99)
Irvin Greene (96-99)
Mary Leister (93-99)
Otho Aydelotte, Jr. (93-99)
Shirley D'Aprix (98-00)
Theresa Bruner (91-02)
Tony Devereaux (93-02)
Dr. William Krone (98-02)
David Hatfield (99-03)
Dr. Kimberly Richardson (02-03)
Ina Hiller (91-03)
Dr. David Pytlewski (91-06)
Jerry Halter (99-06)
Dr. Glenn Arzadon (04-07)
Madeline Waters (99-08)
Mimi Peuser (03-08)
Dr. Gergana Dimitrova
(07-08)Carolyn Cordial (08-13)
June Walker (02-13)
Bruce Broman (00-14)
Lori Carson (13-14)
Pattie Tingle (15-16)
The Rev. Guy H. Butler (99-17)Debbie
Ritter (07-17)
Dean Perdue (08-17)
Dr. Dia Arpon *(10-18)

* = Appointed to fill an unexpired term

AGRICULTURAL PRESERVATION ADVISORY BOARD

Reference: PGL Agriculture 2-504.1, Annotated Code of Maryland

Appointed by: County Commissioners

Functions: Advisory
Advise the County Commissioners and State Agricultural Preservation Foundation on establishment of agricultural districts and priorities for purchase of easements; promote preservation of agriculture in the County.

Number/Term: 7/4 years***
Terms expire December 31st

Compensation: \$100 per meeting (policy)

Meetings: As Needed

Special Provisions: 4 members to be owner-operators of commercial farms
Membership limited to two consecutive full terms

Staff Contact: Katherine Munson, Dept. of Environmental Programs (410-632-1220)

Current Members: (O-O = Commercial Farm Owner-Operator)

| <u>Member's Name</u> | <u>Nominated By</u> | <u>Resides</u> | <u>Terms (Year)</u> | <i>Term Ended</i> |
|----------------------|---------------------|------------------|------------------------|-------------------|
| Glen Holland (O-O) | Nordstrom | D-1, Pocomoke | 13-17, 17-21 | |
| Ed Phillips (O-O) | Elder | D-4, Whaleyville | 05-10-14-18, 18-22 | |
| Alan Hudson (O-O) | Elder | D-4, Berlin | 14-18, 18-22 | |
| Billy Thompson (O-O) | Purnell | D-2, Berlin | 19 -23 | |
| Curt Lambertson | Elder | D-4, Snow Hill | 15-19, 19-23 | |
| Kelley Gravenor | Elder | D-4, Snow Hill | *14-16-20, 20-24 | |
| Kathy Drew | Bunting | D-6, Bishopville | * 06-09-13-17-21,21-25 | |

Prior Members:

| | |
|------------------------------|------------------------------|
| Norman Ellis | Ed Anderson (98-03) |
| Richard Bradford | Robert Gray (00-05) |
| Charles Fulton | Orlando Bishop (01-06) |
| Elmer Hastings | Roger Richardson (96-07) |
| David Stevens | Anne Hastings (06-11) |
| Curtis Shockley | Earl Ludey (07-13) |
| Gerald Redden | George Lee Clayville (00-14) |
| William Sirman, Jr. | Sandra Frazier (03-14) |
| Harold Purnell | Donnie Powell (06-15) |
| Chauncy Henry (96-97) | Bill Bruning(O-O) (11-19) |
| Lieselotte Pennewell (93-98) | |
| Carlton Magee (90-00) | |
| Harry Mitchell (90-00) | |
| Frank Baker (98-01) | |

* = Appointed to fill an unexpired term

** = Appointed to partial term to create proper staggering of terms

***=Membership expanded from 5 to 7 members and terms reduced from 5 to 4-years each in 2006

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: Regina Mason, Council Secretary, Health Department (410-632-1100)
Doug Dods, Council Chair, Sheriff's Office (410-632-1111)

Current Members:

| <u>Name</u> | <u>Representing</u> | <u>Years of Term(s)</u> |
|-------------------------------|--|--------------------------------|
| | <u>At-Large Members</u> | |
| Eric Gray (Christina Purcell) | Substance Abuse Treatment Provider | *15-18, 18-22 |
| Sue Abell-Rodden | Recipient of Addictions Treatment Services | 10-14-18, 18-22 |
| Colonel Doug Dods | Knowledgeable on Substance Abuse Issues | 04-10 (adv)-14-18-22 |
| Jim Freeman, Jr. | Knowledgeable on Substance Abuse Issues | 04-11-15, 15-19, 19-23 |
| Jennifer LaMade | Knowledgeable on Substance Abuse Issues | *12-15, 15-19, 19-23 |
| Mimi Dean | Substance Abuse Prevention Provider | *18-19, 19-23 |
| Kim Moses | Knowledgeable on Substance Abuse Issues | 08-12-16-20, 20-24 |
| Dr. Roy W. Cragway, Jr. | Knowledgeable on Substance Abuse Issues | *17-20, 20-24 |
| Rev. James Jones | Knowledge of Substance Abuse Issues | *21-25 |
| Tina Simmons | Knowledge of Substance Abuse Treatment | 21-25 |

| | <u>Ex-Officio Members</u> | |
|--------------------------------------|---------------------------------------|------------------------|
| 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 |
| Kris Heiser | State's Attorney | Ex-Officio, Indefinite |
| Burton Anderson | District Public Defender | Ex-Officio, Indefinite |
| Sheriff Matt Crisafulli | 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 Brian Shockley (Jen Bauman) | Circuit Court Administrative Judge | Ex-Officio, Indefinite |
| Judge Gerald Purnell (Tracy Simpson) | District Court Administrative Judge | Ex-Officio, Indefinite |
| Donna Bounds | Warden, Worcester County Jail | Ex-Officio, Indefinite |

Advisory Members

| | | |
|--------------------------------------|---|------------|
| Lt. Earl W. Starner | Maryland State Police | Since 2004 |
| Charles "Buddy" Jenkins | Business Community - Jolly Roger Amusements | |
| Chief Ross Buzzuro (Lt. Rick Moreck) | Ocean City Police Dept. | |
| Leslie Brown | Hudson Health Services, Inc. | |
| James Mcquire, P.D. | Health Care Professional - Pharmacist | Since 2018 |
| Shane Ferguson | Wor-Wic Community College Rep. | Since 2018 |
| Jessica Sexauer, Director | Local Behavioral Health Authority | Since 2018 |

Prior Members:

Since 2004

| | |
|-----------------------------------|-------------------------------|
| Vince Gisriel | Peter Buesgens |
| Michael McDermott | Aaron Dale |
| Marion Butler, Jr. | Garry Mumford |
| Judge Richard Bloxom | Sharon Smith |
| Paula Erdie | Jennifer Standish |
| Tom Cetola | Karen Johnson (14-17) |
| Gary James (04-08) | Rev. Bill Sterling (13-17) |
| Vickie Wrenn | Kat Gunby (16-18) |
| Deborah Winder | William McDermott |
| Garry Mumford | Sheriff Reggie Mason |
| Judge Theodore Eschenburg | Colleen Wareing (*06-19) |
| Andrea Hamilton | Rev. Matthew D'Amario(*18-21) |
| Fannie Birkhead | Donna Nordstron *(19-21) |
| 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 | |

* Appointed to a partial term for proper staggering, or to fill a vacant term

ETHICS BOARD

Reference: Public Local Law, Section CG 5-103

Appointed by: County Commissioners

Function: Advisory
 Maintain all Ethics forms; develop procedures and policies for advisory opinions to persons subject to the Ethics Law and for processing complaints alleging violations of the Ethics Law; conduct a public information program regarding the purpose and application of the Ethics Law; annually certify compliance to the State; and recommend any changes to the Commissioners in order to comply with State Ethics Law.

Number/Term: 7/4 years
 Terms expire December 31st

Compensation: \$100 per meeting

Meetings: As Necessary

Special Provisions:

Staff Contact: Roscoe Leslie, County Attorney (410-632-1194)

Current Members:

| <u>Member's Name</u> | <u>Nominated By</u> | <u>Resides</u> | <u>Years of Term(s)</u> |
|----------------------|---------------------|----------------|-------------------------|
| David Deutsch | D-6, Bunting | Ocean Pines | 17-21 |
| Faith Mumford | D-2, Purnell | Snow Hill | 14-18, 18-22 |
| Mickey Ashby | D-1, Nordstrom | Pocomoke | 14-18, 18-22 |
| Frank Knight | D-7, Mitrecic | Ocean City | *14-19, 19-23 |
| Judy Giffin | D-5, Bertino | Ocean Pines | *21-24 |
| Joseph Stigler | D-4, Elder | Berlin | 16-20, 20-24 |
| Bruce Spangler | D-3, Church | Berlin | *02-05-09-13-17-21-25 |

Prior Members: (Since 1972)

| | |
|-----------------------------|-------------------------------|
| J.D. Quillin, III | William Kuhn (90-09) |
| Charles Nelson | Walter Kissel (05-09) |
| Garbriel Purnell | Marion Chambers (07-11) |
| Barbara Derrickson | Jay Knerr (11-14) |
| Henry P. Walters | Robert I. Givens, Jr. (98-14) |
| William Long | Diana Purnell (09-14) |
| L. Richard Phillips (93-98) | Kevin Douglas (08-16) |
| Marigold Henry (94-98) | Lee W. Baker (08-16) |
| Louis Granados (94-99) | Richard Passwater (09-17) |
| Kathy Philips (90-00) | Jeff Knepper (16-21) |
| Mary Yenney (98-05) | |
| Bill Ochse (99-07) | |
| Randall Mariner (00-08) | |
| Wallace D. Stein (02-08) | |

* = Appointed to fill an unexpired term

Updated: March 1, 2022
 Printed: March 7, 2022

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: \$100 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 31st

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> |
|----------------------|-----------------------|-------------------------------|-------------------------|
| Mark Frostrom | At-Large - Nordstrom | Pocomoke City | *99-12-15-18, 18-21 |
| Jennifer LaMade | <i>Ex officio</i> | Core Service Agency | Indefinite |
| Rebecca Jones | <i>Ex officio</i> | Health Department | Indefinite |
| Spencer "Lee" Tracey | <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 |
| Theophilus Hobbs IV | At-Large - D. Purnell | Snow Hill | 19-22 |
| Dr. Mark Bowen | At-Large - J. Purnell | Snow Hill | 20-23 |
| Amy Rothermel | At-Large - Mitrecic | Ocean City | 17-20, 20-23 |

Prior Members (since 1994):

| | | |
|-----------------------------|-----------------------------|-----------------------------|
| Tim King (97) | Kathy Simon | Ira Shockley (03-19) |
| Sandra Oliver (94-97) | Vickie Stoner Wrenn | Eloise Henry-Gordy *(07-20) |
| Velmar Collins (94-97) | Robin Travers | |
| Catherine Barbierri (95-97) | Jordan Taylor (09) | |
| Ruth Geddie (95-98) | Aaron Marshall (09) | |
| Rev. Arthur George (94-99) | Allen Bunting (09) | |
| Kathie Danna (94-99) | LaTrele Crawford (09) | |
| Sharon Teagle (97-99) | Sheriff Charles T. Martin | |
| Jeanne Lynch (98-00) | Joel Todd, State's Attorney | |
| Jamie Albright (99-01) | Ed Montgomery (05-10) | |
| Patricia Selig (97-01) | Edward S. Lee (07-10) | |
| Rev. Lehman Tomlin (99-02) | Toni Keiser (07-10) | |
| Sharon Doss | Judy Baumgartner (07-10) | |
| Rick Lambertson | Claudia Nagle (09-10) | |
| Cyndy B. Howell | Megan O'Donnell (10) | |
| Sandra Lanier (94-04) | Kiana Smith (10) | |
| Dr. James Roberts (98-04) | Christopher Bunting (10) | |
| Dawn Townsend (01-04) | Simi Chawla (10) | |
| Pat Boykin (01-05) | Jerry Redden | |
| Jeannette Tresler (02-05) | Jennifer Standish | 1, 2020 |
| Lou Taylor (02-05) | Anne C. Turner | |
| Paula Erdie | Marty Pusey | 17, 2020 |
| Rev. Pearl Johnson (05-07) | Virgil L. Shockley | |
| Peter Fox (05-07) | Dr. Jon Andes (96-12) | |
| Lou Etta McClafin (04-07) | Dr. Ethel M. Hines (07-13) | |
| Bruce Spangler (04-07) | Deborah Goeller | |
| Sharon DeMar Reilly | Andrea Watkins (13-17) | |
| | Sheila Warner (Indefinite) | |

Updated: December

Printed: November

**LOCAL DEVELOPMENT COUNCIL
FOR THE OCEAN DOWNS CASINO**

ITEM 21

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
Roscoe Leslie, 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> |
|----------------------|---------------------|---------------------------|-------------------------|
| Mark Wittmyer | At-Large | Business - Ocean Pines | 15-19 |
| Gee Williams ° | Dist. 3 - Church | Resident - Berlin | 09-13-17, 17-21 |
| Bob Gilmore | Dist. 5 - Bertino | Resident - Ocean Pines | *19-21 |
| David Massey ° | At-Large | Business - Ocean Pines | 09-13-17, 17-21 |
| Bobbi Sample | Ocean Downs Casino | Ocean Downs Casino | 17-indefinite |
| Cam Bunting ° | At-Large | Business - Berlin | *09-10-14-18, 18-22 |
| Matt Gordon | Dist. 1 - Nordstrom | Resident - Pocomoke | 19-22 |
| Mary Beth Carozza | | Maryland Senator | 14-18, 18-22 |
| Wayne A. Hartman | | Maryland Delegate | 18-22 |
| Charles Otto | | Maryland Delegate | 14-18, 18-22 |
| Roxane Rounds | Dist. 2 - Purnell | Resident - Berlin | *14-15-19, 19-23 |
| Michael Donnelly | Dist. 7 - Mitrecic | Resident - Ocean City | *16-19, 19-23 |
| Steve Ashcraft | Dist. 6 - Bunting | Resident - Ocean Pines | *19-20, 20-24 |
| Gary Weber | Dist. 4 - Elder | Resident - Snow Hill | *19-20, 20-24 |
| Mayor Rick Meehan ° | At-Large | Business - Ocean City | *09-12-16-20-24 |

Terms
Ended

Prior Members:

J. Lowell Stoltzfus ° (09-10)
Mark Wittmyer ° (09-11)
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)

Since 2009

Todd Ferrante ° (09-16)
Joe Cavilla (12-17)
James N. Mathias, Jr. ° (09-18)
Ron Taylor ° (09-14)
James Rosenberg (09-19)
Rod Murray ° (*09-19)

Charlie Dorman (12-19)

* = Appointed to fill an unexpired term/initial terms staggered
° = Charter Member

SOCIAL SERVICES ADVISORY 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> | |
|-----------------------|---------------------------|----------------|-------------------------|----------|
| Sharon Dryden | D-1, Nordstrom | Pocomoke City | *20-21 | Resigned |
| Diana Purnell | ex officio - Commissioner | | 14-18, 18-22 | |
| Voncelia Brown | D-3, Church | Berlin | 16-19, 19-22 | |
| Mary White | At-Large | Berlin | *17-19, 19-22 | |
| Maria Campione-Lawren | D-7, Mitrecic | Ocean City | 16-19, 19-22 | Resigned |
| Nancy Howard | D-2, Purnell | Ocean City | 09-16-17-20, 20-23 | |
| Karen Hammer | D-4, Elder | Snow Hill | 21-24 | |
| Harry Hammond | D-6, Bunting | Bishopville | 15-21, 21-24 | |
| Janice Chiampa | D-5, Bertino | Ocean Pines | 22-25 | |

* = Appointed to fill an unexpired term

SOCIAL SERVICES BOARD
(Continued)

Prior Members: (Since 1972)

| | |
|-------------------------------|----------------------------|
| James Dryden | Jeanne Lynch (00-02) |
| Sheldon Chandler | Michael Reilly (00-03) |
| Richard Bunting | Oliver Waters, Sr. (97-03) |
| Anthony Purnell | Charles Hinz (02-04) |
| Richard Martin | Prentiss Miles (94-06) |
| Edward Hill | Lakeshia Townsend (03-06) |
| John Davis | Betty May (02-06) |
| Thomas Shockley | Robert "BJ" Corbin (01-06) |
| Michael Delano | William Decoligny (03-06) |
| Rev. James Seymour | Grace Smearman (99-07) |
| Pauline Robertson | Ann Almand (04-07) |
| Josephine Anderson | Norma Polk-Miles (06-08) |
| Wendell White | Anthony Bowen (96-08) |
| Steven Cress | Jeanette Tressler (06-09) |
| Odetta C. Perdue | Rev. Ronnie White (08-10) |
| Raymond Redden | Belle Redden (09-11) |
| Hinson Finney | E. Nadine Miller (07-11) |
| Ira Hancock | Mary Yenney (06-13) |
| Robert Ward | Dr. Nancy Dorman (07-13) |
| Elsie Bowen | Susan Canfora (11-13) |
| Faye Thornes | Judy Boggs (02-14) |
| Frederick Fletcher | Jeff Kelchner (06-15) |
| Rev. Thomas Wall | Laura McDermott (11-15) |
| Richard Bundick | Emma Klein (08-15) |
| Carmen Shrouck | Wes McCabe (13-16) |
| Maude Love | Nancy Howard (09-16) |
| Reginald T. Hancock | Judy Stinebiser (13-16) |
| Elsie Briddell | Arlette Bright (11-17) |
| Juanita Merrill | Tracey Cottman (15-17) |
| Raymond R. Jarvis, III | Ronnie White (18-19) |
| Edward O. Thomas | Wayne Ayer *(19-20) |
| Theo Hauck | Faith Coleman (15-21) |
| Marie Doughty | Cathy Gallagher (*13-20) |
| 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) | |
| Naomi Washington (01-02) | |
| Lehman Tomlin, Jr. (01-02) | |

* = Appointed to fill an unexpired term

Updated: March 1, 2022
Printed: March 7, 2022

**WATER AND SEWER ADVISORY COUNCIL
MYSTIC HARBOUR SERVICE AREA**

Reference: County Commissioners' Resolutions of 11/19/93 and 2/1/05

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: 7/4-year terms
Terms Expire December 31

Compensation: \$100.00/meeting

Meetings: Monthly or As-Needed

Special Provisions: Must be residents of Mystic Harbour Service Area

Staff Support: Department of Public Works - Water and Wastewater Division
Chris Clasing - (410-641-5251)

Current Members:

| <u>Member's Name</u> | <u>Resides</u> | <u>Years of Term(s)</u> | |
|------------------------------|-------------------|-------------------------|------------|
| Martin Kwesko | Mystic Harbour | 13-17, 17-21 | Tenn Ended |
| Richard Jendrek ^C | Bay Vista I | 05-10-14-18, 18-22 | Deceased |
| Matthew Kraeuter | Ocean Reef | 19-22 | |
| Joseph Weitzell ^C | Mystic Harbour | 05-11-15-19, 19-23 | |
| Bruce Burns | Deer Point | 19-23 | Deceased |
| David Dypsky | Teal Marsh Center | *10-12-16, 16-20, 20-24 | |
| Stan Cygam | Whispering Woods | *18-20, 20-24 | |

Prior Members: (Since 2005)

| | |
|---|--------------------------------|
| John Pinnero ^C (05-06) | Carol Ann Beres (14-18) |
| Brandon Phillips ^C (05-06) | Bob Hunt ^t (*06-19) |
| William Bradshaw ^C (05-08) | |
| Buddy Jones (06-08) | |
| Lee Trice ^C (05-10) | |
| W. Charles Friesen ^C (05-13) | |
| Alma Seidel (08-14) | |
| Gerri Moler (08-16) | |
| Mary Martinez (16-18) | |

^C = Charter member - Initial Terms Staggered in 2005
* = Appointed to fill an unexpired term

**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: \$100.00/ Meeting

Meetings: Monthly

Special Provisions: Must be residents of Ocean Pines Service Area

Staff Support: Department of Public Works - Water and Wastewater Division
Chris Clasing- (410-641-5251)

Current Members:

| <u>Name</u> | <u>Resides</u> | <u>Years of Term(s)</u> |
|-----------------------------|----------------|-------------------------|
| Gregory R. Sauter, P.E. | Ocean Pines | 17-21 |
| James Spicknall | Ocean Pines | 07-10-14-18, 18-22 |
| Frederick Stiehl | Ocean Pines | *06-08-12-16-20, 20-24 |
| John F. (Jack) Collins, Jr. | Ocean Pines | *18-21, 21-25 |
| William Gabeler | Ocean Pines | 22 - 26 |

Resigned

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)
Michael Reilly (14-18)
Bob Poremski (17-20)

* = Appointed to fill an unexpired term

**WATER AND SEWER ADVISORY COUNCIL
WEST OCEAN CITY 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: \$100.00/Meeting

Meetings: Monthly

Special Provisions: Must be residents/ratepayers of West Ocean City Service Area

Staff Support: Department of Public Works - Water and Wastewater Division
Chris Clasing - (410-641-5251)

Current Members:

| <u>Member's Name</u> | <u>Resides/Ratepayer of</u> | <u>Terms (Years)</u> | <i>Term Ended</i> |
|----------------------|-----------------------------|-----------------------------|-------------------|
| Keith Swanton | West Ocean City | 13-17, 17-21 | |
| Deborah Maphis | West Ocean City | 95-99-03-07-11-15-19, 19-23 | |
| Gail Fowler | West Ocean City | 99-03-07-11-15-19, 19-23 | |
| Blake Haley | West Ocean City | *19-20, 20-24 | |
| Todd Ferrante | West Ocean City | 13-17-21-25 | |

Prior Members: (Since 1993)

Eleanor Kelly^c (93-96) Andrew Delcorro (*14-19)

John Mick^c (93-95)

Frank Gunion^c (93-96)

Carolyn Cummins (95-99)

Roger Horth (96-04)

Whaley Brittingham^c (93-13)

Ralph Giove^c (93-14)

Chris Smack (04-14)

* = Appointed to fill an unexpired term
c = Charter member

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 (3rd 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: Tamara White and Coleen Colson, Co-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> |
|----------------------------|---------------------------------------|----------------|-------------------------|
| Elizabeth Rodier | D-3, Church | Bishopville | 18-21 |
| Mary E. (Liz) Mumford | At-Large | W. Ocean City | *16, 16-19, 19-22 |
| Coleen Colson | Dept of Social Services | | 19-22 |
| Hope Carmean | D-4, Elder | Snow Hill | *15-16-19, 19-22 |
| Windy Phillips | Board of Education | | 19-22 |
| Tamara White | D-1, Nordstrom | Pocomoke City | 17-20, 20-23 |
| Kris Heiser | Public Safety – State Attorney Office | | 21-24 |
| Susan Childs | D-6, Bunting | Berlin | 21-24 |
| Terri Shockley | At-Large | Snow Hill | 17-20, 20-23 |
| Laura Morrison | At-Large | Pocomoke | *19-20, 20-23 |
| Kelly O'Keane | Health Department | | 17-20, 20-23 |
| Vanessa Alban | D-5, Bertino | Ocean Pines | 17-20, 20-23 |
| Dr. Darlene Jackson- Bowen | D-2, Purnell | Pocomoke | *19-21, 21-24 |
| Kimberly List | D-7, Mitrecic | Ocean City | 18- 21, 21-24 |
| Gwendolyn Lehman | At-Large | OP, Berlin | *19-21, 21-24 |

*Term ended
 does not want
 to Reappoint*

Prior Members: Since 1995

| | | |
|---|-------------------------------------|------------------------------|
| Ellen Pilchard ^c (95-97) | Patricia Ilczuk-Lavanceau (98-99) | Catherine W. Stevens (02-04) |
| Helen Henson ^c (95-97) | Lil Wilkinson (00-01) | Hattie Beckwith (00-04) |
| Barbara Beaubien ^c (95-97) | Diana Purnell ^c (95-01) | Mary Ann Bennett (98-04) |
| Sandy Wilkinson ^c (95-97) | Colleen McGuire (99-01) | Rita Vaeth (03-04) |
| Helen Fisher ^c (95-98) | Wendy Boggs McGill (00-02) | Sharyn O'Hare (97-04) |
| Bernard Bond ^c (95-98) | Lynne Boyd (98-01) | Patricia Layman (04-05) |
| Jo Campbell ^c (95-98) | Barbara Trader ^c (95-02) | Mary M. Walker (03-05) |
| Karen Holck ^c (95-98) | Heather Cook (01-02) | Norma Polk Miles (03-05) |
| Judy Boggs ^c (95-98) | Vyoletus Ayres (98-03) | Roseann Bridgman (03-06) |
| Mary Elizabeth Fears ^c (95-98) | Terri Taylor (01-03) | Sharon Landis (03-06) |
| Pamela McCabe ^c (95-98) | Christine Selzer (03) | |
| Teresa Hammerbacher ^c (95-98) | Linda C. Busick (00-03) | |
| Bonnie Platter (98-00) | Gloria Bassich (98-03) | |
| Marie Velong ^c (95-99) | Carolyn Porter (01-04) | |
| Carole P. Voss (98-00) | Martha Pusey (97-03) | |
| Martha Bennett (97-00) | Teole Brittingham (97-04) | |

* = Appointed to fill an unexpired term

^c = Charter member

Prior Members: Since 1995 (continued)

| | |
|----------------------------------|----------------------------------|
| Dr. Mary Dale Craig (02-06) | Michelle Bankert *(14-18) |
| Dee Shorts (04-07) | Nancy Fortney (12-18) |
| Ellen Payne (01-07) | Cristi Graham (17-18) |
| Mary Beth Quillen (05-08) | Alice Jean Ennis (14-17) |
| Marge SeBour (06-08) | Lauren Mathias Williams *(16-18) |
| Meg Gerety (04-07) | Teola Brittingham *(16-18) |
| Linda Dearing (02-08) | Jeannine Jerscheid *(18-19) |
| Angela Hayes (08) | Shannon Chapman (*17-19) |
| Susan Schwarten (04-08) | Julie Phillips (13-19) |
| Marilyn James (06-08) | Bess Cropper (15-19) |
| Merilee Horvat (06-09) | Kelly Riwniak *(19-20) |
| Jody Falter (06-09) | |
| Kathy Muncy (08-09) | |
| Germaine Smith Garner (03-09) | |
| Nancy Howard (09-10) | |
| Barbara Witherow (07-10) | |
| Doris Moxley (04-10) | |
| Evelyne Tyndall (07-10) | |
| Sharone Grant (03-10) | |
| Lorraine Fasciocco (07-10) | |
| Kay Cardinale (08-10) | |
| Rita Lawson (05-11) | |
| Cindi McQuay (10-11) | |
| Linda Skidmore (05-11) | |
| Kutresa Lankford-Purnell (10-11) | |
| Monna Van Ess (08-11) | |
| Barbara Passwater (09-12) | |
| Cassandra Rox (11-12) | |
| Diane McGraw (08-12) | |
| Dawn Jones (09-12) | |
| Cheryl K. Jacobs (11) | |
| Doris Moxley (10-13) | |
| Kutresa Lankford-Purnell (10-12) | |
| Terry Edwards (10-13) | |
| Dr. Donna Main (10-13) | |
| Beverly Thomas (10-13) | |
| Caroline Bloxom (14) | |
| Tracy Tilghman (11-14) | |
| Joan Gentile (12-14) | |
| Carolyn Dorman (13-16) | |
| Arlene Page (12-15) | |
| Shirley Dale (12-16) | |
| Dawn Cordrey Hodge (13-16) | |
| Carol Rose (14-16) | |
| Mary Beth Quillen (13-16) | |
| Debbie Farlow (13-17) | |
| Corporal Lisa Maurer (13-17) | |
| Laura McDermott (11-16) | |
| Charlotte Cathell (09-17) | |
| Eloise Henry-Gordy (08-17) | |

* = Appointed to fill an unexpired term

c = Charter member



Worcester County Government

One West Market Street | Room 1103 | Snow Hill MD 21863-1195

(410) 632-1194 | (410) 632-3131 (fax) | admin@co.worcester.md.us | www.co.worcester.md.us

February 7, 2022

TO: *The Daily Times Group and The Ocean City Today Group*
 FROM: Joseph E. Parker III, Deputy Chief Administrative Officer
 SUBJECT: Worcester County Public Hearing Notice of Proposed Change in Zoning

.....
 Please print the attached Public Hearing Notice in *The Daily Times/Worcester County Times/Ocean Pines Independent* and *Ocean City Digest/Ocean City Today* on February 24, 2022 and March 3, 2022. Thank you.

**NOTICE
 OF
 PROPOSED CHANGE IN ZONING**

**SOUTHEASTERLY SIDE OF DIVIDING CREEK ROAD AND CELLAR
 HOUSE ROAD NORTHEAST OF WHITESBURG ROAD**

**SEVENTH TAX DISTRICT
 WORCESTER COUNTY, MARYLAND**

Pursuant to Section 1-113 of the Worcester County Zoning Ordinance, Rezoning Case No. 433 has been filed by Hugh Cropper, IV on behalf of M. Stephen and Rita D. Ailstock, property owners, for an amendment to the Official Zoning Maps to change approximately 105.34 acres of land located on the southeasterly side of Dividing Creek Road and Cellar House Road, northeast of Whitesburg Road in the Seventh Tax District of Worcester County, Maryland, from RP Resource Protection District to A-1 Agricultural District. The Planning Commission has given a favorable recommendation to the rezoning application.

Pursuant to Sections 1-113 and 1-114 of the Worcester County Zoning Ordinance, the County Commissioners will hold a

PUBLIC HEARING
on
Tuesday, March 15, 2022
at 10:30 A.M.
in the
 County Commissioners Meeting Room
 Room 1101 - Government Center
 One West Market Street
 Snow Hill, Maryland 21863

At said public hearing the County Commissioners will consider the rezoning application, the staff file on Rezoning Case No. 433 and the recommendation of the Planning Commission, any proposed restrictions on the rezoning, other appropriate restrictions, conditions or limitations as may be deemed by them to be appropriate to preserve, improve, or protect the general character and design of the lands and improvements being zoned or

rezoned or of the surrounding or adjacent lands and improvements, and the advisability of reserving the power and authority to approve or disapprove the design of buildings, construction, landscaping or other improvements, alterations and changes made or to be made on the subject land or lands to assure conformity with the intent and purpose of applicable State laws and regulations and the County Zoning Ordinance.

Maps of the petitioned area, the staff file on Rezoning Case No. 433 and the Planning Commission's recommendation, which will be entered into record at the public hearing, are on file and available to view electronically by contacting the Department of Development, Review and Permitting, Worcester County Government Center, One West Market Street, Room 1201, Snow Hill, Maryland 21863 Monday through Friday from 8:00 A.M. and 4:30 P.M. (except holidays), at (410) 632-1200 as well as at www.co.worcester.md.us

THE WORCESTER COUNTY COMMISSIONERS



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

<http://www.co.worcester.md.us/departments/drp>

ZONING DIVISION
BUILDING DIVISION
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICES DIVISION

MEMORANDUM

To: Weston S. Young, P.E., Chief Administrative Officer
From: Jennifer K. Keener, AICP, Director *JKK*
Date: February 7, 2022
Re: Scheduling a Public Hearing - Rezoning Case No. 433 – Stephen & Rita Ailstock, applicants, Hugh Cropper IV, Esquire, attorney for the applicant

.....

I am requesting that the Worcester County Commissioners schedule the required public hearing associated with Rezoning Case No. 433. A draft public hearing notice is attached

Mr. Cropper, on behalf of his clients, has filed Rezoning Case No. 433, seeking to rezone approximately 105.34 acres of land located on the southeasterly side of Dividing Creek Road, northeast of Whitesburg Road, and northeast of Pocomoke City, from RP Resource Protection District to A-1 Agricultural District. The case was reviewed by the Planning Commission at its meeting on February 3, 2022 and was given a favorable recommendation. A copy of the Planning Commission's written Findings of Fact and Recommendation is also attached.

Please advise our department at your earliest convenience as to the public hearing date so that our department can ensure that the mandatory public notice of 15 days is met via posting on the site and mailings to adjoining property owners.

Thank you for your attention to this matter. Should you have any questions or require additional information, please do not hesitate to contact me.

cc: Gary Pusey, Deputy Director

**NOTICE
OF
PROPOSED CHANGE IN ZONING**

**SOUTHEASTERLY SIDE OF DIVIDING CREEK ROAD AND CELLAR HOUSE ROAD
NORTHEAST OF WHITESBURG ROAD**

**SEVENTH TAX DISTRICT
WORCESTER COUNTY, MARYLAND**

Pursuant to Section 1-113 of the Worcester County Zoning Ordinance, Rezoning Case No. 433 has been filed by Hugh Cropper, IV on behalf of M. Stephen and Rita D. Ailstock, property owners, for an amendment to the Official Zoning Maps to change approximately 105.34 acres of land located on the southeasterly side of Dividing Creek Road and Cellar House Road, northeast of Whitesburg Road in the Seventh Tax District of Worcester County, Maryland, from RP Resource Protection District to A-1 Agricultural District. The Planning Commission has given a favorable recommendation to the rezoning application.

Pursuant to Sections 1-113 and 1-114 of the Worcester County Zoning Ordinance, the County Commissioners will hold a

PUBLIC HEARING

on

TUESDAY,

AT

**IN THE COUNTY COMMISSIONERS' MEETING ROOM
WORCESTER COUNTY GOVERNMENT CENTER – ROOM 1101
ONE WEST MARKET STREET
SNOW HILL, MARYLAND 21863**

At said public hearing the County Commissioners will consider the rezoning application, the staff file on Rezoning Case No. 433 and the recommendation of the Planning Commission, any proposed restrictions on the rezoning, other appropriate restrictions, conditions or limitations as may be deemed by them to be appropriate to preserve, improve, or protect the general character and design of the lands and improvements being zoned or rezoned or of the surrounding or adjacent lands and improvements, and the advisability of reserving the power and authority to approve or disapprove the design of buildings, construction, landscaping or other improvements, alterations and changes made or to be made on the subject land or lands to assure conformity with the intent and purpose of applicable State laws and regulations and the County Zoning Ordinance.

Maps of the petitioned area, the staff file on Rezoning Case No. 433 and the Planning Commission's recommendation, which will be entered into record at the public hearing, are on file and available to view electronically by contacting the Department of Development, Review and Permitting, Worcester County Government Center, One West Market Street, Room 1201, Snow Hill, Maryland 21863 Monday through Friday from 8:00 A.M. and 4:30 P.M. (except holidays), at (410) 632-1200 as well as at www.co.worcester.md.us.

Joseph M. Mitrecic, President

**PLANNING COMMISSION
FINDINGS OF FACT
AND
RECOMMENDATION**

REZONING CASE NO. 433

APPLICANT:

**M. Stephen and Rita D. Ailstock
331 Ternwing Drive
Arnold, Maryland 21012**

ATTORNEY FOR THE APPLICANT:

**Hugh Cropper, IV
9923 Stephen Decatur Highway, D-2
Ocean City, Maryland 21842**

February 3, 2022

WORCESTER COUNTY PLANNING COMMISSION

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I. INTRODUCTORY DATA

- A. CASE NUMBER: Rezoning Case No. 433, filed on September 29, 2021.
- B. APPLICANT: M. Stephen and Rita D. Ailstock
331 Ternwing Drive
Arnold, Maryland 21012

APPLICANT'S
ATTORNEY: Hugh Cropper, IV
9923 Stephen Decatur Highway, D-2
Ocean City, Maryland 21842
- C. TAX MAP/PARCEL: Tax Map 69 – Parcel 76 - Tax District 7
- D. SIZE: The petitioned area is 105.34 acres in size.
- E. LOCATION: The petitioned area is located on the southeast side of Dividing Creek Road and Cellar House Road, northeast of Whitesburg Road, northeast of Pocomoke City.
- F. CURRENT USE OF PETITIONED AREA: Undeveloped, consisting primarily of forest and approximately 10 acres of cleared land along the road frontage.
- G. CURRENT ZONING CLASSIFICATION: RP Resource Protection District.
- H. REQUESTED ZONING CLASSIFICATION: A-1 Agricultural District.
- I. ZONING HISTORY: At the time zoning was first established in the 1960's, the petitioned area was given an A-1 Agricultural District classification. The A-1 zoning remained in place during the 1978 and 1992 comprehensive rezonings. During the 2009 comprehensive rezoning, the property was placed in the RP Resource Protection District.
- J. SURROUNDING ZONING: All adjoining properties are zoned A-1 Agricultural District. An area of RP Resource Protection District zoning is located approximately 200 feet to the southeast along both sides of an unnamed branch extending from the Pocomoke River.
- K. COMPREHENSIVE PLAN: According to the 2006 Comprehensive Plan and associated land use map, the petitioned area lies primarily within the Agricultural Land Use Category, with a small area along an unnamed tributary of the Pocomoke River on the property's southern end located within the Green

Infrastructure Land Use Category.

- L. WATER AND WASTEWATER: According to the response memo from Robert J. Mitchell, Director of the Department of Environmental Programs (copy attached), the property has a designation of a Sewer Service Category of S-6 and W-6 (No Planned Service) in the Master Water and Sewerage Plan.
- M. ROAD ACCESS: The petitioned area fronts on both Dividing Creek Road (State-maintained) and Cellar House Road (County-maintained). Cellar House Road is less than half a mile in length, ending at Nassawango Road, which is State-owned and -maintained.

II. APPLICANT'S TESTIMONY BEFORE THE PLANNING COMMISSION

- A. Hugh Cropper, IV, applicants' attorney, Frank G. Lynch, Jr., surveyor, Chris McCabe, environmental consultant, and M. Stephen Ailstock, property owner, were present for the review. Mr. Cropper testified that the application filed for this rezoning request stated that the justification for a rezoning was based upon both a mistake in the existing zoning and a change in the character of the neighborhood, but he was amending the application to remove reference to the "change" so that the rezoning will be based solely on a mistake in the existing zoning. Mr. Cropper stated that there have been three other similar rezonings from RP Resource Protection to A-1 Agricultural District to the north of this property since January 2020, and the most recent one in June 2021 caused the subject property to be completely surrounded on all sides by lands zoned A-1, resulting in spot zoning for this property. In addition to entering the Staff Report as an Exhibit, Mr. Cropper requested that the Findings of Fact adopted by the County Commissioners in the three other rezonings in the vicinity (Case Nos. 425, 429 and 430), be entered as an Exhibit also. [Attached under Section V of the Planning Commission Findings of Fact].

Mr. Cropper summarized the purpose of the RP District as contained in the Zoning Code, and noted that this District is intended to preserve environmentally significant areas of the County and to minimize disturbance of sensitive areas, which include tidal and nontidal wetlands, state-owned natural areas, conservation areas and muck and alluvial soils. He stated that very few uses are permitted, and most uses require Special Exception approval from the Board of Zoning Appeals. Mr. Cropper noted that the subject property has 10 acres of cleared land with the remaining 95 acres forested, and that the property has been timbered for many years. In comparison with the RP District, he summarized the purpose of the A-1 District as contained in the Zoning Code, and noted that this District is intended to preserve, encourage and protect the County's farms and forestry operations. He noted further that this District's purpose mentions "forestry" four separate times, and that the property's forestry use currently and historically is more compatible

with the A-1 District than the RP District, and that it was a mistake to zone this property RP in 2009.

Mr. Cropper introduced his first witness, Chris McCabe, environmental consultant and owner of Coastal Compliance Solutions, LLC. Mr. McCabe confirmed that he had testified in three previous rezoning cases that were similar to this one, and he stated it was his opinion that it was a mistake to zone the subject property RP in 2009 during the County's Comprehensive Rezoning. He agreed that the purpose of the A-1 District is to preserve and encourage forestry operations, and he believed that a rezoning to A-1 would be more consistent with the County's Comprehensive Plan than the current RP zoning. He confirmed that if an owner wished to construct a residence or subdivide the property into several parcels for estate purposes it would be necessary to obtain a Special Exception from the Board of Zoning Appeals under the current zoning, whereas these uses would be permitted in the A-1 District. He noted that the County's Land Use Plan designates this property as "Agricultural" and he testified that there were uplands on the property that could support a dwelling and accessory structures.

Mr. Cropper introduced his second witness, Frank G. Lynch, Jr., land surveyor. Mr. Lynch confirmed that a Special Exception from the Board of Zoning Appeals would be necessary for a subdivision or to construct a residence, and any additions or accessory structures would also require Board approval. Mr. Lynch concurred that the forestry use is more closely aligned with the A-1 Agricultural District, and that it was a mistake to zone the property RP Resource Protection in 2009. He also noted that the property is completely surrounded by other lands zoned A-1 and the proposed rezoning would be more consistent with the County's Comprehensive Plan than the current RP zoning.

In closing, Mr. Cropper stated that the subject property is more consistent with the A-1 Agricultural District than the current RP Resource Protection District zoning. He noted that this property is entirely surrounded by A-1 zoning and all properties to the south retained the A-1 zoning during the County's 2009 Comprehensive Rezoning and it was a mistake to have made the zoning on the subject property RP instead of A-1 in 2009. He summarized that population change in the area has been minimal; there will be no impact on public facilities or transportation patterns if this rezoning is approved; the A-1 District is compatible with existing development and environmental conditions in the area; and the A-1 District is in accordance with the agricultural land use recommendation of the Comprehensive Plan and therefore would better meet the objectives of the Plan.

III. PLANNING COMMISSION'S FINDINGS AND CONCLUSIONS

- A. Regarding the definition of the neighborhood: The Planning Commission found that because Mr. Cropper was basing his argument for a rezoning solely upon a

claim of mistake in the existing zoning, a definition of the neighborhood was not applicable.

- B. Regarding population change: The Planning Commission concluded that there has been no significant change to the population of the vicinity surrounding the petitioned area since the comprehensive rezoning of 2009.
- C. Regarding availability of public facilities: The Planning Commission found that there would be no impact upon public facilities as it pertains to wastewater disposal and the provision of potable water, as potential development will be minimal and will be served by a private septic system and well. Environmental Programs' memo stated that the subject property is in the S-6 category (no planned service) of the Master Water and Sewerage Plan. Additionally, the Planning Commission found that a portion of the property is within the Critical Area and designated Resource Conservation Area (RCA), which limits development to one dwelling per 20 acres, further restricting development potential of the property. Fire and ambulance service will be available from the Pocomoke Volunteer Fire Company's facility, approximately twenty minutes away from the subject property. Police protection will be available from the Maryland State Police Barracks in Berlin, approximately thirty minutes away, and the Worcester County Sheriff's Department in Snow Hill, approximately ten minutes away. The petitioned area is served by the following schools: Snow Hill Elementary School, Snow Hill Middle School, and Snow Hill High School. In consideration of its review, the Planning Commission found that there will be no negative impacts to public facilities and services resulting from the proposed rezoning, and the site will be subject to the limitations of private water and wastewater as well as the Critical Area regulations.
- D. Regarding present and future transportation patterns: The Planning Commission found that the petitioned area fronts on both Dividing Creek Road, a State-maintained road, and Cellar House Road. Cellar House Road is County-maintained and is less than half a mile in total length, and connects with both Dividing Creek Road and Nassawango Road. The Comprehensive Plan classifies Dividing Creek Road/Nassawango Road as a two-lane secondary highway/minor collector highway, and the Plan states that the current configuration of this roadway should be adequate for the planning period, which extends to the year 2025. Based upon its review, the Planning Commission found that there will be no negative impact to the transportation patterns arising from the proposed rezoning of the petitioned area as no significant changes are anticipated.
- E. Regarding compatibility with existing and proposed development and existing environmental conditions in the area, including having no adverse impact to waters included on the State's impaired waters list or having an established total maximum daily load requirement: The Planning Commission found that the

petitioned area contains 10 acres of tilled lands and the remaining approximate 95 acres are forested. The Planning Commission agreed with the Applicant that the petitioned area has historically been forest lands, and that the continued use of the property for timbering, with the potential for minimal residential development, is consistent with the A-1 Agricultural District. The Planning Commission noted that a portion of the property is located within the Chesapeake Bay Critical Area and is designated Resource Conservation Area (RCA). Any development that occurs in the RCA area will be subject to all requirements of the County's Critical Area Ordinance. Based upon its review, the Planning Commission found that the proposed rezoning of the petitioned area from RP Resource Protection District to A-1 Agricultural District is compatible with existing and proposed development and existing environmental conditions in the area.

- F. Regarding compatibility with the Comprehensive Plan: The Planning Commission found that according to the Comprehensive Plan and associated land use plan map, the petitioned area lies predominantly within the Agriculture Land Use category, with a small area along an unnamed tributary of the Pocomoke River on the property's southern end located in the Green Infrastructure Land Use category. The Planning Commission determined that the proposed A-1 Agricultural zoning would be in accordance with the Agriculture Land Use category of the Land Use Plan and is consistent with the Plan's goals and objectives. The portion of the property designated Green Infrastructure on the Land Use Plan is located within the Chesapeake Bay Critical Area and is designated RCA. The rezoning to A-1 will not affect development of this portion of the property as it will be subject to Critical Area requirements.

IV. PLANNING COMMISSION RECOMMENDATION

- A. In consideration of its findings and testimony provided to the Commission, the Planning Commission concluded that there is a mistake in the existing zoning of the petitioned area. Given the current and historical use of the petitioned area as primarily forested lands, a use encouraged in the A-1 Agricultural District, as well as the recommended Agriculture Land Use category in the Comprehensive Plan, the Planning Commission found that it was a mistake to have placed the petitioned area in the RP Resource Protection District designation during the 2009 comprehensive rezoning.

The Planning Commission found that the circumstances of the subject property are similar to three other rezoning cases that have been approved since October 2020 in the general vicinity of the Applicants' property, including the adjoining property to the east. The rezoning of the adjoining property in June 2021 resulted in the Applicants' property being entirely surrounded by A-1 zoning and the approval of this rezoning request will eliminate a "spot" zoning situation.

V. RELATED MATERIALS AND ATTACHMENTS

- A. Staff Report with Attachments
- B. Findings of Fact for Rezoning Case No. 425 Approved by the County Commissioners on Oct. 6, 2020
- C. Findings of Fact for Rezoning Case No. 429 Approved by the County Commissioners on June 1, 2021
- D. Findings of Fact for Rezoning Case No. 430 Approved by the County Commissioners on June 1, 2021

STAFF REPORT**REZONING CASE NO. 433**

PROPERTY OWNER: M. Stephen and Rita D. Ailstock
331 Ternwing Drive
Arnold, MD 21012

ATTORNEY: Hugh Cropper, IV
9923 Stephen Decatur Highway, D-2
Ocean City, Maryland 21842

TAX MAP/PARCEL INFO: Tax Map 69 – Parcel 76 - Tax District 7

SIZE: The petitioned area is 105.34 acres in size.

LOCATION: The petitioned area is located on the southeast side of Dividing Creek Road and Cellar House Road, approximately 900 feet northeast of Whitesburg Road and 1,600 feet northwest of the Pocomoke River, and is also northeast of Pocomoke City.

CURRENT USE OF PETITIONED AREA: The property is undeveloped, with the majority of the property forested and approximately 10 acres of tilled land located along the road frontage.

CURRENT ZONING CLASSIFICATION: RP Resource Protection District.

As defined in the Zoning Code, the intent of this district is to preserve the environmentally significant areas of the County and to protect its natural resources in all areas. The district includes those areas of the County which pose constraints for development or where development could have a substantially adverse environmental effect. The Code further states that development potential within this district is severely limited; however, some minor development may be carried out, provided it is done in a manner sufficiently sensitive to the existing natural environment and visual character of the site.

REQUESTED ZONING CLASSIFICATION: A-1 Agricultural District.

As defined in the Zoning Code, the intent of this district is to preserve, encourage and protect the County's farms and forestry operations and their economic productivity and to ensure that agricultural and forestry enterprises will continue to have the necessary flexibility to adjust their production as economic conditions change. The Code also states, in part, that this district is also intended to protect the land base resources for the County's agricultural and forestry industries from the disruptive effects of major subdivision or nonagricultural commercialization.

APPLICANT'S BASIS FOR REZONING: The application indicates the basis for the rezoning is a mistake in the existing zoning, but that there is also evidence of a change in the character of the neighborhood due to other similar rezonings that have occurred in the area.

ZONING HISTORY: At the time zoning was first established in the 1960's, the petitioned area was given an A-1 Agricultural District classification. The A-1 zoning remained in place during the 1978 and 1992 comprehensive rezonings. During the 2009 comprehensive rezoning, the property was placed in the RP Resource Protection District.

SURROUNDING ZONING: All adjoining properties are zoned A-1 Agricultural District. An area of RP Resource Protection District zoning is located approximately 200' to the southeast along both sides of an unnamed branch extending from the Pocomoke River.

This property adjoins two other parcels to the east that were the subject of a rezoning case heard by the Planning Commission on 4/21/2021 (Rezoning Case #430). In that case, the Planning Commission forwarded a favorable recommendation to the County Commissioners that the properties be rezoned from RP to A-1, and the County Commissioners approved the rezoning on 6/1/2021.

COMPREHENSIVE PLAN:

The County's Comprehensive Plan was adopted by the County Commissioners on March 7, 2006, and is intended to be a general guide for future development in the County. Whether a proposed rezoning is compatible with the recommendations of the Comprehensive Plan is one of the criteria that must be considered in all rezoning requests, as listed in Section 1-113(c)3 of the Zoning Ordinance and as summarized at the end of this Staff Report.

According to Chapter 2 – Land Use of the Comprehensive Plan and associated land use map, the petitioned area lies primarily within the Agriculture Land Use Category, with a small area along an unnamed tributary of the Pocomoke River on the property's southern end located within the Green Infrastructure Land Use Category. With regard to the Agricultural Land Use Category, the Comprehensive Plan states the following:

“The importance of agriculture to the county cannot be overstated. Its significance is economic, cultural, environmental, and aesthetic. Agriculture is simply the bedrock of the county's way of life. . . . The county must do all it can do to preserve farming as a viable industry. This category is reserved for farming, forestry and related industries with minimal residential and other incompatible uses permitted. Large contiguous areas of productive farms and forest shall be maintained for agricultural uses. . . . Residential and other conflicting land uses, although permitted, are discouraged. . . . Also as a general policy, the practice of not rezoning agricultural land for other uses should continue.”
(Page 18)

With respect to the Green Infrastructure Land Use Category, the Comprehensive Plan states that this category addresses state and locally designated natural and open spaces and that these are designated to preserve environmentally significant areas and to maintain the environmental functionality of the County's landscape. It states that greenways improve water quality, provide flood control and maintain the County's rural and coastal character. The Comprehensive Plan further states that this category includes conservation zones, which are highly restricted due to

their special sensitivity and that conservation areas are defined by their soils (muck), state owned natural areas, existing conservation zoning, tidal wetlands, and selected riparian corridors. It also states that greenway and conservation areas have distinct physical characteristics which make them special habitat areas or place extreme limitations on development and that such areas are “place dependent”, that is, they only occur at specific locations. Their identification and preservation must be proactively addressed and after-the-fact mitigation and restoration is expensive and often of limited effect. The Comprehensive Plan also states that the green infrastructure system is designed to maintain existing resource areas and, where absent, create sufficient natural “corridors” linking larger green “hubs”.

Pertinent objectives cited in Chapter 2 – Land Use state the following:

2. Continue the dominance of agriculture and forestry uses throughout the county’s less developed regions.
3. Maintain the character of the county’s existing population centers.
4. Provide for appropriate residential, commercial, institutional, and industrial uses.
5. Locate new development in or near existing population centers and within planned growth centers.
8. Regulate development to minimize consumption of land, while continuing the county’s rural and coastal character.
9. Minimize conflicts among land uses due to noise, smoke, dust, odors, lighting, and heavy traffic.
11. Set high environmental standards for new development, especially in designated growth areas.
12. Develop green infrastructure system.
13. Expand the protection of the Coastal Bays and the Pocomoke River drainage basins through watershed plans and their implementation.
19. Limit rural development to uses compatible with agriculture and forestry.
20. Direct new development in growth areas to planned communities.

(Pages 12, 13)

In Chapter 3, Natural Resources, pertinent objectives include the following:

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 a universal ethic.
3. Identify and protect environmentally sensitive areas.
4. Restore and/or enhance natural resource functions where possible.
8. Conserve resources by reducing unnecessary consumption.

10. Establish sufficient buffers for sensitive areas.

(Page 33)

In Chapter 7 – Transportation, the Comprehensive Plan states that “the county’s rural road system continues to have an excellent service record. Local car and truck traffic share this system with farm machinery. On-going maintenance will remain the primary need for these roads. Due to their configuration, rural roads within this plan’s growth areas will require improvements to handle the expected additional traffic.” (Page 80)

Chapter 7 also addresses MD 364 Dividing Creek/Nassawango Road and describes it as a Two Lane Secondary Highway/Minor Collector Highway. The Plan further states that “this minor collector begins at US 13 west of Pocomoke City and links to MD 354 [Whiton Road] to the north of Snow Hill. This roadway’s current configuration should be adequate for the planning period.” (Page 87)

In this same chapter, under the heading General Recommendations – Roadways, it states the following:

1. Acceptable Levels of Service—It is this plan’s policy that the minimal acceptable level of service for all roadways be LOS C. Developers shall be responsible for maintaining this standard.
3. Traffic studies--Developers should provide traffic studies to assess the effect of each major development on the LOS for nearby roadways.
4. Impacted Roads--Roads that regularly have LOS D or below during weekly peaks are considered “impacted.” Areas surrounding impacted roads should be planned for minimal development (infill existing lots). Plans and funding for improving such roads should be developed.
5. Impacted Intersections--Upgrade intersections that have fallen below a LOS C, for example, the intersection of US 13 and MD 756 Old Snow Hill Road, intersection of MD 589 and US 50.

(Page 87)

WATER AND WASTEWATER: According to the response memo from Robert J. Mitchell, Director of the Department of Environmental Programs (copy attached), the property has a designation of a Water and Sewer Service Category of S-6 and W-6 (No Planned Service) in the Master Water and Sewerage Plan. His Department’s records indicate that soil evaluation activities to date have not yielded a suitable perc test to build. No comments were received from the County’s Public Works Department.

The primary soil types on the petitioned area according to the Worcester County Soil Survey are as follows:

Fa – Fallsington sandy loam, severe limitations to on-site wastewater disposal
In – Indiantown silt loam, severe limitations to on-site wastewater disposal

Ke – Kentuck silt loam, severe limitations to on-site wastewater disposal
 Ma – Manahawkin muck, severe limitations to on-site wastewater disposal
 MpA – Mattapex fine sandy loam, severe limitations to on-site wastewater disposal
 Ot – Othello silt loam, severe limitations to on-site wastewater disposal

Soils on the property are predominantly hydric and are generally poorly drained.

EMERGENCY SERVICES: Fire and ambulance service are available from the Pocomoke City Volunteer Fire Company, located approximately twenty minutes away. The Fire Chief responded that they had no objections to the proposed rezoning. Police protection will be available from the Maryland State Police Barracks in Berlin, approximately thirty-five minutes away, and the Worcester County Sheriff's Office in Snow Hill, approximately fifteen minutes away. The Sheriff's Office responded that they had no comments, and no comments were received from the Maryland State Police Barracks.

ROADWAYS AND TRANSPORTATION: The petitioned area fronts on both Dividing Creek Road (State maintained) and Cellar House Road (County maintained). It should be noted that Cellar House Road is less than half a mile in length, beginning and ending at Nassawango Road, which is State-owned and -maintained. No comments were received from the State Highway Administration or the County Roads Department.

SCHOOLS: The petitioned area is within Zone 5 of the Worcester County Public School Zones and is served by the following schools: Pocomoke Elementary School, Pocomoke Middle School, and Pocomoke High School. No comments were received from the Worcester County Board of Education (WCBOE).

CHESAPEAKE/ ATLANTIC COASTAL BAYS CRITICAL AREAS: Mr. Mitchell also notes in his memorandum that the petitioned area is partially located within the boundaries of the Chesapeake Bay Critical Area (CBCA). The portion that is within the CBCA is designated as a Resource Conservation Area (RCA) and is considered non-waterfront. He further states that RCA's are areas characterized by nature-dominated environments (i.e. wetlands, forests and abandoned fields) and resource-utilization activities (i.e. agriculture, forestry, fisheries and aquaculture). He stated that allowed uses within the A-1 Agricultural District support the County's farms and forestry operations, and that any future land use changes or development must meet the requirements for development in the RCA.

Any rezoning application located wholly or partially within the Critical Area requires that notification be sent to the Critical Area Commission (CAC). Mr. Mitchell has attached the comments provided by M. Claudia Jones, Science Advisor with the CAC. Ms. Jones states that a zoning map amendment may only be made in the Critical Area on the basis of a mistake in the existing zoning *and* a local jurisdiction must determine that the change is wholly consistent with the Critical Area land classification. Ms. Jones further states that if the County determines there is a mistake in the existing zoning, the CAC will not oppose the proposed rezoning provided that any future land use changes and/or development meet the requirements for development in the RCA. These include a lot coverage limitation of 15%; limitations on tree clearing of 30%

without the granting of a variance (except for approved timber harvests), 15% afforestation, and stormwater management.

For those lands outside of the CBCA, Mr. Mitchell notes that those areas will be subject to the Forest Conservation Law (FCL). The afforestation threshold is 20% and the reforestation threshold is 50%, and if the rezoning is approved, future development will need to meet the FCL requirements in effect at the time of development.

FLOOD ZONE: The FIRM maps (24047C0225H and 24047C0335H, effective July 16, 2015) indicate that this property is located in Zone X (Area of Minimal Flood Hazard).

PRIORITY FUNDING AREA: The petitioned area is not within a designated Priority Funding Area.

INCORPORATED TOWNS: This site is not within one mile of any incorporated town; the closest municipality is Pocomoke City approximately five miles to the southwest.

ADDITIONAL COMMENTS RECEIVED: N/A.

!!**IMPORTANT**!!

THE PLANNING COMMISSION MUST MAKE FINDINGS OF FACT IN EACH SPECIFIC CASE, INCLUDING BUT NOT LIMITED TO THE FOLLOWING MATTERS:

1. What is the applicant's definition of the neighborhood in which the subject property is located? (Not applicable if request is based solely on a claim of mistake in existing zoning.)
2. Does the Planning Commission concur with the applicant's definition of the neighborhood? If not, how does the Planning Commission define the neighborhood?
3. Relating to population change.
4. Relating to availability of public facilities.
5. Relating to present and future transportation patterns.
6. Relating to compatibility with existing and proposed development and existing environmental conditions in the area, including having no adverse impact on waters included on the State's impaired waters list or having an established total maximum daily load requirement.
7. Relating to compatibility with the Comprehensive Plan.

8. Has there been a substantial change in the character of the neighborhood where the property is located since the last zoning of the property (November 3, 2009) or is there a mistake in the existing zoning of the property?
9. Would a change in zoning be more desirable in terms of the objectives of the Comprehensive Plan?

Worcester County Commissioners
Worcester County Government Center
One W. Market Street, Room 1103
Snow Hill, Maryland 21863

PLEASE TYPE
OR PRINT IN
INK

APPLICATION FOR AMENDMENT OF OFFICIAL ZONING MAP

(Office Use One - Please Do Not Write In This Space)

Rezoning Case No. 433

Date Received by Office of County Commissioners: _____

Date Received by Development, Review and Permitting: 9/29/2021

Date Reviewed by Planning Commission: _____

I. Application

Proposals for amendment of the Official Zoning Maps may be made only by a governmental agency or by the property owner, contract purchaser, option holder, leasee, or their attorney or agent of the property to be directly affected by the proposed amendment. Check applicable status below:

- A. _____ Governmental Agency
B. _____ Property Owner
C. _____ Contract Purchaser
D. _____ Option Holder
E. _____ Leasee
F. XXX Attorney for B (Insert A, B, C, D, or E)
G. _____ Agent of _____ (Insert A, B, C, D, or E)

II. Legal Description of Property

- A. Tax Map/Zoning Map Number(s): 69
B. Parcel Number(s): 76
C. Lot Number(s), if applicable: _____
D. Tax District Number: 7th

III. Physical Description of Property

- A. Located on the Southeast side of Dividing Creek Road.
B. Consisting of a total of 105.34 ^{JKL} ~~110.36~~ acres of land.
C. Other descriptive physical features or characteristics

necessary to accurately locate the petitioned area:

- D. Petitions for map amendments shall be accompanied by a plat drawn to scale showing property lines, the existing and proposed district boundaries and such other information as the Planning Commission may need in order to locate and plot the amendment on the Official Zoning Maps.

IV. Requested Change to Zoning Classification(s)

- A. Existing zoning classification(s): RP, Resource Protection
(Name and Zoning District)
- B. Acreage of zoning classification(s) in "A" above: 110.36
- C. Requested zoning classification(s): A-1, Agricultural District
(Name and Zoning District)
- D. Acreage of zoning classification(s) in "C" above: 110.36

V. Reasons for Requested Change

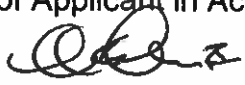
The County Commissioners may grant a map amendment based upon a finding that there: (a) has been a substantial change in the character of the neighborhood where the property is located since the last zoning of the property, or (b) is a mistake in the existing zoning classification and that a change in zoning would be more desirable in terms of the objectives of the Comprehensive Plan.


- A. Please list reasons or other information as to why the rezoning change is requested, including whether the request is based upon a claim of change in the character of the neighborhood or a mistake in existing zoning:

This rezoning is based upon a mistake. A more detailed summary is attached.

IV. Filing Information and Required Signatures

- A. Every application shall contain the following information:
1. If the application is made by a person other than the property owner, the application shall be co-signed by the property owner or the property owner's attorney.

2. If the applicant is a corporation, the names and mailing addresses of the officers, directors and all stockholders owning more than 20 percent of the capital stock of the corporation.
 3. If the applicant is a partnership, whether a general or limited partnership, the names and mailing addresses of all partners who own more than 20 percent of the interest of the partnership.
 4. If the applicant is an individual, his/her name and mailing address.
 5. If the applicant is a joint venture, unincorporated association, real estate investment trust or other business trust, the names and mailing addresses of all persons holding an interest of more than 20 percent in the joint venture, unincorporated association, real estate investment trust or other business trust.
- B. Signature of Applicant in Accordance with VI.A. above.
- Signature: 
- Printed Name of Applicant: Hugh Cropper, IV, Attorney for Property Owner
- Mailing Address: 9923 Stephen Decatur Hwy., D-2, Ocean City, MD 21842 Phone Number: 410-4213-2681
- E-Mail: hcropper@bbcmlaw.com
- Date: September 29, 2021

- C. Signature of Property Owner in Accordance with VI.A. above
- Signature:  , attorney for Ailstock
- Printed Name of Owner: M. Stephen & Rita D. Ailstock
- Mailing Address: 331 Ternwing Drive, Arnold, MD 21012-1950
- Phone Number: 443-699-0618
- E-Mail: steve@ailstock.com
- Date: September 28, 2021

(Please use additional pages and attach to application if more space is required.)

VII. General Information Relating to the Rezoning Process

- A. Applications shall only be accepted from January 1st to January

31st, May 1st to May 31st, and September 1st to September 30th of any calendar year.

- B. Applications for map amendments shall be addressed to and filed with the Office of the County Commissioners. The required filing fee must accompany the application.
- C. Any officially filed amendment or other change shall first be referred by the County Commissioners to the Planning Commission for an investigation and recommendation. The Planning Commission may make such investigations as it deems appropriate or necessary and for the purpose may require the submission of pertinent information by any person concerned and may hold such public hearings as are appropriate in its judgment.

The Planning Commission shall formulate its recommendation on said amendment or change and shall submit its recommendation and pertinent supporting information to the County Commissioners within 90 days after the Planning Commission's decision of recommendation, unless an extension of time is granted by the County Commissioners.

After receiving the recommendation of the Planning Commission concerning any such amendment, and before adopting or denying same, the County Commissioners shall hold a public hearing in reference thereto in order that parties of interest and citizens shall have an opportunity to be heard. The County Commissioners shall give public notice of such hearing.

- D. Where the purpose and effect of the proposed amendment is to change the zoning classification of property, the County Commissioners shall make findings of fact in each specific case including but not limited to the following matters:

population change, availability of public facilities, present and future transportation patterns, compatibility with existing and proposed development and existing environmental conditions for the area, including no adverse impact on waters included on the State's Impaired Waters List or having an established total maximum daily load requirement, the recommendation of the Planning Commission, and compatibility with the County's Comprehensive Plan. The County Commissioners may grant the map amendment based upon a finding that (a) there a substantial change in the character of the neighborhood where the property is located since the last zoning of the property, or (b) there is a mistake in the existing zoning classification and that a change in zoning would be

more desirable in terms of the objectives of the Comprehensive Plan.

The fact that an application for a map amendment complies with all of the specific requirements and purposes set forth above shall not be deemed to create a presumption that the proposed reclassification and resulting development would in fact be compatible with the surrounding land uses and is not, in itself, sufficient to require the granting of the application.

- E. No application for map amendment shall be accepted for filing by the office of the County Commissioners if the application is for the reclassification of the whole or any part of the land for which the County Commissioners have denied reclassification within the previous 12 months as measured from the date of the County Commissioners' vote of denial. However, the County Commissioners may grant reasonable continuance for good cause or may allow the applicant to withdraw an application for map amendment at any time, provided that if the request for withdrawal is made after publication of the notice of public hearing, no application for reclassification of all or any part of the land which is the subject of the application shall be allowed within 12 months following the date of such withdrawal, unless the County Commissioners specify by formal resolution that the time limitation shall not apply.

ATTACHMENT IN SUPPORT OF REZONING APPLICATION

INTRODUCTION

M. Stephen Ailstock and Rita D. Ailstock, his wife, by their attorney, Hugh Cropper IV, respectfully submit the following in support of their Rezoning Application.

The entirety of the subject property, just over 100 acres, is zoned RP, Resource Protection District. This was a mistake in the November 3, 2009 Comprehensive Rezoning; the property should have been zoned A-1, Agricultural District.

The mistake is evident by the fact that the Ailstock property was formerly part of the Cellar House Farm, the entirety of which (excluding wetlands) was rezoned in Rezoning Case No. 430, Resolution Number 21-3, approved June 1, 2021.

The Ailstock property is now essentially spot zoning. Cellar House Farm is zoned Agricultural, and all of the properties to the south are zoned Agricultural.

As further evidence of the mistake, the properties to the south were **already** zoned Agricultural, namely the Bloom Farm, and the Glad-Mar Dairyland Company, Inc. property. The remainder of the Pocomoke River properties are zoned Agricultural, almost all the way to Pocomoke.

The Ailstock property has been used as a timber farm, which is a commercial agricultural use. In addition to being part of the Cellar House Farm, a portion was also owned by E.S. Adkins, as part of their large timber holdings. They actively managed, and commercially sold, timber throughout Worcester and

Wicomico Counties.

Although not necessarily evidence of a mistake, the property is protected by private deed restrictions (which are consistent with the proposed Agricultural Zoning). John L. Graham, III, owner of the Cellar House Farm, retained several deed restrictions, such as the prohibition against commercial chicken or hog operations, in the 1990 conveyance. Therefore, this is a perfect spot for the rezoning, agricultural uses will be permitted, but those which may have environmental harm such as chicken houses, will be prohibited.

The Agricultural designation will give Mr. and Mrs. Ailstock the opportunity to possibly do an agricultural subdivision in the future, for the benefit of estate planning.

Finally, by virtue of the aforementioned rezoning of the Cellar House Farm, plus other rezonings of farms along the Pocomoke River (such as the Daniel Strickland Hope Farm), there has been a change in the character of the neighborhood.

In conclusion, the basis for this rezoning is a mistake. However, there has also been a change in the character of the neighborhood, which consists of the large waterfront farms along the Pocomoke River.

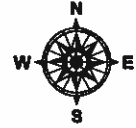
Respectfully submitted,



Hugh Cropper IV
Attorney for Owners M. Stephen and
Rita D. Ailstock

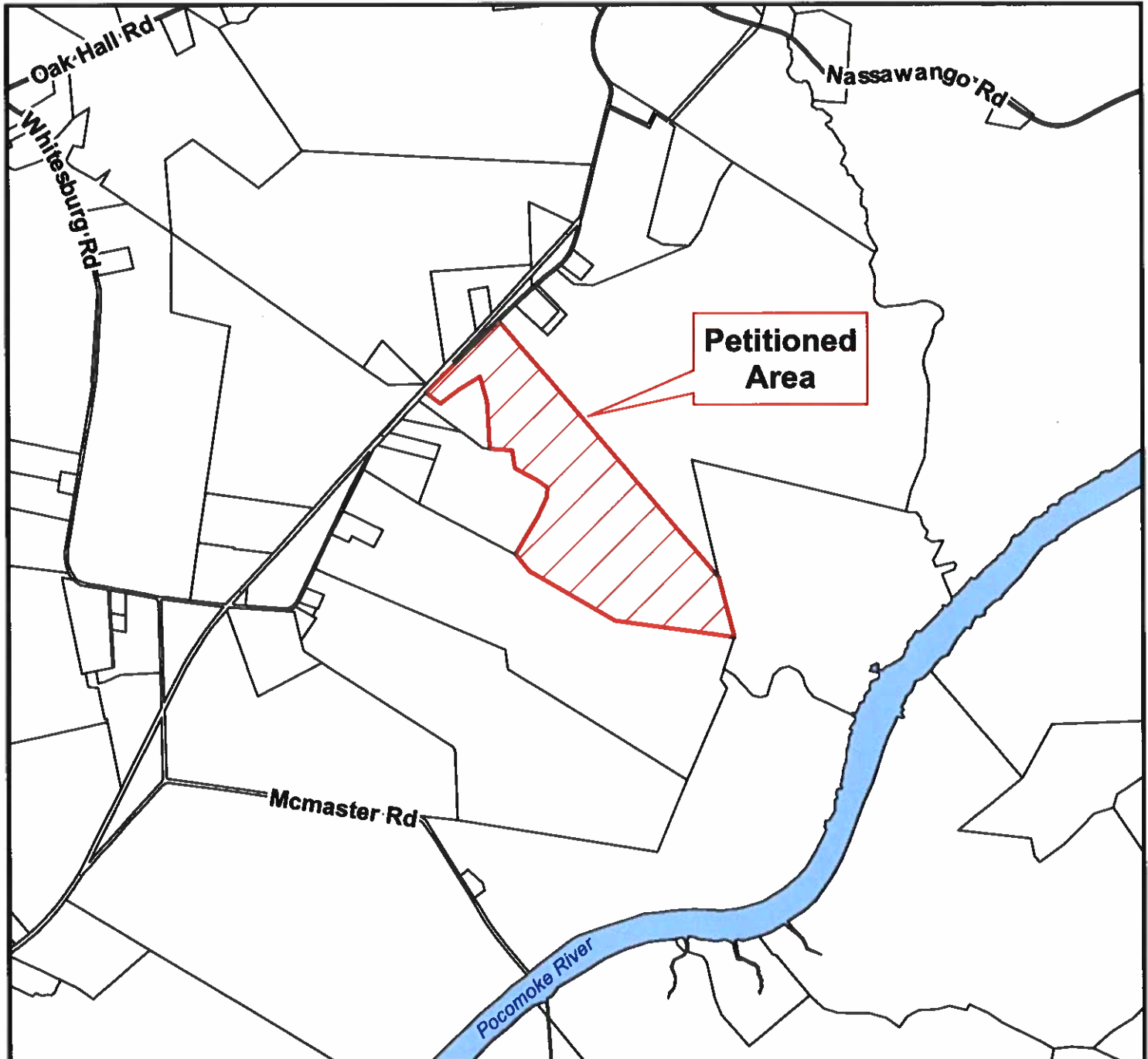


WORCESTER COUNTY, MARYLAND



REZONING CASE NO. 433
RP Resource Protection District to A-1 Agricultural District
Tax Map:69, Parcel 76

LOCATION MAP



DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING
Technical Services Division - Prepared October 2021

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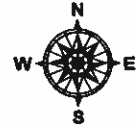
Source: Worcester County GIS Data Layers

Drawn By: KLH Reviewed By: JKK

This map is intended to be used for illustrative purposes only and is not to be used for regulatory action.

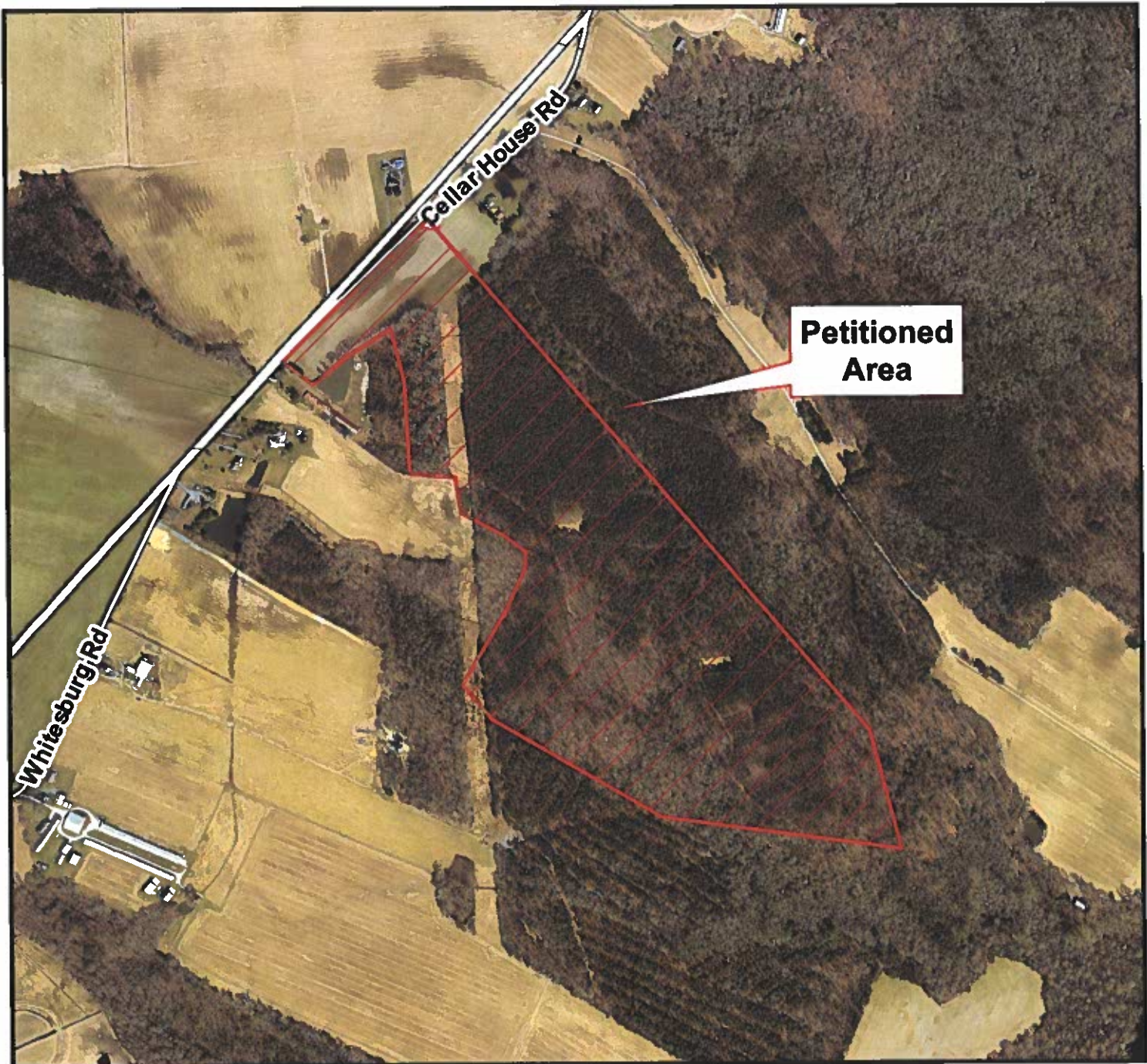


WORCESTER COUNTY, MARYLAND



REZONING CASE NO. 433
 RP Resource Protection District to A-1 Agricultural District
 Tax Map:69, Parcel 76

AERIAL MAP



DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING
 Technical Services Division - Prepared October 2021

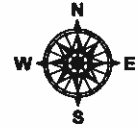
Source: Worcester County GIS Data Layers, 2019 Aerial Imagery
 This map is intended to be used for illustrative purposes only and is not to be used for regulatory action.

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Drawn By: KLH Reviewed By: JKK



WORCESTER COUNTY, MARYLAND



REZONING CASE NO. 433
 RP Resource Protection District to A-1 Agricultural District
 Tax Map:69, Parcel 76

ZONING MAP



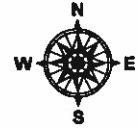
DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING
 Technical Services Division - Prepared October 2021

Source: Worcester County GIS Data Layers, 2009 Official Zoning Map
 This map is intended to be used for illustrative purposes only and is not to be used for regulatory action.

Drawn By: KLH Reviewed By: JKK

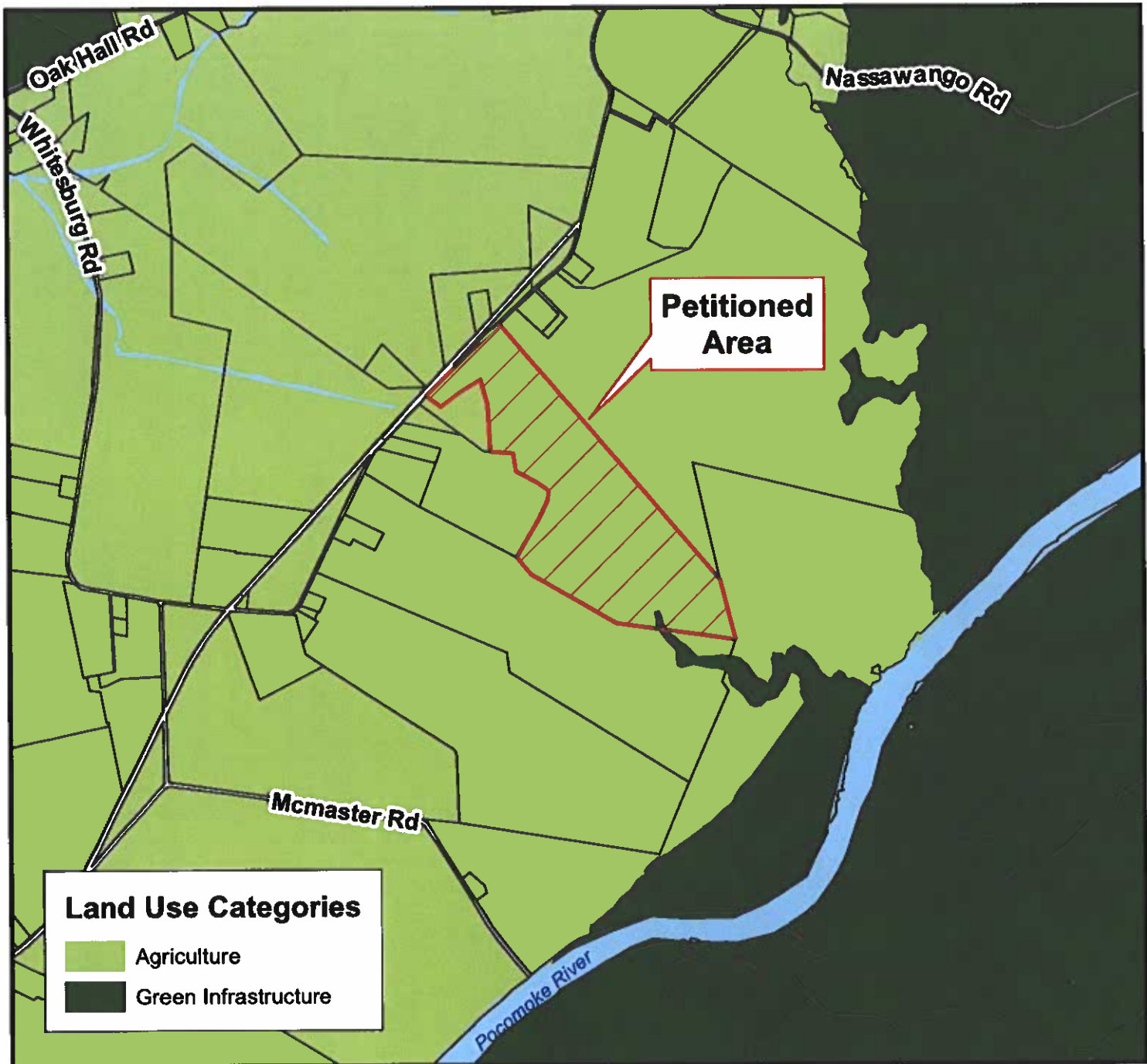


WORCESTER COUNTY, MARYLAND



REZONING CASE NO. 433
RP Resource Protection District to A-1 Agricultural District
Tax Map:69, Parcel 76

LAND USE MAP



DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING
Technical Services Division - Prepared October 2021

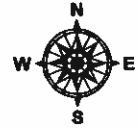
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Source: Worcester County GIS Data Layers, 2006 Official Land Use Map
This map is intended to be used for illustrative purposes only and is not to be used for regulatory action.

Drawn By: KLH Reviewed By: JKK

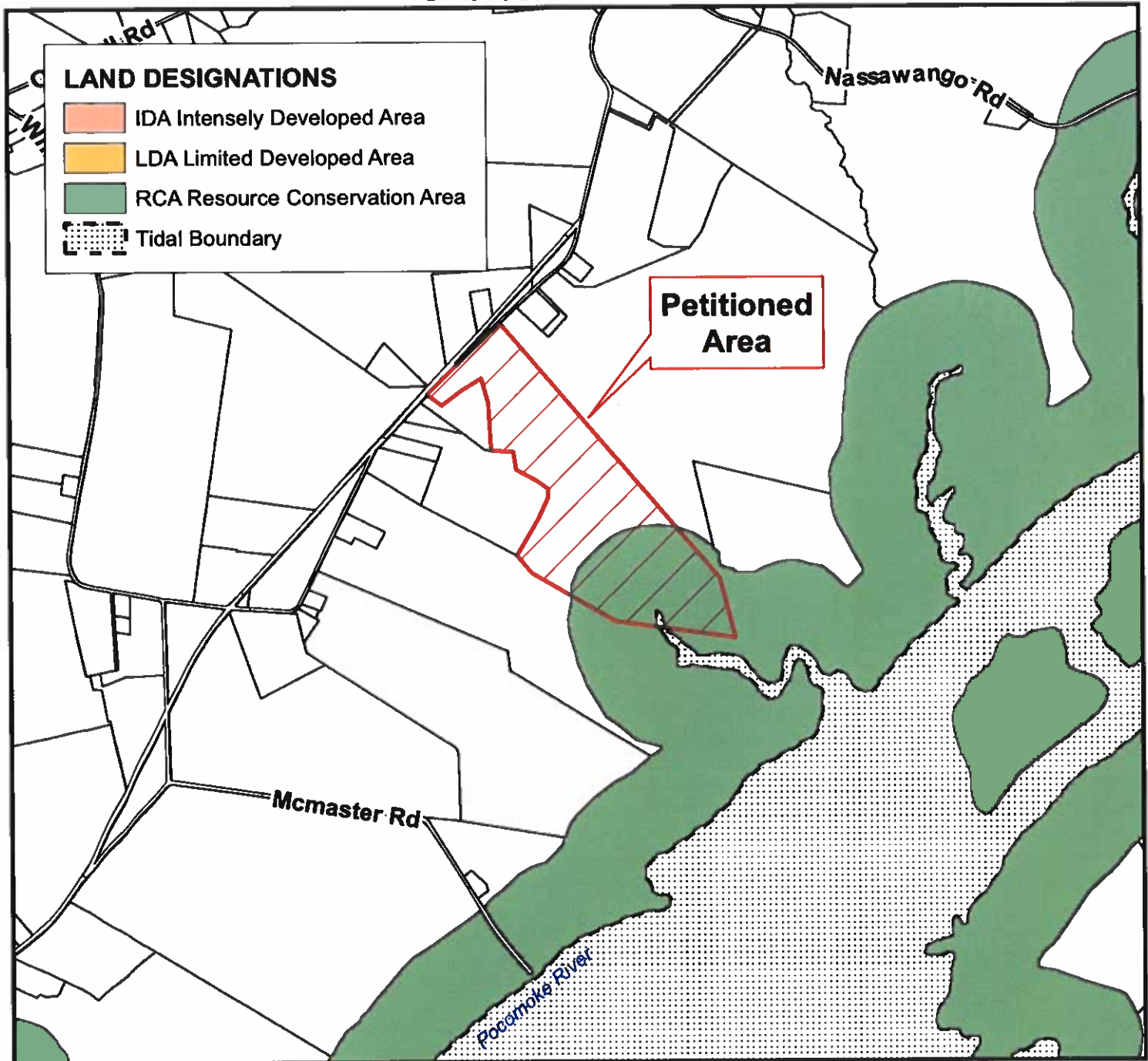


WORCESTER COUNTY, MARYLAND



REZONING CASE NO. 433
RP Resource Protection District to A-1 Agricultural District
Tax Map:69, Parcel 76

CRITICAL AREA MAP



DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING
Technical Services Division - Prepared October 2021

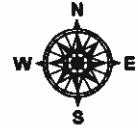
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Source: Worcester County GIS Data Layers, Chesapeake Bay Critical Area Map
This map is intended to be used for illustrative purposes only and is not to be used for regulatory action.

Drawn By: KLH Reviewed By: JKK

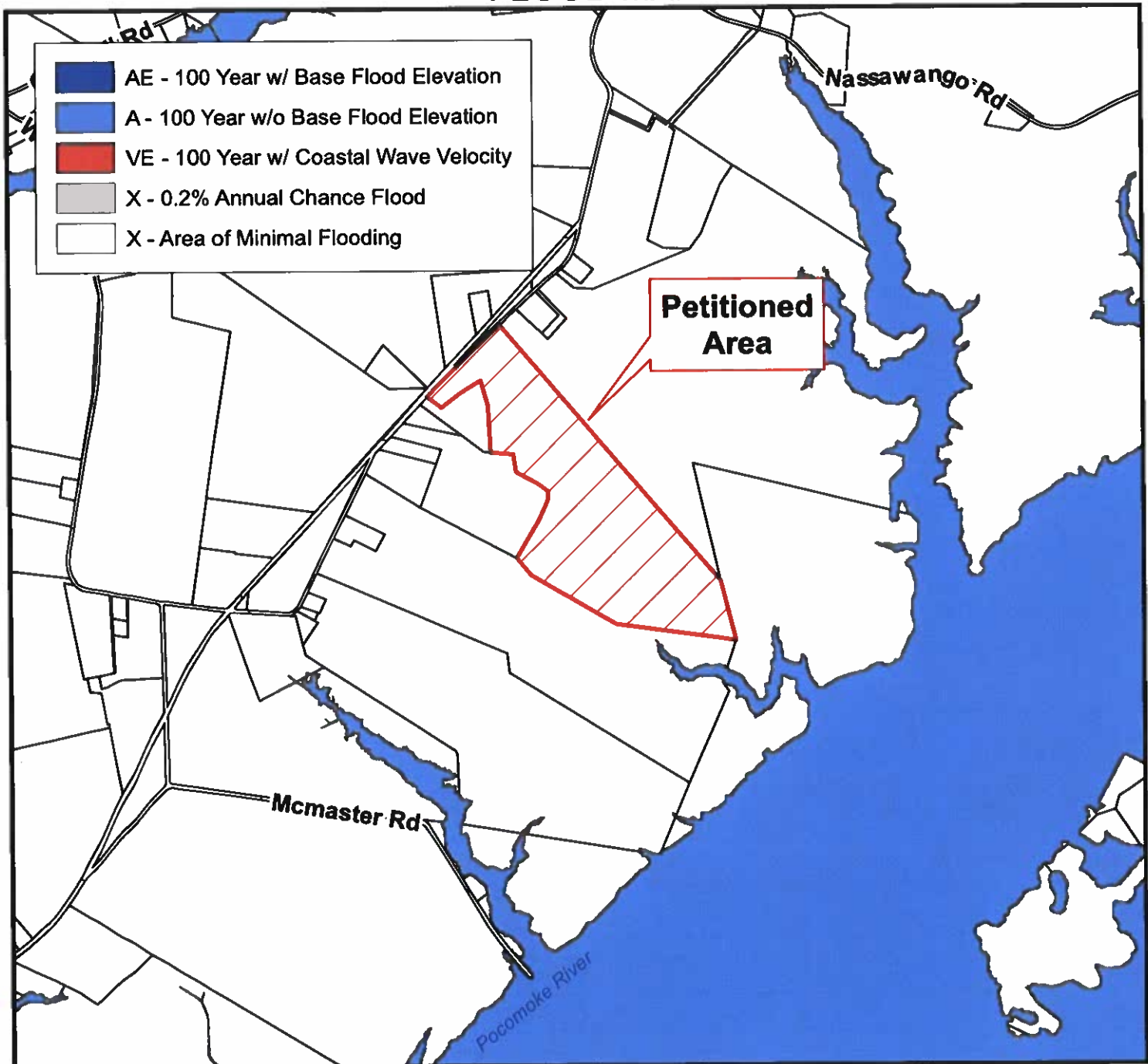


WORCESTER COUNTY, MARYLAND



REZONING CASE NO. 433
RP Resource Protection District to A-1 Agricultural District
Tax Map:69, Parcel 76

FLOOD MAP



DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING
Technical Services Division - Prepared October 2021

Source: Worcester County GIS Data Layers, 2015 FEMA Flood Insurance Rate Map
 This map is intended to be used for illustrative purposes only and is not to be used for regulatory action.

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Drawn By: KLH Reviewed By: JKK

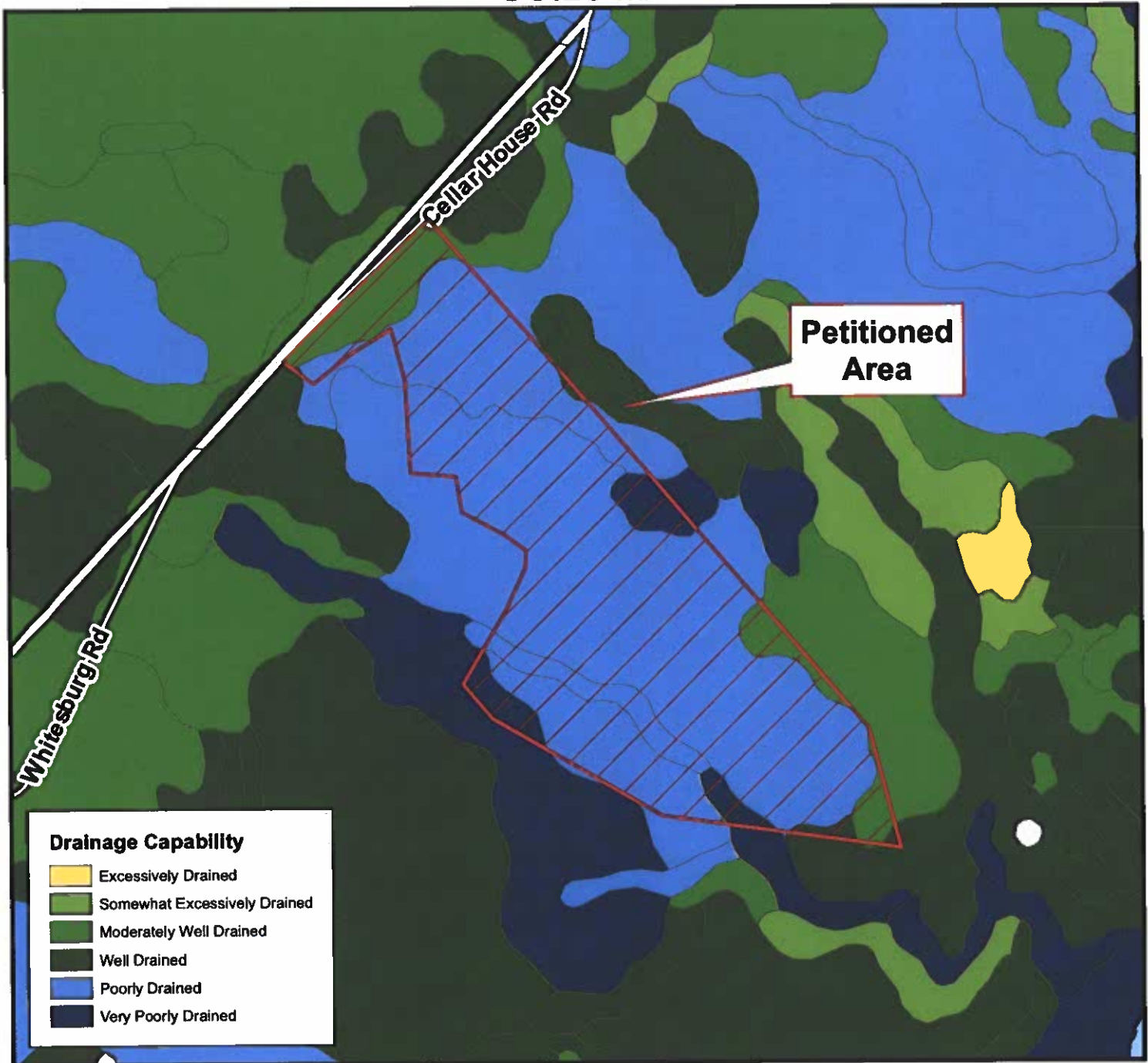


WORCESTER COUNTY, MARYLAND



REZONING CASE NO. 433
 RP Resource Protection District to A-1 Agricultural District
 Tax Map:69, Parcel 76

SOILS MAP



DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING
 Technical Services Division - Prepared October 2021

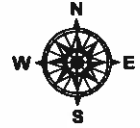
Source: Worcester County GIS Data Layers, 2007 Soil Survey

This map is intended to be used for illustrative purposes only and is not to be used for regulatory action.

Drawn By: KLH Reviewed By: JKK

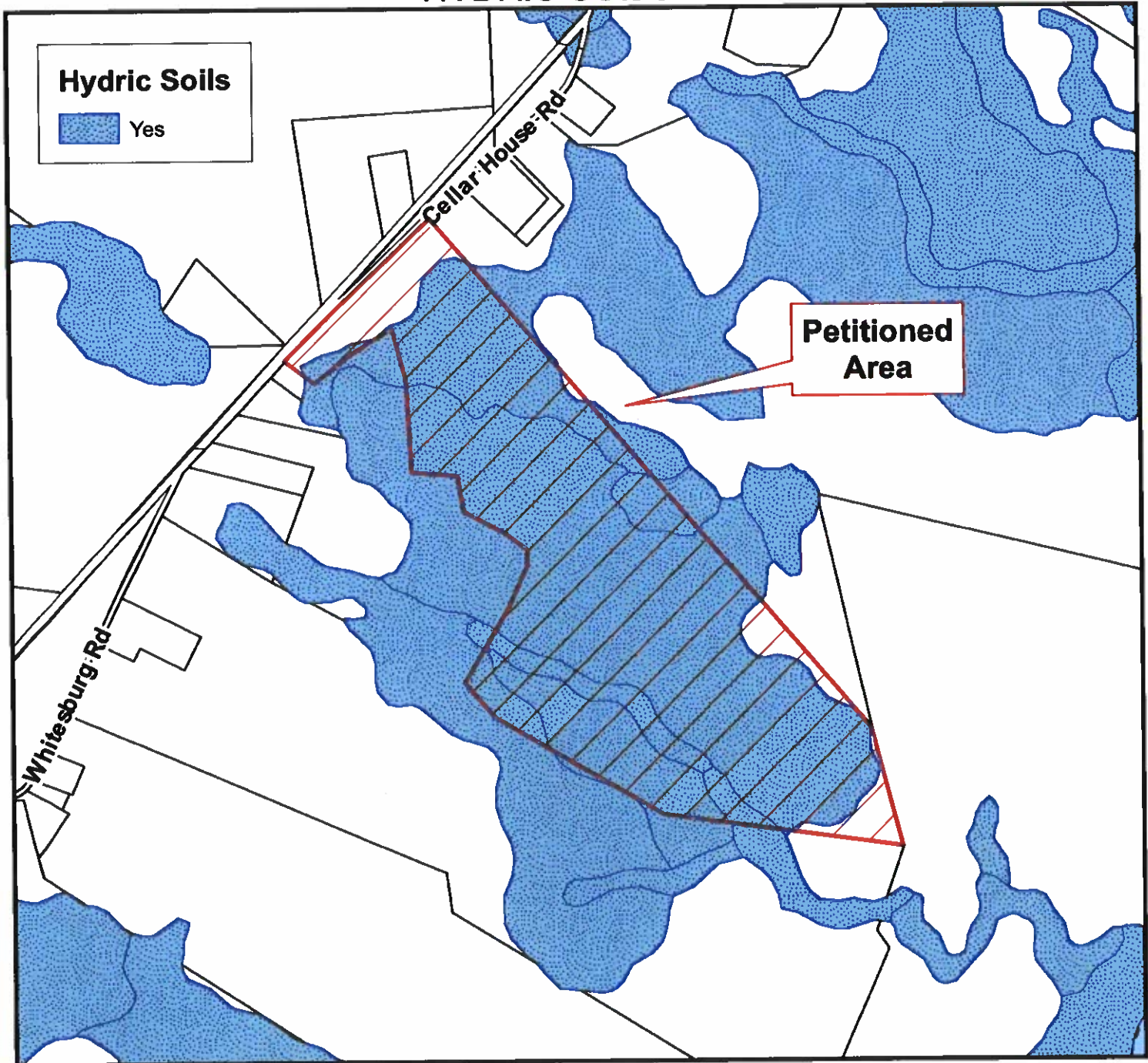


WORCESTER COUNTY, MARYLAND



REZONING CASE NO. 433
 RP Resource Protection District to A-1 Agricultural District
 Tax Map:69, Parcel 76

HYDRIC SOILS MAP



DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING
 Technical Services Division - Prepared October 2021

Source: Worcester County GIS Data Layers, 2007 Soil Survey
 This map is intended to be used for illustrative purposes only and is not to be used for regulatory action.

Drawn By: KLH Reviewed By: JKK



Worcester County
Department of Environmental Programs

Memorandum

To: Gary Pusey, Deputy Director, DDRP

From: Robert J. Mitchell, LEHS, REHS/RS
Director, Environmental Programs *RM*

Subject: EP Staff Comments on Rezoning Case No. 433
Worcester County Tax Map 69, Parcel 76
Reclassify approximately 105.34 Total Acres of
RP- Resource Protection District to A-1 Agricultural District

Date: 11/12/21

This response to your request for comments is prepared for the map amendment application associated with the above referenced property. The Worcester County *Zoning and Subdivision Control Article*, Section ZS1-113(c)(3), states that the applicant must affirmatively demonstrate that there has been a substantial change in the character of the neighborhood since the last zoning of the property or that a mistake has been made in the existing zoning classification. The application argues that there was a mistake in the Comprehensive Rezoning that was approved by the County Commissioners on November 3, 2009. The Code requires that the Commissioners find that the proposed "change in zoning" would be more desirable in terms of the objectives of the *Comprehensive Plan*.

The Department of Environmental Programs has the following comments:

1. This property has an agricultural land use designation in the Land Use Map in the Worcester County Comprehensive Plan (*Comprehensive Plan*), while a very small (0.36 acre) portion along the southern edge is located in the Green Infrastructure District. The Agricultural land use designation is reserved for farming, forestry and related industries with minimal residential and other incompatible uses permitted. It is expected that residential and other conflicting land uses although permitted, are discouraged within this district. The adjacent properties to the north, south and west, are entirely covered within an Agricultural land use district, with the properties to the east having certain portions fronting the Pocumoke River, where a Green Infrastructure designation is found to be included.

Citizens and Government Working Together

2. The existing property is not improved at this time. File records indicate that soil evaluation activities to date have not yielded a suitable perc test to build. The subject property has a designation of a Sewer and Water Service Category of S-6/W-6 and (No Planned Service) in the *Master Water and Sewerage Plan*.
3. This rezoning is partially located within the Chesapeake Bay Critical Area (CBCA). The parcel is designated as a Resource Conservation Area (RCA) and is considered non-waterfront. RCA's are areas characterized by nature-dominated environments (i.e. wetlands, forests, abandoned fields) and resource-utilization activities (i.e. agricultural, forestry, fisheries, aquaculture). Permitting principal uses within the A-1 Zoning District support the purpose and intent of that district, specifically to preserve, encourage and protect the County's farms and forestry operations. Any future land use changes or development must meet the requirements for development in the RCA.
4. A field delineation of all environmental features, including, but not limited to, buffers, non-tidal wetlands, and tidal wetlands, will be required prior to our NR division being able to provide any plan approvals. This will assist in determining if future development will need to meet the requirements of the CBCA that are in place at the time of development.
5. This proposed rezoning is also proposed for portions of the property located in an area outside the CBCA; therefore, that area will also be subject to the Forest Conservation Law (FCL). The property has not been subject to the FCL, however, any project requiring site plan approval will require compliance with the Worcester County Forest Conservation Law. A zoning change from RP to A-1 would not change the afforestation/reforestation thresholds when/if the property is further developed to the point that compliance with the law is required. The afforestation threshold will remain at 20 percent and the reforestation threshold will remain at 50 percent should rezoning be granted. Future proposed development will need to meet the requirements of the FCA that are in place at the time of development.
6. All rezonings located wholly or partially within the Critical Area require notification to the Critical Area Commission for comment and those comments are attached.

If you have any questions on these comments, please do not hesitate to contact me.

Attachment

Larry Hogan
Governor

Boyd K. Rutherford
Lt. Governor



Charles C. Deegan
Chairman

Katherine Charbonneau
Executive Director

**STATE OF MARYLAND
CRITICAL AREA COMMISSION
CHESAPEAKE AND ATLANTIC COASTAL BAYS**

1804 West Street, Suite 100, Annapolis, Maryland 21401
(410) 260-3460 Fax: (410) 974-5338
dnr.maryland.gov/criticalarea/

October 21, 2021

Ms. Jenelle Gerthoffer
Worcester County Department of Environmental Programs
One West Market Street – Room 1306
Snow Hill, Maryland 21863

Re: Ailstock Rezoning Request
Tax Map 69, Parcel 76

Dear Ms. Gerthoffer:

Thank you for providing information on the proposed rezoning of 38.2 acres within the Resource Conservation Area (RCA) from Resource Protection District (RP) to Agricultural District (A-1). The petitioned area is located on Dividing Creek Road, Tax Map 69, Parcel 76. The entire parcel is 105.34 acres of land with 38.2 acres being located in the Critical Area.

A zoning map amendment in the Critical Area can only be made in the Critical Area on the basis of mistake in the existing zoning and a local jurisdiction must determine that the change is wholly consistent with the Critical Area land classification (Natural Resources Article 8-1809(h)(2)). If the County determines there was a mistake in the existing zoning, this office does not oppose the proposed rezoning of this property provided that any future land use changes and or development meet the requirements for development in the RCA. These requirements include a lot coverage limit of 15%, limitations on tree clearing of 30% without the granting of a variance (does not apply to approved timber harvests), 15% afforestation, and stormwater management.

Thank you for the opportunity to comment. Please submit this letter to the Planning Commission as part of their record and notify the Commission in writing of the decision made in this case. You may contact me at 410-260-3482 with any questions or concerns.

Sincerely,

M. Claudia Jones
Science Advisor
WC 387-21



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

<http://www.co.worcester.md.us/departments/drp>

ZONING DIVISION
BUILDING DIVISION
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICE DIVISION

MEMO

TO: Robert Mitchell, Director, Worcester County Environmental Programs
Billy Birch, Director, Worcester County Emergency Services
Matthew Crisafulli, Sheriff, Worcester County Sheriff's Office
Dallas Baker, P.E., Director, Worcester County Public Works Department
John Ross, P.E., Deputy Director, Worcester County Public Works Department
Kevin Lynch, Roads Superintendent, Worcester County Public Works Department
Jeff McMahon, Fire Marshal, Worcester County Fire Marshal's Office
Melanie Pursel, Director of Tourism & Economic Development
Louis H. Taylor, Superintendent, Worcester County Board of Education
James Meredith, District Engineer, Maryland State Highway Administration
Lt. Earl W. Starnes, Commander, Barracks V, Maryland State Police
Rebecca L. Jones, Health Officer, Worcester County Health Department
Rob Clarke, State Forester, Maryland Forest Services
Nelson D. Brice, District Conservationist, Worcester County Natural Resources Conservation Service
Trey Heiser, Fire Chief, Snow Hill Volunteer Fire Department
Dicky Gladding, Fire Chief, Pocomoke Volunteer Fire Department

FROM: Jennifer K. Keener, Director *JCK*

DATE: October 4, 2021

RE: Rezoning Case No. 433- Stephen and Rita Ailstock, Property Owners and Hugh Cropper, IV,
Attorney- Southeast side of Dividing Creek Road

The Worcester County Planning Commission is tentatively scheduled to review the above referenced rezoning application on December 2, 2021. This application seeks to rezone approximately 105.34 acres of land shown on Tax Map 69 as Parcel 76, from RP Resource Protection District to A-1 Agricultural District. Uses allowed in the District include, but are not

limited to, Agriculture, including feeding lots, dairy barns, stables, agricultural lagoons, hog houses, and noncommercial grain dryers, etc.

For your reference I have attached a copy of the rezoning application and location and zoning maps showing the property petitioned for rezoning.

The Planning Commission would appreciate any comments you or your designee might offer with regard to the effect that this application and potential subsequent development of the site may have on plans, facilities, or services for which **your** agency is responsible **by NOVEMBER 17, 2021**. Your response is requested even if you determine that the proposed rezoning **will have no effect** on your agency, that the application is compatible with your agency's plans, that your agency has or will have adequate facilities and resources to serve the proposed rezoning and its subsequent land uses. ***If no comments are received, we will document such and assume that you have no objection to the Planning Commission stating this information in its report to the Worcester County Commissioners.***

Effective October 8, 2021, Gary Pusey will be joining our team as the Deputy Director for the Department of Development, Review and Permitting. You may submit all comments to him for preparation of the staff report after that date.

If you have any questions or require further information, please do not hesitate to call this office or email me at jkeener@co.worcester.md.us or Gary Pusey, Deputy Director at gpusey@co.worcester.md.us. On behalf of the Planning Commission, thank you for your attention to this matter.

Attachments

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|-----------------------------|---|-----------------------|
| IN THE MATTER OF | * | |
| THE REZONING APPLICATION OF | * | |
| DANIEL STRICKLAND HOPE AND | * | REZONING CASE NO. 425 |
| JANA P. HOPE | * | |

FINDINGS OF FACT

Subsequent to a public hearing held on October 6, 2020 and after a review of the entire record, all pertinent plans and all testimony, the Worcester County Commissioners hereby adopt the findings of the Worcester County Planning Commission and also make the following additional findings of fact as the County Commissioners' complete findings of fact pursuant to the provisions of Section ZS 1-113 of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland.

Regarding the specifics of Rezoning Case No. 425: This case seeks to rezone approximately 54.7 acres of land ("petitioned area") located on the southerly side of Nassawango Road, to the west of MD Route 12, northwest of Snow Hill. It is on the easterly side of the former Nassawango Country Club and Golf Course. The request is to reclassify the petitioned area from RP Resource Protection District to A-1 Agricultural District. The petitioned area is shown as Parcel 18, Parcel B on Tax Map 70. The petitioned area is comprised of an existing agricultural field and wooded areas adjacent to the Pocomoke River.

Applicant's testimony before the County Commissioners: Hugh Cropper, IV, attorney for the applicant, began his presentation by stating that he was basing the request for rezoning on a claim of mistake in the existing zoning of the petitioned area. He stated that the property had been previously zoned A-1 Agricultural District until the comprehensive rezoning in 2009. He requested to adopt the Planning Commission's findings of fact and recommendation on the case as an exhibit. Mr. Cropper said that the wetlands adjacent to the Pocomoke River would be excluded from the request, and be retained in the RP Resource Protection District. This area has been delineated by Chris McCabe, environmental consultant, and survey located by Frank Lynch, Jr., who is willing to provide the county with a metes and bounds legal description of the area being requested for rezoning to A-1 Agricultural District. Mr. Cropper stated that the applicant is also the owner of the adjacent parcel, and that the subject property has historically been utilized for

agricultural activities and timber harvesting. While Mr. Cropper agreed with staff that the agricultural use of the property as crop production was a use permitted in all zoning districts, he outlined the various limitations that were imposed by virtue of the RP District, such as the requirement for a special exception to build a house, an agricultural structure, or the ability to subdivide. He noted that the Critical Area regulations allow subdivision in the Resource Conservation Area (RCA) at a density of one lot per 20 acres, which would apply to the subject property. Mr. Cropper stressed that the RP District purpose and intent statement says that the RP zoning should be reserved for areas of wetlands and muck. The petitioned area is uplands. Mr. McCabe testified that the A-1 Agricultural District is consistent with the RCA regulations, pointing to pages 36 and 37 of the Planning Commission findings of fact in which the Critical Area Commission finds the request consistent with certain exceptions. Overall, Mr. Cropper stated that the rezoning would result in a reasonable use and enjoyment of the property by the applicant, and that there are restrictions in place to protect the sensitive areas by virtue of the Critical Area regulations.

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

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

The County Commissioners' findings regarding availability of public facilities: As indicated in the Planning Commission's findings of fact, the County Commissioners find that as it pertains to wastewater disposal and the provision of potable water, the petitioned area is not within an area which receives public sewer or water service at the present time. A single-family dwelling in this location would require a private septic system regardless of zoning. Mr. Mitchell's memo stated that the subject property is in the S-6 category (no planned service) of the Master Water and Sewerage Plan. Additionally, the Planning Commission found that the Critical Area designation of Resource Conservation Area (RCA) limits development to one dwelling per 20 acres; thus, the petitioned area could theoretically have a maximum of two lots with one dwelling each. Fire and ambulance service will be available from the Snow Hill Volunteer Fire Company's facility, approximately ten minutes away from the subject property. No comments were received from the fire company with regard to this review. Police protection will be available from the Maryland State Police Barracks in Berlin, approximately thirty minutes away, and the Worcester County Sheriff's Department in Snow Hill, approximately ten minutes away. No comments were received from either the Maryland State Police or the Worcester

County Sheriff's Department. The petitioned area is served by the following schools: Snow Hill Elementary School, Snow Hill Middle School, and Snow Hill High School. No comments were received from the Worcester County Board of Education. In consideration of their review, the County Commissioners find that there will be no negative impacts to public facilities and services resulting from the proposed rezoning of the petitioned area from RP Resource Protection District to A-1 Agricultural District, and the site will be subject to the limitations of private water and wastewater as well as the Critical Area regulations.

The County Commissioners' findings regarding present and future transportation patterns: Based upon the Planning Commission's findings of fact and recommendation, the County Commissioners find that the petitioned area fronts on Nassawango Road, a County-owned and -maintained roadway. The Comprehensive Plan classifies Nassawango Road as a two-lane secondary highway/minor collector highway. It should be noted that other portions of this roadway are named Dividing Creek Road and/or MD Route 364 and are State-owned and -maintained. This minor collector begins at US Route 13 in Pocomoke City and links to MD Routes 12 and 354 to the north of Snow Hill. James W. Meredith, District Engineer for the Maryland Department of Transportation State Highway Administration (MDOT SHA) District 1 office commented by letter (copy attached) that if development of the property is proposed in the future, the MDOT SHA may require a traffic impact study to determine potential impacts to the surrounding state roadway network and that future development may also require an access permit to be issued from his office. He also stated that with the exception of the aforementioned comments, MDOT SHA has no objection to a rezoning determination by Worcester County. Frank J. Adkins, Worcester County Roads Superintendent, responded by memo (copy attached) that he had no comment at this time. Based upon its review, the County Commissioners find that there will be no negative impact to the transportation patterns arising from the proposed rezoning of the petitioned area as no significant changes are anticipated with a maximum of two dwellings able to be permitted.

The County Commissioners' findings regarding compatibility with existing and proposed development and existing environmental conditions in the area, including having no adverse impact to waters included on the State's impaired waters list or having an established total maximum daily load requirement: Based upon the Planning Commission's findings and the testimony of the applicant's representative, the County Commissioners find that the petitioned area is currently tilled lands and forested wetlands. Based upon the testimony of Mr. McCabe, the wetlands adjacent to the Pocomoke River have been delineated, and will be surveyed by Mr. Lynch, Jr., who will provide a metes and bounds legal description to the county. Mr. Cropper has agreed that this area can remain in the RP Resource Protection District, consistent with the Green Infrastructure

category of the Comprehensive Land Use Map. Additionally, the County Commissioners find that the petitioned area has historically been cultivated fields, and that the potential use of the property for a single-family dwelling is consistent with the A-1 Agricultural District. Based upon their review, the County Commissioners find that the proposed rezoning of the petitioned area, excluding the area designated as wetlands adjacent to the Pocomoke River, from RP Resource Protection District to A-1 Agricultural District is compatible with existing and proposed development and existing environmental conditions in the area.

The County Commissioners' findings regarding compatibility with the County's Comprehensive Plan: Based upon the Planning Commission's findings and the testimony of the applicant's representatives, the County Commissioners find that according to the Comprehensive Plan and associated land use plan map, the petitioned area lies within the Agricultural and Green Infrastructure Land Use categories within the Comprehensive Plan. Therefore, rezoning the tilled uplands would further the petitioned area's compatibility with the Comprehensive Plan. They agreed that the portion of the petitioned area containing wetlands and located adjacent to the Pocomoke River is more consistent with the Green Infrastructure category and should remain in the RP Resource Protection District. Based upon its review, the County Commissioners find that the proposed rezoning of the petitioned area from RP Resource Protection District to A-1 Agricultural District, excluding the area designated as wetlands adjacent to the Pocomoke River, is compatible with the Comprehensive Plan and in keeping with its goals and objectives.

The County Commissioners' findings regarding the recommendation of the Planning Commission: The County Commissioners find that the Planning Commission gave a favorable recommendation to the rezoning of the petitioned area from RP Resource Protection District to A-1 Agricultural District, with the exception of the area designated as wetlands adjacent to the Pocomoke River. Having made the above findings of fact, the County Commissioners concur with the recommendation of the Planning Commission and adopt its findings.

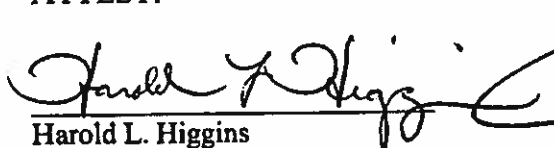
Decision of the County Commissioners: As a result of the testimony and evidence presented before the County Commissioners and the findings as set forth above, the County Commissioners find that there is a mistake in the existing zoning of the petitioned area. As detailed in the Planning Commission's findings and the testimony of the applicant's representatives, the County Commissioners find that the petitioned area and surrounding vicinity is agricultural in nature, with limited residential use. Given the nature of the petitioned area and its environs, the County Commissioners conclude that the requested A-1 Agricultural District is the most compatible zoning classification for the petitioned area and with the Comprehensive Plan. Based upon their review, the County

Commissioners conclude that a change in zoning would be more desirable in terms of the objectives of the Comprehensive Plan and hereby approve Rezoning Case No. 425 and thus rezone the petitioned area excluding the area designated as wetlands adjacent to the Pocomoke River, shown on Tax Map 70 as Parcel 18, Parcel B, from RP Resource Protection District to A-1 Agricultural District.

Adopted as of October 6, 2020. Reduced to writing and signed November 4, 2020.

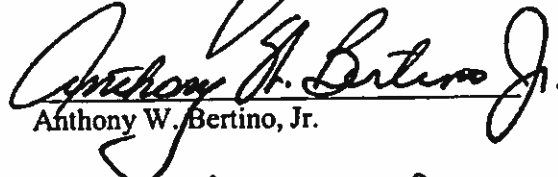
ATTEST:

COUNTY COMMISSIONERS OF
WORCESTER COUNTY

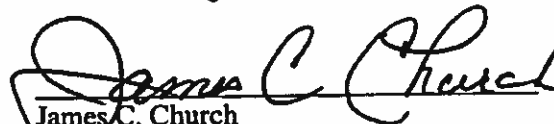

Harold L. Higgins
Chief Administrative Officer


Joseph M. Mitrecic, President

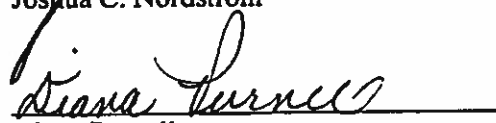

Theodore J. Elder, Vice President


Anthony W. Bertino, Jr.


Madison J. Bunting, Jr.


James C. Church


Joshua C. Nordstrom


Diana Purnell

IN THE MATTER OF

THE REZONING APPLICATION OF

DANIEL STRICKLAND HOPE

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REZONING CASE NO. 429

FINDINGS OF FACT

Subsequent to a public hearing held on June 1, 2021 and after a review of the entire record, all pertinent plans and all testimony, the Worcester County Commissioners hereby adopt the findings of the Worcester County Planning Commission and also make the following additional findings of fact as the County Commissioners' complete findings of fact pursuant to the provisions of Section ZS 1-113 of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland.

Regarding the specifics of Rezoning Case No. 429: This case seeks to rezone approximately 192.28 acres of land ("petitioned area") located on the southerly side of Nassawango Road, to the west of MD Route 12, northwest of Snow Hill. The request is to reclassify the petitioned area from RP Resource Protection District to A-1 Agricultural District. The petitioned area is shown as Parcel 18, Parcel A on Tax Map 70. The petitioned area is developed with an existing single-family dwelling with customary residential accessory structures and an agricultural storage building.

Applicant's testimony before the County Commissioners: Mr. Hugh Cropper, IV, attorney for the applicant, began his presentation by stating that he concurred in full with the Planning Commission's Findings of Fact. He stated that the property is a multi-generational farm, where hogs have been raised, and crops such as corn, potatoes and soybeans have been produced. The owners desire to continue this tradition of a sustainable working farm. Mr. Cropper stated that agriculture is the pillar of the Comprehensive Plan, and the property owner needs flexibility to keep the farm going. The property was zoned A-1 Agricultural District for forty-four years prior to the downzoning of the property in 2009 to RP Resource Protection District. They are requesting rezoning back to A-1 Agricultural District, with the exception of the fringe of wetlands that they propose to retain in RP Resource Protection District. Submitted as Applicant's Exhibit No. 1A were the A-1 Agricultural District regulations and Exhibit No. 1B were the RP Resource Protection District regulations. Mr. Cropper read the purpose and intent statement for both

zoning districts. He again noted that this property has been a productive farm for hundreds of years, and is the epitome of the A-1 District purpose and intent statement.

Chris McCabe, environmental consultant, testified that the RP Resource Protection District designation was a mistake due to the historic land use. Submitted as Applicant's Exhibit No. 2 were the Findings of Fact associated with Rezoning Case No. 425 on the adjacent parcel, on lands formerly owned by Mr. Hope and his wife. The property has been utilized for agricultural activities such as crop production, a tree farm, and a single-family dwelling. Mr. McCabe also noted that the property was located predominantly within the Agricultural category of the Land Use Map of the Comprehensive Plan. Mr. McCabe agreed that the theme of the Comprehensive Plan is the protection of agriculture, which is consistent with the existing land uses for this property.

Frank G. Lynch, Jr, professional land surveyor, testified that he has conducted work on both Parcel A (petitioned area) and Parcel B (subject of Rezoning Case No. 425). He agreed that the downzoning of the property to RP Resource Protection District was a mistake, and that the A-1 Agricultural District is more desirable in terms of the Comprehensive Plan and associated Land Use Map. Mr. Lynch also testified that minor subdivisions were only allowed by special exception in the RP District, rather than by right in the A-1 District. In addition, the Critical Area regulations are more permissive than the RP District regulations because they allow a subdivision at a density of one lot per twenty acres. In summary, Mr. Lynch concurred that there had been a mistake made in the zoning of the petitioned area in 2009.

Daniel Strickland Hope, property owner, testified that he has resided on the farm most of his life, only leaving to pursue a career before returning to the property where he grew up. He agreed that the downzoning of this property to RP Resource Protection District was a mistake, and that the A-1 Agricultural District designation was necessary to maintain a sustainable working farm. Mr. Hope stated that the property deed from 1965 described it as a tree farm, and that Maryland Forester Rob Clarke's comments refer to it as a multi-generational tree farm. Therefore, he concurred that the A-1 Agricultural District would be more in keeping with the Comprehensive Plan and existing land uses.

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

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

The County Commissioners' findings regarding availability of public facilities: As indicated in the Planning Commission's findings of fact, the County Commissioners find that as it pertains to wastewater disposal and the provision of potable water, the petitioned area is not within an area which receives public sewer or water service at the present time. A single-family dwelling in this location would require a private septic system regardless of zoning. Mr. Mitchell's memo stated that the subject property is in the S-6 category (no planned service) of the Master Water and Sewerage Plan. Additionally, the Planning Commission found that the Critical Area designation of Resource Conservation Area (RCA) limits development to a density of one dwelling per twenty acres. Fire and ambulance service will be available from the Snow Hill Volunteer Fire Company's facility, approximately ten minutes away from the subject property. No comments were received from the fire company with regard to this review. Police protection will be available from the Maryland State Police Barracks in Berlin, approximately thirty minutes away, and the Worcester County Sheriff's Department in Snow Hill, approximately ten minutes away. No comments were received from either the Maryland State Police or the Worcester County Sheriff's Department. The petitioned area is served by the following schools: Snow Hill Elementary School, Snow Hill Middle School, and Snow Hill High School. No comments were received from the Worcester County Board of Education. In consideration of their review, the County Commissioners find that there will be no negative impacts to public facilities and services resulting from the proposed rezoning of the petitioned area from RP Resource Protection District to A-1 Agricultural District, and the site will be subject to the limitations of private water and wastewater as well as the Critical Area regulations.

The County Commissioners' findings regarding present and future transportation patterns: Based upon the Planning Commission's findings of fact and recommendation, the County Commissioners find that the petitioned area fronts on Nassawango Road, a County-owned and -maintained roadway. The Comprehensive Plan classifies Nassawango Road as a two-lane secondary highway/minor collector highway. It should be noted that other portions of this roadway are named Dividing Creek Road and/or MD Route 364 and are State-owned and -maintained. This minor collector begins at US Route 13 in Pocomoke City and links to MD Routes 12 and 354 to the north of Snow Hill. James W. Meredith, District Engineer for the Maryland Department of Transportation State Highway Administration (MDOT SHA) District 1 office commented by letter that if development of the property is proposed in the future, the MDOT SHA may require a traffic impact study to determine potential impacts to the surrounding state roadway network and that future

development may also require an access permit to be issued from his office. He also stated that with the exception of the aforementioned comments, MDOT SHA has no objection to a rezoning determination by Worcester County. Frank J. Adkins, Worcester County Roads Superintendent, responded by memo that he had no comment at this time. Based upon its review, the County Commissioners find that there will be no negative impact to the transportation patterns arising from the proposed rezoning of the petitioned area as no significant changes are anticipated.

The County Commissioners' findings regarding compatibility with existing and proposed development and existing environmental conditions in the area, including having no adverse impact to waters included on the State's impaired waters list or having an established total maximum daily load requirement: Based upon the Planning Commission's findings and the testimony of the applicant's representative, the County Commissioners find that the property is currently tilled lands and forested wetlands, and is improved with a single-family dwelling, accessory residential buildings, and agricultural buildings. Additionally, the County Commissioners agreed that the petitioned area has historically been cultivated fields, and that the existing use of the property for a single-family dwelling is consistent with the A-1 Agricultural District. Based upon its review, the County Commissioners find that the proposed rezoning of the petitioned area from RP Resource Protection District to A-1 Agricultural District, excluding the area designated as the former C-1 Conservation District adjacent to the Pocumoke River on the survey accompanying the application, is compatible with existing and proposed development and existing environmental conditions in the area.

The County Commissioners' findings regarding compatibility with the County's Comprehensive Plan: Based upon the Planning Commission's findings and the testimony of the applicant's representatives, the County Commissioners find that according to the Comprehensive Plan and associated land use plan map, the petitioned area lies within the Agricultural and Green Infrastructure Land Use categories within the Comprehensive Plan. Therefore, rezoning the petitioned area would further its compatibility with the Comprehensive Plan. They agreed that the portion of the petitioned area containing wetlands and located adjacent to the Pocumoke River is more consistent with the Green Infrastructure category and should remain in the RP Resource Protection District. Based upon its review, the County Commissioners find that the proposed rezoning of the petitioned area from RP Resource Protection District to A-1 Agricultural District, excluding the area designated as the former C-1 Conservation District adjacent to the Pocumoke River on the survey accompanying the application, is compatible with the Comprehensive Plan and in keeping with its goals and objectives.

The County Commissioners' findings regarding the recommendation of the Planning Commission: The County Commissioners find that the Planning Commission gave a favorable recommendation to the rezoning of the petitioned area from RP Resource Protection District to A-1 Agricultural District, with the exception of the area designated as the former C-1 Conservation District adjacent to the Pocomoke River. The County Commissioners also find that the Planning Commission concurred that the findings of fact provided for Rezoning Case No. 425 on the adjoining parcel are applicable to the current request. Having made the above findings of fact, the County Commissioners concur with the recommendation of the Planning Commission and adopt its findings.

Decision of the County Commissioners: As a result of the testimony and evidence presented before the County Commissioners and the findings as set forth above, the County Commissioners find that there is a mistake in the existing zoning of the petitioned area. As detailed in the Planning Commission's findings and the testimony of the applicant's representatives, the County Commissioners find that the petitioned area and surrounding vicinity is agricultural in nature, with limited residential use. Given the nature of the petitioned area and its environs, the County Commissioners conclude that the requested A-1 Agricultural District is the most compatible zoning classification for the petitioned area and with the Comprehensive Plan. Based upon their review, the County Commissioners conclude that a change in zoning would be more desirable in terms of the objectives of the Comprehensive Plan and hereby approve Rezoning Case No. 429 and thus rezone the petitioned area, excluding the area of the former C-1 Conservation District adjacent to the Pocomoke River, shown on Tax Map 70 as Parcel 18, Parcel A, from RP Resource Protection District to A-1 Agricultural District.

Adopted as of June 1, 2021. Reduced to writing and signed June 15, 2021.

Attest:

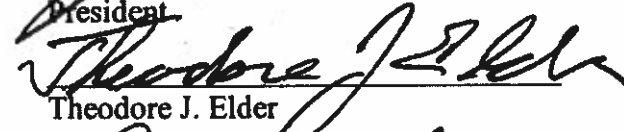


Harold L. Higgins
Chief Administrative Officer

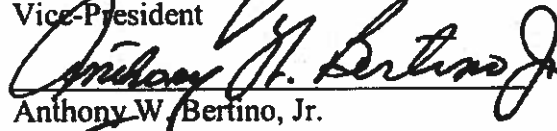
Worcester County Commissioners



Joseph M. Mitrecic
President



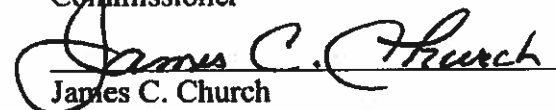
Theodore J. Elder
Vice-President



Anthony W. Bertino, Jr.
Commissioner



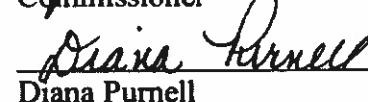
Madison J. Bunting, Jr.
Commissioner



James C. Church
Commissioner



Joshua C. Nordstrom
Commissioner



Diana Purnell
Commissioner

IN THE MATTER OF

THE REZONING APPLICATION OF

CELLAR HOUSE FARMS, LP

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REZONING CASE NO. 430

FINDINGS OF FACT

Subsequent to a public hearing held on June 1, 2021 and after a review of the entire record, all pertinent plans and all testimony, the Worcester County Commissioners hereby adopt the findings of the Worcester County Planning Commission and also make the following additional findings of fact as the County Commissioners' complete findings of fact pursuant to the provisions of Section ZS 1-113 of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland.

Regarding the specifics of Rezoning Case No. 430: This case seeks to rezone approximately 387.5 acres of land ("petitioned area") located on the southerly side of Cellar House Road, northeast of Whitesburg Road, northeast of Pocomoke City. The request is to reclassify the petitioned area from RP Resource Protection District to A-1 Agricultural District. The petitioned area is shown as Parcels 25 and 27 on Tax Map 69. The petitioned area is developed with an existing single-family dwelling with customary residential accessory structures.

Applicant's testimony before the County Commissioners: Mr. Hugh Cropper, IV, attorney for the applicant, began his presentation by stating that Cellar House Farm has a rich history as a family and working farm. The petitioned area boasts the oldest house on the Pocomoke River, and was known for barrel making, as well as raising hogs and turkeys. Submitted as Applicant's Exhibit No. 1 was an entire book, titled "The Eastern Shore Chesapeake Gardens and Houses", with photography by Taylor Lewis and text by Catherine Fallin, copyright 1993. Cellar House is specifically highlighted on pages 179 through 191 of the book. Furthermore, Mr. Cropper requested the adoption of the Planning Commission's Findings of Fact and the testimony provided in Rezoning Cases 429 and 425. With respect to the surrounding zoning designations, the property is adjacent to Milburn Landing, which is zoned RP Resource Protection District. However, he pointed out that the adjacent farms to the west were zoned A-1 Agricultural District. This was the basis for the mistake in zoning classification of the petitioned area.

Rob Graham, second principal of the Limited Partnership and son of Jack Graham, principal, testified in regards to this historical use of the property. Submitted as Applicant's Exhibit No. 2 was an aerial photograph from the 1950's. There are two buildings circled in the photo that represent former tenant houses that were relocated out to the main road on separate lots. He pointed out other buildings such as the turkey house that are no longer on the property. Mr. Graham concurred with Mr. Cropper's testimony relative to the historical uses of the property that have been occurring since the mid-1700's. Submitted as Applicant's Exhibit No. 3 was a photograph of the historical dwelling from the 1940's. He stated that the house was essentially the same as it is today. Submitted as Applicant's Exhibit No. 4 was an aerial photograph from 2019 that shows the existing dwelling and pond. Given the zoning history, it was Mr. Graham's opinion that the zoning of the property to RP Resource Protection District in 2009 was a mistake. He agreed that it was due to the proximity and zoning designation given to the sate lands. He agreed that the purpose and intent of the A-1 Agricultural District regulations fits his farm, as 90% of the farm is in crop production or part of the tree farm. Mr. Graham agreed to proffer the retention of the wetlands areas within the Green Infrastructure Land Use Category on the Land Use Map as RP Resource Protection District, though he thought it was overkill.

Chris McCabe, environmental consultant, testified that the RP Resource Protection District zoning was a mistake. He said that the A-1 Agricultural District would be more consistent with the Comprehensive Plan, as it has been a working farm for over three hundred years. Mr. McCabe described the predominant land use as Agricultural per the Land Use Map of the Comprehensive Plan, and agrees that the surrounding lands are also predominantly in agricultural production. He stated that the A-1 District designation would be more desirable, and there are additional laws in place that will protect the sensitive environmental areas.

Frank G. Lynch, Jr., professional land surveyor, testified that minor subdivisions were only allowed by special exception in the RP District, rather than by right in the A-1 District. In addition, the Critical Area regulations are more permissive than the RP District regulations because they allow a subdivision at a density of one lot per twenty acres. In summary, Mr. Lynch concurred that there had been a mistake made in the zoning of the petitioned area in 2009.

John "Jack" Graham, principal of Cellar House Farms, LP, testified that he has owned the petitioned area for fifty-five years. He is very involved in preservation, especially historical preservation, and wants to see Cellar House protected. He also agreed that the A-1 District was more desirable in terms of the Comprehensive Plan.

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

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

The County Commissioners' findings regarding availability of public facilities: As indicated in the Planning Commission's findings of fact, the County Commissioners find that as it pertains to wastewater disposal and the provision of potable water, the petitioned area is not within an area which receives public sewer or water service at the present time. A single-family dwelling in this location would require a private septic system regardless of zoning. Mr. Mitchell's memo stated that the subject property is in the S-6 category (no planned service) of the Master Water and Sewerage Plan. Additionally, the County Commissioners found that the Critical Area designation of Resource Conservation Area (RCA) limits development to one dwelling per 20 acres. Fire and ambulance service will be available from the Pocomoke City Volunteer Fire Company, located approximately twenty minutes away. No comments were received from the fire company with regard to this review. Police protection will be available from the Maryland State Police Barracks in Berlin, approximately thirty-five minutes away, and the Worcester County Sheriff's Office in Snow Hill, approximately fifteen minutes away. No comments were received from the Maryland State Police Barracks or from the Sheriff's Office. The petitioned area is served by the following schools: Pocomoke Elementary School, Pocomoke Middle School, and Pocomoke High School. No comments were received from the Worcester County Board of Education. In consideration of their review, the County Commissioners find that there will be no negative impacts to public facilities and services resulting from the proposed rezoning of the petitioned area from RP Resource Protection District to A-1 Agricultural District, and the site will be subject to the limitations of private water and wastewater as well as the Critical Area regulations.

The County Commissioners' findings regarding present and future transportation patterns: Based upon the Planning Commission's findings of fact and recommendation, the County Commissioners find that the petitioned area fronts on Cellar House Road, a County-owned and -maintained roadway which is less than half a mile in total length, and terminates at each end on Nassawango Road. The Comprehensive Plan classifies Nassawango Road as a two-lane secondary highway/minor collector highway. It should be noted that other portions of this roadway are named Dividing Creek Road and/or MD Route 364 and are State-owned and -maintained. This minor collector begins at US Route

13 in Pocomoke City and links to MD Routes 12 and 354 to the north of Snow Hill. James W. Meredith, District Engineer for the Maryland Department of Transportation State Highway Administration (MDOT SHA) District 1 office commented by letter that if development of the property is proposed in the future, the MDOT SHA may require a traffic impact study to determine potential impacts to the surrounding state roadway network and that future development may also require an access permit to be issued from his office. He also stated that with the exception of the aforementioned comments, MDOT SHA has no objection to a rezoning determination by Worcester County. Frank J. Adkins, Worcester County Roads Superintendent, responded by memo that he had no comment at this time. Based upon its review, the County Commissioners find that there will be no negative impact to the transportation patterns arising from the proposed rezoning of the petitioned area as no significant changes are anticipated.

The County Commissioners' findings regarding compatibility with existing and proposed development and existing environmental conditions in the area, including having no adverse impact to waters included on the State's impaired waters list or having an established total maximum daily load requirement: Based upon the Planning Commission's findings and the testimony of the applicant's representative, the County Commissioners find that the petitioned area is currently tilled lands and forest, and is improved with a single-family dwelling with accessory structures. Additionally, the County Commissioners agreed that the petitioned area has historically been cultivated fields, and that the existing use of the property for a single-family dwelling is consistent with the A-1 Agricultural District. Based upon its review, the County Commissioners find that the proposed rezoning of the petitioned area from RP Resource Protection District to A-1 Agricultural District, excluding the area designated in the Green Infrastructure Land Use Category as illustrated on the Land Use Map of the Comprehensive Plan, is compatible with existing and proposed development and existing environmental conditions in the area.

The County Commissioners' findings regarding compatibility with the County's Comprehensive Plan: Based upon the Planning Commission's findings and the testimony of the applicant's representatives, the County Commissioners find that according to the Comprehensive Plan and associated land use plan map, the petitioned area lies within the Agricultural and Green Infrastructure Land Use categories within the Comprehensive Plan. Therefore, rezoning the petitioned area would further its compatibility with the Comprehensive Plan. They agreed that the portion of the petitioned area containing wetlands and located adjacent to the Pocomoke River is more consistent with the Green Infrastructure category and should remain in the RP Resource Protection District. Based upon its review, the County Commissioners find that the proposed rezoning of the petitioned area from RP Resource Protection District to A-1 Agricultural District,

excluding the area designated in the Green Infrastructure Land Use Category, is compatible with the Comprehensive Plan and in keeping with its goals and objectives.

The County Commissioners' findings regarding the recommendation of the Planning Commission: The County Commissioners find that the Planning Commission gave a favorable recommendation to the rezoning of the petitioned area from RP Resource Protection District to A-1 Agricultural District, with the exception of the lands designated within the Green Infrastructure Land Use Category. The County Commissioners also find that the Planning Commission concurred that the findings of fact provided for Rezoning Case No. 425 are also applicable to the current request. Having made the above findings of fact, the County Commissioners concur with the recommendation of the Planning Commission and adopt its findings.


Decision of the County Commissioners: As a result of the testimony and evidence presented before the County Commissioners and the findings as set forth above, the County Commissioners find that there is a mistake in the existing zoning of the petitioned area. As detailed in the Planning Commission's findings and the testimony of the applicant's representatives, the County Commissioners find that the petitioned area and surrounding vicinity is agricultural in nature, with limited residential use. Given the nature of the petitioned area and its environs, the County Commissioners conclude that the requested A-1 Agricultural District is the most compatible zoning classification for the petitioned area and with the Comprehensive Plan. Based upon their review, the County Commissioners conclude that a change in zoning would be more desirable in terms of the objectives of the Comprehensive Plan and hereby approve Rezoning Case No. 430 and thus rezone the petitioned area, with the exception of the lands designated in the Green Infrastructure Land Use Category, shown on Tax Map 69 as Parcels 25 and 27, from RP Resource Protection District to A-1 Agricultural District.

Adopted as of June 1, 2021. Reduced to writing and signed June 15th, 2021.


ATTEST:

COUNTY COMMISSIONERS OF
WORCESTER COUNTY

Attest:



Harold L. Higgins
Chief Administrative Officer

Worcester County Commissioners



Joseph M. Mitrecic
President


Theodore J. Elder
Vice-President


Anthony W. Bertino, Jr.
Commissioner


Madison J. Bunting, Jr.
Commissioner


James C. Church
Commissioner


Joshua C. Nordstrom
Commissioner


Diana Purnell
Commissioner

COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND

EMERGENCY BILL 22-1

BY: Church, Elder, Mitrecic, Nordstrom and PurnellINTRODUCED: March 1, 2022

AN EMERGENCY BILL ENTITLED

AN ACT Concerning

Zoning – Townhouses

For the purpose of amending the Zoning and Subdivision Control Article to no longer require that a series of townhouse units must be restricted to ten units and a maximum length of two hundred feet.

Section 1. BE IT ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that existing Subsection § ZS 1-313(b)(1) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be amended to read as follows:

- (1) No series of attached townhouse units should contain more than ten such units nor exceed two hundred feet in length.

Section 2. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that this Bill, having been declared an Emergency Bill, shall take effect immediately upon its passage.

PASSED this _____ day of _____, 2022.

Attest:

**County Commissioners of
Worcester County, Maryland**

Weston S. Young
Chief Administrative Officer

Joseph M. Mitrecic, President

Theodore J. Elder, Vice President

Anthony W. Bertino, Jr., Commissioner

Madison J. Bunting, Jr., Commissioner

James C. Church, Commissioner

Joshua C. Nordstrom, Commissioner

Diana Purnell, Commissioner



Worcester County Government

One West Market Street | Room 1103 | Snow Hill MD 21863-1195

(410) 632-1194 | (410) 632-3131 (fax) | admin@co.worcester.md.us | www.co.worcester.md.us

February 28, 2022

TO: *The Daily Times Group and The Ocean City Today Group*
 FROM: Joseph E. Parker III, Deputy Chief Administrative Officer
 SUBJECT: Worcester County Proposed Change in Zoning – Emergency Bill 22-1 – Zoning Code Text Amendment

.....
 Please print the attached Notice of Introduction of Emergency Bill 22-1 in *The Daily Times/Worcester County Times/Ocean Pines Independent* and *Ocean City Digest/Ocean City Today* on March 10, 2022. Thank you.

Notice of Public Hearing
Introduction of Emergency Bill 22-1
Zoning Code Text Amendment (Townhouses)
Worcester County Commissioners

A fair summary of the emergency bill is as follows:

§ ZS 1-313(b)(1). (Repeals and reenacts this provision of the Townhouse section to modify the language so that the maximum number of ten units in a series of townhouse units and the maximum length of two hundred feet for a series of townhouses is a design recommendation and not a requirement.) This emergency bill was introduced by Commissioners Church, Elder, Mitrecic, Nordstrom, and Purnell on March 1st, 2022.

Public Hearing
Tuesday, March 15, 2022
at 10:40 A.M.

in the
 County Commissioners Meeting Room
 Room 1101 - Government Center
 One West Market Street
 Snow Hill, Maryland 21863

This is only a fair summary of the bill. A full copy of the bill is posted on the Legislative Bulletin Board in the main hall of the Worcester County Government Center outside Room 1103, is available for public inspection in Room 1103 of the Worcester County Government Center. A full copy of the bill is also available on the County Website at www.co.worcester.md.us

THE WORCESTER COUNTY COMMISSIONERS



DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

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<http://www.co.worcester.md.us/departments/drp>

ZONING DIVISION
BUILDING DIVISION
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICES DIVISION

MEMORANDUM

To: Weston S. Young, P.E., Chief Administrative Officer
From: Jennifer K. Keener, AICP, Director JKK
Date: March 7, 2022
Re: Planning Commission Recommendation – Text Amendment to § ZS 1-313(b)(1)
Townhouses

On March 3, 2022, the Planning Commission reviewed the proposed text amendment submitted by Mr. Hugh Cropper to modify the provisions of § ZS 1-313(b)(1) Townhouses. The board made a unanimous favorable recommendation for the amendment as submitted.

Gary Pusey, Deputy Director, has prepared the attached detailed summary of the Planning Commission's discussion on the proposed amendment and has included a copy of the staff report. In addition, we have received one email in regards to the proposed amendment (attached), to be included as part of the public record for the County Commissioners upcoming hearing.

Should you have any questions or require additional information, please do not hesitate to contact us.

cc: Gary Pusey, Deputy Director



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DATA RESEARCH DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICES DIVISION

ZONING DIVISION
BUILDING DIVISION
ADMINISTRATIVE DIVISION

MEMORANDUM

To: Jennifer K. Keener, AICP, Director
From: Gary Pusey, Deputy Director *GP*
Date: March 4, 2022
Re: Planning Commission Recommendation - Text Amendment Application – §ZS 1-313(b)(1) Townhouses to allow the Planning Commission to:

- (1) Increase the 200 foot maximum length requirement for a series of townhouse units; and
- (2) Increase the maximum number of units (10) for a series of townhouse units

The purpose of this memo is to forward the Planning Commission's comments and recommendation regarding a text amendment application submitted by Hugh Cropper, IV, on behalf of Kathy Clark that would amend the wording of the Townhouse section of the Zoning Ordinance as it relates to the maximum number and length of a series of townhouse units.

The amendment proposes to change the word "shall" to "should" in §ZS 1-313(b)(1) so that it would read as follows:

- (1) No series of attached townhouse units ~~shall~~ **should** contain more than ten such units nor exceed two hundred feet in length.

If approved by the County Commissioners, the standards regulating the maximum number and length of a series of townhouse units would be a recommendation and not a requirement, and those dimensions could be determined by the Planning Commission during plan review and approval.

In the report to the Planning Commission, the Staff noted that the existing language has been in place since 1974, when an amendment to the 1965 Zoning Code established multi-family and townhouse dwellings as a permitted use in the R-3 Apartment District. However, only the townhouse section contained standards limiting the number of units and length of the series of

townhouses; no such restrictions were included for multi-family buildings, resulting in townhouse projects being held to a more restrictive standard.

Townhouse projects are subject to the requirements contained in §ZS 1-313 of the County's Zoning Code. If this amendment is approved, Staff noted that the Planning Commission still has the ability to attach conditions or make modifications to a townhouse project to ensure compliance with the Code by virtue of §ZS 1-313(b)(10), which states as follows:

§ZS 1-313(b)(10) - In granting site plan approval under § ZS 1-325 hereof, the Planning Commission may attach such additional conditions or make such modifications to the project as it deems necessary to ensure full compliance with the provisions and intent of this Title.

In addition to the requirements contained in §ZS 1-313 (Townhouses), townhouse projects that have more than 20 units are also subject to the RPC requirements. Under those requirements, Section §ZS 1-315(j) contains design standards related to scale, layout, landscaping and architectural style, which provides the Planning Commission with the authority to restrict the size of an individual townhouse building should the scale, including the length of a building, be deemed inappropriate.

The Planning Commission reviewed the proposed text amendment at its meeting on March 3, 2022. Mr. Cropper stated the proposed amendment would allow the Planning Commission to have more flexibility when reviewing townhouse development plans to approve innovative designs, while still ensuring the Commission had the authority to require design standards related to scale, layout, landscaping and architectural style. He also noted that when the limitations on the number of units and length of a series of townhouse units were initially included in the County Code pre-2009, townhouse projects were not subject to the Residential Planned Community (RPC) requirements of the Code. He concurred with the Staff comments that projects containing more than 20 units must comply with the RPC requirements, and those with 20 units or less have the option of being reviewed as a minor RPC.

Following the discussion, the Planning Commission gave a favorable recommendation to the text amendment application as proposed.

A copy of the staff report including the application is attached, as is a draft bill. These items were previously provided to County Administration as this amendment was approved for Introduction by the County Commissioners on March 1, 2022, as an Emergency Bill, with a Public Hearing set for March 15, 2022.

Should you have questions or require additional information, please let me know. Thanks!

Attachment

Kristen Tremblay

From: Anne Harrison <ae Harrison11@gmail.com>
Sent: Thursday, March 3, 2022 8:30 AM
To: Kristen Tremblay
Cc: Diana Purnell
Subject: *EXTERNAL*:Text Amendment Item on Planning Commission Meeting Agenda, 3/3/2022

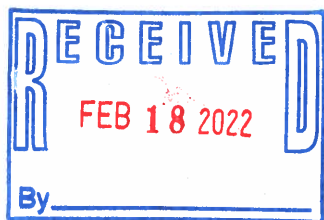
CAUTION: This email originated from an external email domain which carries the additional risk that it may be a phishing email and/or contain malware.

To: Kristen Tremblay, Zoning Administrator
Worcester County Maryland

Dear Ms. Tremblay,

In reviewing the agenda for today's planning commission meeting, I see that there is a text amendment request to zoning code ZS-1-313(b)(1), which changes the word "shall" to "should" with respect to length and number of townhouse units. This makes that section essentially meaningless. Because this request came about because of a specific case, I think it is better to deal with a specific exception, rather than loosening the requirements in the zoning code.

Respectfully,
Anne Harrison
8513 Langmaid Road
Newark, MD 21841



APPROVED

ZONING DIVISION
BUILDING DIVISION
DATA RESEARCH DIVISION

DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

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Introduced by
Church, Elder, Mitrecic,
Nordstrom, Parnell
WSY 3/1/22

ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICES DIVISION

MEMORANDUM

To: Weston S. Young, P.E., Chief Administrative Officer
From: Jennifer K. Keener, AICP, Director *JKK*
Date: February 18, 2022
Re: Request for Introduction and Scheduling of a Public Hearing – Text Amendment to
§ ZS 1-313(b)(1) Townhouses

I am requesting that the Worcester County Commissioners consider the introduction of a proposed text amendment to § ZS 1-313(b)(1) Townhouses at their upcoming meeting as an emergency bill. If introduced, a draft notice for the required public hearing is attached for your use.

Mr. Cropper, on behalf of his client, has filed the attached text amendment application to modify one of the provisions of § ZS 1-313 Townhouses such that it is a design recommendation, rather than a requirement. This particular section establishes the maximum length and overall number of units that an individual townhouse building may contain, and will read as follows if the proposed amendment is approved:

- (1) No series of attached townhouse units ~~shall~~ **should** contain more than ten such units nor exceed two hundred feet in length.

The Planning Commission is scheduled to formally review the proposed amendment and provide a recommendation at their meeting on March 3, 2022. Staff will forward the recommendation to you in advance of the public hearing.

Thank you for your attention to this matter. Should you have any questions or require additional information, please do not hesitate to contact me.

cc: Gary Pusey, Deputy Director

NOTICE OF INTRODUCTION OF EMERGENCY BILL 22-____
WORCESTER COUNTY COMMISSIONERS

Take Notice that Emergency Bill 22-__ (Zoning – Townhouses) was introduced by Commissioners _____ on _____, 2022.

A fair summary of the bill is as follows:

§ ZS 1-313(b)(1). (Repeals and reenacts this provision of the Townhouse section to modify the language so that the maximum number of ten units in a series of townhouse units and the maximum length of two hundred feet for a series of townhouses is a design recommendation and not a requirement.)

A Public Hearing

will be held on Emergency Bill 22-____ at the Commissioners' Meeting Room, Room 1101 – Government Center, One West Market Street, Snow Hill, Maryland on **Tuesday**, _____, **2022 at ____ a.m.**

This is only a fair summary of the bill. A full copy of the bill is posted on the Legislative Bulletin Board in the main hall of the Worcester County Government Center outside Room 1103, is available for public inspection in Room 1103 of the Worcester County Government Center. A full copy of the bill is also available on the County Website at www.co.worcester.md.us.

THE WORCESTER COUNTY COMMISSIONERS

COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND

EMERGENCY BILL 22-

BY:

INTRODUCED:

AN EMERGENCY BILL ENTITLED

AN ACT Concerning

Zoning – Townhouses

For the purpose of amending the Zoning and Subdivision Control Article to no longer require that a series of townhouse units must be restricted to ten units and a maximum length of two hundred feet.

Section 1. BE IT ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that existing Subsection § ZS 1-313(b)(1) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be amended to read as follows:

- (1) No series of attached townhouse units should contain more than ten such units nor exceed two hundred feet in length.

Section 2. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that this Bill, having been declared an Emergency Bill, shall take effect immediately upon its passage.

PASSED this _____ day of _____, 2022.

ATTEST:

**COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND**



DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

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ZONING DIVISION
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CUSTOMER SERVICE DIVISION
TECHNICAL SERVICES DIVISION

MEMORANDUM

To: Worcester County Planning Commission
From: Gary Pusey, Deputy Director *GP*
Date: February 18, 2022
Re: Text Amendment Application – §ZS 1-313(b)(1) Townhouses – Amend the text to allow the Planning Commission to:
(1) Increase the 200 foot maximum length requirement for a series of townhouse units; and
(2) Increase the maximum number of units (10) for a series of townhouse units

Hugh Cropper has submitted a text amendment application on behalf of Kathy Clark to amend the Townhouse section in the Zoning Code so that the maximum length requirement (200') and maximum number of units (10) for a series of townhouse units is a recommendation as opposed to a requirement. If approved, this would allow the Planning Commission to increase the length and number of townhouse units during its plan review process.

The amendment consists of changing the word "shall" to "should," so that §ZS 1-313(b)(1) would read as follows:

- (1) No series of attached townhouse units ~~shall~~ **should** contain more than ten such units nor exceed two hundred feet in length.

Following our customary practice, once the text amendment application was received, it was reviewed by Jennifer Keener, Director; Kristen Tremblay, Zoning Administrator; Roscoe Leslie, County Attorney and Planning Commission Attorney; and myself for comment. Staff comments relative to this request are summarized in the "Discussion" section below, along with an analysis of the request.

Please note that the initial application submitted requested only that the 200' length be increased to 225'. Staff suggested, and Mr. Cropper agreed, that the application instead be revised to change the word "shall" to "should" as noted above. This would provide the Planning Commission with the flexibility to approve both an increase in the number of attached units and

the entire length if warranted. The original application, along with an email from Mr. Cropper agreeing to the revision, is attached to this memo.

As is the case with all text amendment applications, the Planning Commission reviews the request and makes a recommendation to the County Commissioners. If at least one member of the County Commissioners is willing to introduce the amendment as a bill, then a Public Hearing date will be set for the Commissioners to obtain public input prior to acting on the request.

DISCUSSION

This application was submitted in response to the Shady Side Village RPC Step III Review by the Planning Commission at its Feb. 3, 2022 meeting when an issue arose about the 215' length that was being proposed. As a result, Mr. Cropper submitted this application to allow the Planning Commission to have more flexibility when approving townhouse developments.

Comments included here are based on DRP Staff's review of the request, including those provided by the Director and the Zoning Administrator that are attached to this memo.

As the Director notes, the existing language has been in place since 1974, when an amendment to the 1965 Zoning Code established multi-family and townhouse dwellings as a permitted use in the R-3 Apartment District. However, only the townhouse section contained standards limiting the number of units and length of the series of townhouses; no such restrictions were included for multi-family buildings, resulting in townhouse projects being held to a more restrictive standard.

Townhouse projects are subject to the requirements contained in §ZS 1-313 of the County's Zoning Code. If this amendment is approved, the Director notes that the Planning Commission still has the ability to attach conditions or make modifications to a townhouse project to ensure compliance with the Code by virtue of §ZS 1-313(b)(10). The wording of this section is as follows:

§ZS 1-313(b)(10) - In granting site plan approval under § ZS 1-325 hereof, the Planning Commission may attach such additional conditions or make such modifications to the project as it deems necessary to ensure full compliance with the provisions and intent of this Title.

In addition to the requirements contained in §ZS 1-313 (Townhouses), townhouse projects that have more than 20 units are also subject to the RPC requirements. Under those requirements, Section §ZS 1-315(j) contains design standards related to scale, layout, landscaping and architectural style, which provides the Planning Commission with the authority to restrict the size of an individual townhouse building should the scale, including the length of a building, be deemed inappropriate.

SUMMARY

Staff supports the proposed amendment.

With the approval of plans by the Planning Commission, a developer will have more flexibility to design a townhouse project without having to strictly comply with the requirements limiting the length of a townhouse project and the number of units allowed that are now in the Code. The Commission has the ability to attach conditions or require modifications to projects to ensure compliance with the provisions and intent of the Code through existing language contained in the Townhouse and RPC Sections of the Code.

A draft bill is attached for the Commission's review.

Should you have any questions or require additional information, please do not hesitate to contact me.

Attachments

cc: Jennifer Keener, AICP, Director
Roscoe Leslie, County Attorney
Kristen Tremblay, Zoning Administrator
Hugh Cropper IV, Attorney for the Applicant



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TECHNICAL SERVICES DIVISION

MEMORANDUM

To: Gary Pusey, Deputy Director
From: Jennifer Keener, AICP, Director JKK
Date: February 15, 2022
Re: Text Amendment Application – § ZS 1-313(b)(1) Townhouses

This memorandum is in response to your request for comments on the text amendment submitted by Hugh Cropper, IV, Esq. on behalf of his client, Kathy Clark. The language proposes to modify the provisions of the townhouse section to establish the maximum individual building length by dimension (200 feet) and overall number of units (10 units) as a recommendation (“should”), as opposed to a requirement (“shall”). Overall, I have no issue with the proposed amendment as drafted.

This language has been in place since a 1974 comprehensive amendment to the 1965 Zoning Code established multi-family and townhouse dwellings as a permitted use in the R-3 Apartment District. Unlike townhouses, multi-family buildings have never had a similar constraint on the length or number of units. Therefore, townhouse developments have always been held to a more restrictive design standard.

The townhouse section in § ZS 1-313(b)(10) gives the Planning Commission the ability to attach additional conditions or make modifications to the project as it determines necessary to ensure full compliance with provisions and intent of the Zoning Code. For developments over twenty units, the project will also be subject to the Residential Planned Community requirements, which entails additional design standards such as scale, layout, landscaping and architectural style to be applied to the overall project per § ZS 1-315(j). Therefore, the Planning Commission would still maintain the authority to restrict the size of an individual townhouse building should the scale, including the length of a building, be deemed inappropriate.

Should you have any additional questions or need additional information, please let me know. I will be available to discuss this matter with the Planning Commission at their upcoming meeting.



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ZONING DIVISION
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TECHNICAL SERVICES DIVISION

MEMORANDUM

To: Jennifer K. Keener, AICP, Director
Gary R. Pusey, Deputy Director
From: Kristen M. Tremblay, AICP, Zoning Administrator
Date: February 14, 2022
Re: Zoning Ordinance Proposed Text Amendment - § ZS 1-313(b)(1) to allow the Planning Commission to adjust the 200-foot maximum length requirement for a series of townhouse units.

.....

Thank you for providing me with an opportunity to comment on the proposed text amendment requested by Hugh Cropper.

The proposed text amendment seeks to allow a series of attached townhouse units to consist of a length greater than 200 feet and has been proposed as follows:

- (1) "No series of attached townhouse units ~~shall~~ should contain more than ten such units nor exceed two hundred feet in length."

I do not have any concerns with the proposed text amendment regarding the total length of the structure, but perhaps the total number of units should remain mandatory and offer the following amended language for consideration:

- (1) "No series of attached townhouse units shall contain more than ten such units. It is also intended that a series of attached townhouse units should not exceed two hundred feet in total length.

Please let me know if you have any other questions regarding this proposed text amendment.



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MEMORANDUM

To: Jennifer Keener, AICP, Director
Roscoe Leslie, County Attorney
Kristen Tremblay, AICP, Zoning Administrator
From: Gary Pusey, Deputy Director GP
Date: February 10, 2022
Re: Text Amendment Application –Revise the text of §ZS 1-313(b)(1) to allow the Planning Commission to adjust the 200 foot maximum length requirement for a series of townhouse units

Hugh Cropper is submitting a text amendment application to amend the Townhouse section in the Zoning Code to allow the 200' maximum length requirement for a series of townhouse units to be increased by the Planning Commission during its Residential Planned Community (RPC) review.

The Shady Side Village RPC Step III Review was discussed at the Planning Commission's Feb. 3, 2020 meeting and an issue arose about the 215' length that was being proposed, and the Commission did not approve the plans for that reason. In response, Mr. Cropper is submitting this application to allow the Planning Commission to have the flexibility to approve a length greater than 200'.

The amendment consists of changing the word "shall" to "should," so that §ZS 1-313(b)(1) would read as follows:

- (1) No series of attached townhouse units ~~shall~~ **should** contain more than ten such units nor exceed two hundred feet in length.

Staff has agreed to process the application expeditiously so that it can be presented to the Planning Commission at its March 3, 2022 meeting, and can possibly be considered by the County Commissioners on March 15 as emergency legislation. In order to meet this time frame, please provide any comments you may have by this Friday, Feb. 18, 2022. (If this deadline presents a problem, please let me know.)

If you have questions or need additional information, please let me know. Thanks!

Gary R. Pusey

From: Hugh Cropper <hcropper@bbcmlaw.com>
Sent: Thursday, February 10, 2022 7:52 PM
To: Gary R. Pusey
Cc: Jennifer Keener
Subject: *EXTERNAL*:Re: TH Text Amendment

CAUTION: This email originated from an external email domain which carries the additional risk that it may be a phishing email and/or contain malware.

I will amend my request, per your email. Will change shall to should.

Will let you know about rezonings.

Visiting colleges with kids the next couple of days. Thanks. Hugh.

Sent from my iPhone

On Feb 10, 2022, at 8:18 AM, Gary R. Pusey <gpusey@co.worcester.md.us> wrote:

Good morning Hugh,

We received your text amendment application yesterday, so this will be scheduled for the 3/3/2022 PC meeting.

Jen and I have been discussing this since the PC meeting last week, and we'd like to give you an option for you to consider. Instead of changing the 200' length, would you consider changing the word "shall" in that same sentence [1-313(b)(1)] to "should" so that it reads "No series of attached townhouse units should contain more than ten such units nor exceed two hundred feet in length"?

We're OK with either one and will support either one so it's up to you. Just thinking that if a similar situation arises in the future where someone may want a length to be more than 225' we're back to where we were and that "should" would give the PC the flexibility to approve a length of any amount. But it's up to you.

Also, at the moment the text amendment is the only item on the 3/3 agenda. Are you planning on bringing the Top View and Raynes rezoning cases back for 3/3 also, or do you want those to be continued to a future date?

Thanks!

Gary R. Pusey
Deputy Director
Dept. of Development Review & Permitting
Worcester County Government Center
One West Market St. – Room 1201
Snow Hill, MD 21863

Worcester County Commissioners
 Government Office Building
 One West Market Street, Room 1103
 Snow Hill, Maryland 21863

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: 2/9

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. Section of Text of Zoning and Subdivision Control

A. Section Number: ZS 1-313 (b) (1)

B. Page Number: 165

C. Proposed revised text, addition or deletion:

Change "two hundred" feet to "two hundred twenty-five feet."

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: see attached

IV. Signature of ApplicantsSignature:  attorneyPrinted Name of Applicant: Kathleen M. ClarkMailing Address: 12319 Ocean Gateway, Suite 304Phone Number: 410-213-1633E-Mail: kclark@monogrambuilders.comDate: February 9, 2022Signature of AttorneySignature: Printed Name of Attorney: Hugh Cropper IVMailing Address: 9927 Stephen Decatur Hwy., F-12, Ocean City, Maryland 21842Phone Number: 410-213-2681E-Mail: hcropper@bbcmlaw.comDate: February 9, 2022V. 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.